

## Short Break application completion guide

Before you start:

If you do not have access to online technology or feel unable to complete the assessment yourself, then support can be provided by Ask Us Nottinghamshire: [askus@futuresadvice.co.uk](mailto:askus@futuresadvice.co.uk) - tel. number 0800 1217772.

PLEASE NOTE: The name, address and contact details of the person filling in the online application form is required. It is expected that this will be the young person themselves or a family member on behalf of a child/young person rather than a professional or organisation working with the family.

Personal information about the child/young person is required and some of it you will need to collect before you start to fill in the form.

You will need: evidence of eligibility, please see further information in the [Nottshelpyourself | Short Breaks Eligibility Criteria](#)

The eligibility section explains how applications are scored. Specific questions generate a score, and these scores determine if the child/young person meets the threshold to receive a Nottinghamshire County Council, funded short break.

How to fill in the online form

1. Go to Nottinghamshire County Council website by following the link from Local Offer Short Break page: [https://www.nottshelpyourself.org.uk/Short Break Online Assessment Form](https://www.nottshelpyourself.org.uk/Short%20Break%20Online%20Assessment%20Form)
2. The form is called 'Short Breaks for children & young people with a disability' and has four tabs across the top. Eventually there will be another tab, Section 1, which will have a short video about how to apply for the offer.
3. The boxes with a red \* must have information entered before you can progress through the application form.
4. You will need to read the document called 'Privacy Notice' which is on a link on this page. You need to click the consent box before you can progress with the rest of the form. Consent is needed due to the General Data Protection Regulation requiring us to check that you are happy for the calculation of points to be done by the computer. Information from the form will be retained for 100 days, as detailed in the Privacy Notice.
5. If you do not want to consent to the automated processing you will be required to email [sbassessment.review@nottsc.gov.uk](mailto:sbassessment.review@nottsc.gov.uk) to request a paper copy of the form. Your application will take longer due to a Nottinghamshire County Council staff member sending the form for you to complete and return, and the scoring being completed manually before the result is returned to you.
6. Once the consent to automated processing box and the data use consent box have been clicked, you can then move onto the page to enter the details of the person making the application.
7. Click on the top tab called 'Applicant's details. Applicants' details: you will be asked for an email address (if you do not have one, please provide a telephone number, your postcode and if you are applying for more than one child)

8. Please provide an email address so that we can process your application and contact you if we need to. If you do not have an email address, then please provide a telephone number.

9. When you enter your postcode a list will appear which you can use to select your address. If it is not there, you are able to enter the details yourself.

10. If you are applying for more than one child/young person please answer yes to the question 'Are you applying for more than one child' and it will expand a box to enter the name and date of birth of the other children so we can link the application forms.

Please note you can only apply for one child on each form.

Childrens details:

- You will need the child's full name and any other names they have known by during their lifetime. The child/young person's relationship to the person applying. Young people 16 /17 year can apply for a short break themselves.
- Confirmation for parental responsibility for the child/young person or permission to apply from the person/people with parental responsibility.
- Childs/young person's date of birth, this will generate and confirm the age of the child/young person. Short breaks are only available between the ages of 5 -18yrs. For younger children or those over 18 please find other support on the Local Offer or alternatively please contact Nottinghamshire County Council Customer Service Centre (CSC): enquiries@nottscc.gov.uk – or ring 0300 500 80 80.
- Child/young person's gender
- Child/young person's regular/main address with full postcode. Nottinghamshire County Council funded short breaks are only available for children/young people who live in the county authority.
- The child/young person's primary disability
- Child/young person's NHS number for the child/young person if you have this available.

11. Where the child/young person is receiving higher or middle levels of Care Disability Living Allowance (DLA), Personal Independence Payments and/or higher-level Mobility DLA you will need to upload a current letter from Department of Work and Pensions. You cannot submit your application without this information being attached and it will be checked before you can progress. You can either scan or take a photo of the letter and then upload it.

12. Please indicate on the form if the child/young person is currently receiving education High Level Needs

13. Please indicate if the child/young person currently has an Education, Health, and Care (EHC) plan

14. Once you have clicked check and submitted, the outcome of the assessment will be displayed.

15. If the threshold for a funded short break is met, and you have requested a standard offer you will automatically receive the standard offer of 24hours for a 12 month period. After the 12 months has passed, if you would like short breaks for your child/young person again you will need to reapply.

16. If you feel your child/young person requires more support than the standard offer, you can request a further assessment that applies the Resource Assessment System (RAS) This second assessment requires more detailed information which includes the wider family circumstances.

17. If the threshold for a funded short break is not met, you can appeal by completing the form that can be found on [Nottshelpyourself | Short Breaks After You Have Applied](#) Other support services are available which can be found on [Nottshelpyourself | Short Breaks-Other Support Available](#)