



Short Breaks Personal Budget Application Form Guidance Notes

Using the Activities Unlimited Portal

The AU Portal is an easy to use, secure space where you can apply for and manage your Short Breaks Personal Budget account.

The first time you complete a form you will be asked to create a new portal account. It's quick and easy to register for an account.

To make sure the information you send to us is secure, you will need to log into this account every time you access the portal.

Once logged in, all information is stored securely in-line with our [organisational privacy notices](#).

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1. Registering for the portal

Home » Register a new account - step 1

Register a new account - step 1

Forename *

Surname *

Is this account being used in a professional capacity?

Property name

House number or name

Street *

Area

Town/City *

County

Postcode *

[Back](#) [Next](#) [Cancel](#)

Home » Register a new account - step 1

Register a new account - step 2

Email address *

Password *

Confirm password *

[Back](#) [Next](#) [Cancel](#)

Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be different to your current password
- It must be different to your previous 6 passwords.

[Click here to see the list of special characters.](#)

To register on the portal, you will first need to enter your name, address and phone number. On the next screen you will be prompted to enter your email and then choose a password.

Home » Register a new account - step 1

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Use the **back** button below if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your spam/junk email folder.

Code *

[Back](#) [Next](#) [Cancel](#)

[Please send me a new code](#)

You will then be emailed a **unique verification code** which is **valid for 10 minutes**. Once it's expired you will need to begin the process again.

The registration process is only complete once the code is entered and accepted.

Please note: the code can take up to **5 minutes to arrive**. If it doesn't arrive after this time please:

- Check your spam folder (add noreply@suffolk.gov.uk to your trusted sender list to avoid future emails being sent to these folders),
- check with your email provider to make sure emails from noreply@suffolk.gov.uk are not being blocked, delayed or quarantined.

Once you have confirmed your portal account, you can [return to the Activities Unlimited Application Homepage](#) to begin your Short Breaks Personal Budget application.

2. Logging into the portal

Suffolk
County Council

Home » Secure login - step 1

Secure login - step 1

New to Suffolk Portals? [Register for an account here](#) or use the button below.
Already using Suffolk Portals? [Sign in below](#).

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)

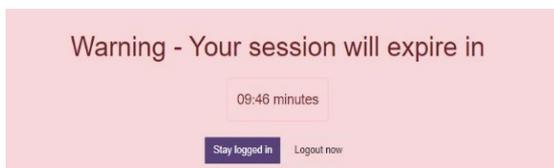
To log into the portal and proceed with your application, use your email address and the password you used to register.

Each time you log in a **unique verification code** will be emailed to you. This is valid for **10 minutes** and can only be used once.

The code will usually **arrive within 5 minutes** (if it doesn't please check your spam folder as above).

Please allow time for the code to arrive before requesting another one. If you request a second verification code, the first code will no longer work.

2.1 Working within the portal



If you are inactive within the system for more than 10 minutes, a red banner will appear across the top of the screen to warn you that your session will expire in a further 10 minutes' time. If you do not opt to stay logged in, you will be automatically logged out after this time and any unsaved changes will be lost.



If you want to pause your application and come back at a later stage, you can save your progress at the bottom of each page. You can also print your form or save it as a PDF from this section.

Suffolk
County Council

Home » Saved Forms

Recover a Saved Form

Home

Saved Clerk Forms

Other Saved Forms (CAF, MARF, Safeguarding)

Saved Forms				
No.	Start Date	Name	Description	Days Left
1	06 Sep 2022 3:23 PM	Portal Activities Unlimited RAG	Portal Activities Unlimited RAG	29 days

Once an incomplete form has been saved, you have 28 days to finish your application. To return to a saved form, login in to the portal and click the "saved form" heading from the top menu.

3. Submitting a Short Breaks Personal Budget application

3.1 Initial information about you and the person you are applying for

The first section of your short breaks personal budget application asks for some basic information about you, and the child you are applying for a personal budget for.

Request for information by Main Carer

Child/young person's details

Please provide the name of child/young person you are applying for in the box below. **Please DO NOT use the '+' button at the end of this field to add more than one child. Each child/young person you are applying for must be submitted as a separate application.**

Please add details of all persons to be included in this form to be submitted to the Local Authority

Forename: Tilly Surname: Test

Register or login to your portal accounts

In order to submit an application, you must first register as a portal user. You only need to complete this step once.

