

**The Personal Health Budget will be running from 1<sup>st</sup> February 2024 until the budget is exhausted.**

**Purpose:** to support people to stay well and at home through identified, **one off need** that's detailed in the Personal Health Budget Request Form. The fund is able to be creative and accommodate mental health needs.

The fund is accessible during Pentreath opening hours – 9am – 4pm weekdays (excluding bank holidays) to anyone in Cornwall who is 18yrs. There is no upper age limit. We will endeavour to action any requests within the same day but due to demand this could take up to 5 working days.

**Out of hours** (emergency) purchases can be carried out and then reimbursed during the opening hours. **Please note**, purchases are made at the applying organisations own risk and reimbursement will only be made on eligible purchases once a completed Application Form, invoice and receipt of purchase is supplied

The fund will be delivered via a:

- notional budget: a direct payment is made to a provider of goods and/or services on behalf of the individual
- third party budget: a direct payment is made to an organisation or individual with an approved Personal Health Budget Request Form and a valid receipt as reimbursement

There is a **maximum spend of £1,200**. If something is required of greater value, please speak to the Project Manager.

No spend can be made or reimbursed without a Personal Health Budget Request form being fully completed and approved.

A Personal Health Budget must be planned and agreed between the individual (or their representative) and a member of the Integrated Care System such as a Health and Wellbeing professional (GP, VCO employee , CPN, Advisor, Keyworker etc.)

### **Rules and examples**

1. For any request to be approved, an Application form (Sheet 2) must be completed in full and submitted with receipts (where applicable).
2. If there are insufficient support plan details, this will delay approval of any funding
3. The person completing this request is responsible for obtaining a detailed receipt or VAT invoice for any purchases made unless the purchase was made directly by Pentreath.
4. The person completing this request must ensure they have carried out due diligence that any services or provision have the necessary qualifications and cover to operate safely. If applying for goods, the person completing this request must also ensure the spend from MH PHB is providing value for money and a fully justified purchase.
5. Any fuel purchases will be made direct to the energy suppliers where possible. Key top-ups can be reimbursed with a valid receipt. Please note that we cannot pay off a debt.
6. Supermarket shopping can be reimbursed with a valid receipt.
8. No cash amounts will be made direct to clients, unless it is to reimburse for something that has already been purchased and the receipt is submitted as evidence.
9. This funding cannot be used for the following:
  - a. Paying off a debt

- b. Anything illegal
- c. Cigarettes and alcohol
- d. Gambling
- e. Emergency care
- f. Medication

10. Electronic signatures on this request will be considered to equal weight and purpose to a wet signature.

11. Details of purchase

- a. Clearly state any units/colours/measurements etc if required including the required delivery address.
- b. If providing a link to purchase an item then an Amazon link is preferable
- c. Please include delivery costs when calculating total costs on the application form and check the item is in stock at time of application.

12. All of the information involved in this request will be held by Pentreath Ltd as part of our management of this fund. The retention period for this information will be 7 years. All enquiries about this data should be directed to: Compliance Manager, Pentreath Ltd, St Enoder Barns, Glebe Farm, Narrow Lane, Summercourt, Newquay, TR8 5EE.