Who to send it to

Adult social care at the council where the person you care for lives (the county or unitary council). Some councils run carers' assessments through a local carers' organisation; the council's website or phone line will tell you.

The letter

Replace everything in [square brackets], keep a copy, and note the date you sent it.

[Your name]
[Your address]
[Your phone number]
[Your email address]

[Date]

Adult Social Care
[Council name]
[Council address or email address]

Dear Sir or Madam,

Request for a carer's assessment: [your full name], carer for [name of the person you care for], [their address]

I am writing to ask for a carer's assessment under section 10 of the Care Act 2014.

I care for my [relationship], [name], who has [condition, for example: dementia and heart failure]. I help [him/her] with [for example: washing, dressing, meals, medicines, appointments and keeping safe at night]. This takes about [number] hours a week, and I am [also working (number) hours a week / looking after children / living (distance) away].

Caring is affecting me in these ways: [for example: I am getting up two or three times most nights, my own health has suffered, and I am worried about keeping my job].

Please:

1. confirm that you have received this request and tell me when the assessment will take place;
2. let me speak to the assessor on my own for part of the assessment;
3. consider my wish to [keep working / have regular breaks / look after my own health]; and

4. send me a written record of the assessment and of any support I am eligible for.

[[Name] has also not yet had a needs assessment, and I would like you to arrange one.]

Thank you. I would be grateful for a reply within 10 working days.

Yours faithfully,

[Your signature]
[Your name]

Tips

- Write about your own needs as well as theirs: sleep, health, work, money, relationships and time for yourself. The assessment is about you.
- A carer's assessment is free, and neither your savings nor theirs affect your right to one.
- Support for carers can include breaks (respite), help in the home, a carer's personal budget, training, or care for the person you look after so that you can work or rest.
- Ask for a needs assessment for the person you care for at the same time, if they have not had one.
- Check whether you could get Carer's Allowance or Carer's Credit, but look at the effect on the cared-for person's benefits first.
- If you know the assessor's name, use 'Dear Mr Jones' (for example) and end 'Yours sincerely'.

The law behind it

Section 10 of the Care Act 2014: the council must assess any carer who appears to need support now or in the future, whatever the level of that need and whatever the money of the carer or of the person cared for (section 10(4)). The assessment must look at whether the carer is able and willing to carry on caring, the impact on their wellbeing, and whether they work or want to work, study or take part in leisure (sections 10(5) and (6)). Paragraph 6.18 of the Care and Support Statutory Guidance: the carer's views should be sought, where appropriate, in a separate conversation. Section 12(4): the carer must be given a written record. Paragraph

8.49: a carer must never be charged for care and support provided directly to the person they look after. Someone who cares under a contract or as voluntary work is not normally a 'carer' under the Act (section 10(9)).

Read more in our guide: Carer's assessment: your rights and how to prepare.

Other letters

- Asking the council for a care needs assessment
- Asking for the written financial assessment and a disability-related expenditure review
- Asking for a review or reassessment of care and support
- Asking for an NHS Continuing Healthcare Checklist
- Asking the ICB to review a Continuing Healthcare decision (local resolution)