Once registered and verified, you will be able to log in and track your application(s) at a later date.

Please be aware that after submitting your application you will be required to email us evidence of any benefits or diagnoses you wish to be taken into account.

Please Note: On the question below 'I am completing this form on behalf of' please ensure you select 'Someone else' to ensure this is captured correctly on the system.

Please Note: Personal information regarding the child/young persons email and telephone number are not mandatory so you **DO NOT** have to complete these questions (unless you wish to).

Your Details (Portal User)

First name: Tessa
Last name: Test
Address: Endeavour House 8 Russell Road Ipswich IP1 2BX
Email: carole.tilly@suffolk.gov.uk
Telephone: 01234 567890

Who is the Assessment for?
I am completing this form on behalf of: Someone else

Your relationship to person: Parent

First name: Tilly
Last name: Test
Date of birth: 01-01-2015
 Is date of birth estimated?

Gender: Female
Ethnicity: White British
Email:
Telephone:

Address

Property name: Endeavour House
House number or name:
Street: 8 Russell Road
Area:
Town/City: Ipswich
County: Suffolk
Postcode: IP1 2BX

Search again Enter address

Communications and Marketing

We will use the contact details you give us to contact you about your account.

If you would also like to receive information about the following, please check the boxes below:

- Information on what short breaks and leisure activities are available
- General news and information about SEND provision in Suffolk

Child/young person's details

Please provide the name of child/young person you are applying for in the box below. **Please DO NOT use the '+' button at the end of this field to add more than one child. Each child/young person you are applying for must be submitted as a separate application.**

Please add details of all persons to be included in this form to be submitted to the Local Authority

Forename: Tilly Surname: Test

Important: Please do not use the "plus" button for Short Breaks personal budget applications. In this instance, you must make a separate application for each child.

Your Details (Portal User)

First name: Tessa
Last name: Test
Address: Endeavour House 8 Russell Road Ipswich IP1 2BX
Email: carole.tilly@suffolk.gov.uk

This section asks for YOUR details as parent/carer.

Who is the Assessment for?

I am completing this form on behalf of: Someone else

Your relationship to person: Parent

First name: Tilly
Last name: Test
Date of birth: 01-01-2015
 Is date of birth estimated?

Gender: Female
Ethnicity: White British
Email:
Telephone:

This section asks for the details of the child or young person you are applying for. If they have a separate email and telephone number you would like to give us you can, but you do not have to.

3.2 More information about main carer

Information about Main Carer

General Information

Have you previously applied to the Activities Unlimited Service within the last 2 years? *

- Yes
 No

Main Carer Contact Number *

01234 567890

Main Carer email address *

illy.test@suffolk.gov.uk

Main Carer Date of Birth

01-01-1989

What is the first language in your household?

English

Is an interpreter required?

- Yes
 No

Main Carer doctor and surgery details:

Main Carer Disabilities and Welfare

Do you consider yourself to have a disability/physical or mental health need?

- Yes
 No

As the main carer are you in receipt of disability related benefits?

- Yes
 No

This is payments for yourself and not for your child.

Caring Responsibilities

Do you have anyone with whom you can share caring on a regular basis in the same home or separate?

- Yes
 No

Do you provide regular care for other children, friends or family who have additional needs?

- Yes
 No

This covers care provided to others (not the child you're applying for) both in the home and to others outside the home (relations/elderly person etc.)

Caring Role Information

For the next questions please indicate how your caring role impact each specific area

Guidance: **Rarely** monthly, **Sometimes** is weekly, **Quite Often** multiple times weekly and **Always** is constantly

Your health and wellbeing. Never Rarely Sometimes Quite Often Always

Your quality of sleep. Never Rarely Sometimes Quite Often Always

Restricts your access to the community in relation to everyday tasks, such as shopping, attending medical appointments, school runs? Never Rarely Sometimes Quite Often Always

Restricts accessing work in the way you would like, or furthering your education and/or from pursuing the social and leisure activities that you would wish? Never Rarely Sometimes Quite Often Always

Restricts having quality time to spend with your other children/ partner/ other family members? Never Rarely Sometimes Quite Often Always

Restricts spending time having fun as a family? Never Rarely Sometimes Quite Often Always

This section asks for more information about you as main carer, your caring role and responsibilities, and the impact these have on you and the rest of your family.

