

Confidential

RICHARD WATTS CHARITIES

Jo Toland
Homehelp Service Co-Ordinator
Tel: 01634 842194 (option 2)

Watts Almshouses
Administrative Offices
Maidstone Road
Rochester
Kent ME1 1SE

HOMEHELP SERVICE APPLICATION

The Charity reserve the right to visit prior to allocation of a homehelp

	Applicant	Partner
Surname		
First Name(s)		
Address		
Telephone Number		
Does anybody else live in the house?		
Any regular visitor/s whilst HH is going to be there?		
Present state of health (please give details of any medical conditions)		
Name of Social Services Care Manager (if applicable)		
Emergency contact		

FINANCIAL DETAILS

INCOME	Applicant Amount per Month £	Partner Amount per Month £
State Pension (13 payments)		
Attendance Allowance		
Income Support		
Disability Living Allowance or PIP Personal Independence Payment		
Housing Benefit		
Council Tax Benefit		
Private / Works Pensions		
Incapacity benefit or ESA		
Other income Please give details		
Savings		
Interest on Savings		
TOTAL:		
EXPENDITURE	Amount per Month £	Amount per Month £
Rent / Mortgage / Maintenance		
Council tax (10 months)		
Water charges (10 months)		
Gas		
Electricity		
Other heating		
Telephone		
TV licence		
Insurances		
Cost of care (inc Home Help)		
Cost of any other help		
Other expenditure (including car) Please give details		
TOTAL:		
NET DISPOSABLE:		

Signature Date.....

The information given is correct to the best of my knowledge. It is a Charity Commission requirement to investigate the personal circumstances of applicants. The personal data supplied on this form will be held on file. Some details may be checked with relevant organisations, but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

FOR OFFICE USE only	
Referred by? Advert seen?	
Help required	
Cleaning (materials) Hoovering (vacuum?) Any at height (step ladder?) Other?	
Washing (washing machine?)	
Ironing (iron / board?)	
Telephone call/paperwork	
Shopping or other assistance	
Days/times available for HH to visit	
Pets	
Key Code	
Home Help allocated:	
Day and times:	
Commencing date:	
Conf letter to client:	
Client Info Sheet to HH:	

TO BE COMPLETED BY INTERVIEWING OFFICER:

- ☐ Pay by monthly invoice
- ☐ Pay by cheque/cash to H/H or post or BACs
- ☐ Early & late cancellation terms explained
- ☐ Holiday cover explained
- ☐ Bank holidays
- ☐ Home help private tel. numbers & PINS explained

£17.50 per hour

Monthly	4 weeks	5 weeks
1hr a week	£70	£87.50
1.5hrs week	£105.00	£131.25
2hrs a week	£140	£175
3hrs a week	£210.00	£262.50

Internal Systems

Update weekly schedule *

(Excel)

[WEEKLY SCHEDULE - MASTERCOPY 2023 - Copy.xlsx](#)

Update HH Basic Hours Check *

(Excel)

[Basic Hours and Payroll Summary Check.xlsx](#)

[Confirmation letter to client.](#)

Add to Current Home Help Data *

(Excel database)

Email Finance about new client if paying *

Cc Senior Administrator

For FREE Service only complete Subsidised Application Schedule *

(Excel) Talk to Martin about putting forward Trustees meeting.

[BLANK - Application Schedule.xls](#)

Follow up call - 1st visit *

Follow up call after 1 month *