Please note: you do not have to tell us about any benefits you receive. However, if you would like these taken into account then you must email evidence of them to info@activities-unlimited.co.uk once you have submitted your application.

3.3 More information about your child / young person

Child/young person's details

Please select the age range for your child/young person.

Child/young person's doctor and surgery details:

Your relationship to child/young person

What is the total number of children in your household aged 0 – 25 years?
Please be aware that Activities Unlimited can only financially support children/young people to the age of 18

Do you have another child/ren to register with Activities Unlimited? Yes No

What type of education provision does your child/young person attend?

Does your child/young person have any other educational service? Yes No
(e.g. Home Tutor / Pupil Referral Unit / No Provision)

Please tell us about your child/young person's attendance in education.

How would you describe your child/young person's attendance?

Please provide information about your child/young person's attendance that you believe is relevant to this application.

Does your child/young person have SEN Support which could include a SENCo and/or an Education, Health & Care Plan (EHCP)? Yes No Awaiting Decision

Is child/young person in receipt of Disability Living Allowance (DLA)? Yes No Awaiting Decision
If your young person is in receipt of PIP please answer 'No' to this question and answer the PIP question.

Is young person in receipt of Personal Independence Payment (PIP)? Yes No Awaiting Decision

Is your child/young person a registered Blue Badge owner? Yes No

Do you currently have a named social worker/team or other professional working with your child? Yes No
e.g. Learning Disability Nurse, Speech & Language Therapists, Child Mental Health Worker etc.

This section asks for more information about the needs of the child or young person you are applying for, including their educational placement, any diagnoses they have and any specialist services they are supported by.

If you click 'yes' to indicate your child is known to a particular service, sub-questions will then appear for you to tell us more information.

It is important that you list your child's needs and support as fully as possible, as this is what we then use to assess your application.

Please note: you do not have to tell us about any benefits you receive. However, if you would like these taken into account then you must email evidence of them to info@activities-unlimited.co.uk once you have submitted your application.

Please make sure you go to the Physical Health Section and the SEMH Section to add any services your child may be accessing, has accessed in the last 12 months or is awaiting referral or assessment for

In the last 12 months have you received or are awaiting assessment for any of the following services?

- Disabled Children and Young People's Service (DCYP)
- Early Help Services
- Children In Care Services
- Leaving Care Services
- Educational Psychology
- Regular planned overnight respite
- Special Education Services (SES)
(which includes- Communication and Interaction, Physical and Sensory, SEMH and Alternative Tuition Services, Cognition and Learning and Whole School Inclusion)
- Therapist for Speech and Language

Please provide information about the frequency that you use this service together with brief details of your child support services for Special Education Services

Brief detail *

Full screen + -

3.4 Feedback and submission of application

Submit

Feedback on new enrolment form

We would greatly appreciate your thoughts with regards to the completion of this new enrolment form

Please provide us with some feedback regarding this form

The information you provide in this section will be used to assist us in future development of this form and to improve the service that we can offer to families enrolling with Activities Unlimited

Did you find this form easy to complete? Yes No

Was the language appropriate and understandable? Yes No

Do you feel this form provides inclusion for all your child needs? Yes No

Did this form capture all the necessary information? Yes No

Please provide information with regards to what is missing from the form.

Is there anything else you'd like to tell about yours, your child's needs to support your application.

I confirm that the information in this application to be true and I have or will provide all necessary evidence in order to complete my application.

Please ensure all evidence is sent via email to the Activities Unlimited team at info@activities-unlimited.co.uk once you have submitted your application.

Please Note: Once this form is submitted it cannot be changed, however if you wish to change any information contact Activities Unlimited Team.

Submit Form

← Previous

Print Save for later Create PDF Close Cancel

This is the final screen before submitting your application. Once you press submit the contents cannot be changed, so please check your answers carefully.

If you have indicated that you or your child are in receipt of benefits, you must email the evidence of this to us at info@activities-unlimited.co.uk . Without this your application will not be progressed.

Once submitted, you will receive an auto-reply email from us to confirm receipt of your application. Our team will then process this and we aim to be in touch within 28 days.