

# **Mother and Baby Unit Family Fund (MBUFF)**

## **Terms and conditions**

**October 2020**



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## 1. About this document

This document contains the terms and conditions for the claiming of expenses under the Mother and Baby Unit Family Fund (MBUFF) from April 2020. This document is for NHS Board finance staff, Mother and Baby Unit staff, and members of the public who wish to claim under the scheme. It outlines the details of the MBUFF scheme. Those administering the scheme and those claiming under it, should familiarise themselves with this document to ensure claims are made within the limits of the Fund.

## 2. Introduction

The MBUFF is designed to help partners/ fathers/ main carers, in addition to existing children up to school leaving age (16) offset the cost of traveling to and from a regional Mother and Baby Unit when visiting a woman being treated there for perinatal mental illness. This is to facilitate support for the woman and baby in the unit, support continued family bonding and allow staff in the unit to work with the family group.

Family-centred care is core to the delivery of perinatal mental health services. The Mother and Baby units support this ethos by supporting women's mental health needs whilst continuing to support them in caring for their baby. This Fund supports these aims through the provision of practical support to enable partners/ fathers/ main carers to visit and support the mother and baby, maintain family bonds and to receive help for themselves, whilst a mother and baby are receiving care within a Mother and Baby Unit.

## 3. Principles

The following principles will be applied when reimbursing expenses claims:

- a) MBUFF is designed to provide a contribution towards the cost of visiting a mother and baby and may not meet the full cost of all travel and subsistence during this time.
- b) The maximum claim that partners/ fathers/ main carers (hereafter referred to as 'Partners and children'), in addition to existing children up to school leaving age (16) is **£500** in total. This will include claims for reasonable accommodation, travel expenses and a flat rate contribution of **£8.50** per person, per day for food and non-alcoholic beverages.
- c) Partners/ fathers/ main carers and existing children up to school leaving age of an eligible family should make a maximum of one travel claim and one subsistence claim per day, per person for those travelling. Children must remain in the care of the visitor, or mother if she is capable, at all times.
- d) Claims can be submitted incrementally during an on-going MBU stay (e.g. weekly) or in full for the entire stay, up to three months, following discharge, from 1 April 2020.
- e) Partners and children are expected to use the most cost effective, reasonable means of transport, taking into account the overall cost of the trip.

- f) Final judgement as to the most reasonable mode of travel rests with the NHS Board. It is the claimant's responsibility to check in advance of travel if they are in any doubt.
- g) Only actual expenditure should be claimed. Claiming expenses that have not been incurred is fraud, and action will be taken against anyone submitting fraudulent claims.
- h) Evidence in the form of receipts or bank statements showing itemised expenditure should be kept and produced for all public transport and accommodation. No receipts are required for food and non-alcoholic beverages.

#### 4. Who can claim expenses

Claims may be made by the Partner of: a woman admitted to an MBU on or after 1 April 2020.

#### 5. Who can't claim expenses

Claims may not be made:

- By the Partner and children of a woman who attends for outpatient appointments.
- For expenses incurred prior to 1 April 2020
- For children over the age of 16 years

#### 6. What expenses can be claimed

##### 6.1 Transport

Partners are expected to use the most cost effective, reasonable means of transport. Claims will be reimbursed at the prevailing mileage rate\* per mile for up to one return car journey per day for each partner/ father/ main carer/ existing children, when they are travelling to the hospital separately on the same day. If travelling together, only one return journey should be claimed. [OR]

Public transport costs should be reimbursed in full for up to one return journey per day for each Partner and children on production of receipts. Standard class travel can be reclaimed upon production of receipts.

\*The rate of reimbursement is based on the HMRC fuel advisory rate for a petrol engine 1400cc to 2000cc. This can be found at:

<https://www.gov.uk/government/publications/advisory-fuel-rates>.

The reimbursement rate for each financial year will be determined by the advisory fuel rate from 1 March each year for the year ahead. The rates can go down as well as up.

##### 6.2 Parking

Car parking is free at both Mother and NHS Lothian (St John's MBU) and NHS Greater Glasgow and Clyde (West of Scotland MBU, Leverndale).

### **6.3 Taxi Fares**

Travel by taxi should be seen as last resort and reimbursement will only be considered in certain circumstances, e.g. no public transport availability or subject to a Partner or child's medical condition. Taxi travel must be approved by clinical staff prior to journey.

Where approved, taxi travel will be reimbursed in full on the submission of receipts for one return journey per day.

### **6.4 Flights**

Air travel should only be considered where it is cheaper than other forms of transport or where other forms of transport are not reasonable (e.g. island to mainland travel). Flights must be approved by NHS Board prior to travel.

Approved flights are limited to a maximum of one return journey by air per week for each partner and child.

### **6.5 Meals and Subsistence**

Claims for meals may be made by one of the following means:

A flat rate contribution of **£8.50** per person, per day for food and non-alcoholic beverages will be issued. This may be purchased outside of hospital grounds.

[or]

Meals may be directly provided free of charge by the hospital (e.g. staff canteen or patient meals) up to a maximum of three meals per day.

Further detail of provision within your hospital will be provided locally. No receipts are required for the purposes of being reimbursed meal costs.

### **6.6 Accommodation**

If accommodation is required, a contribution to reasonable overnight accommodation costs will be reimbursed, for one room only, per night. This will be included in overall £500 limit. Reasonable is defined as the most cost effective accommodation available.

## **7. What expenses cannot be claimed**

The following cannot be claimed under this scheme\*

- a) Loss of earnings
- b) Parking fines
- c) Childcare Costs
- d) Car Hire
- e) Expenses for outpatient appointments
- f) Alcoholic drinks
- g) Expenses incurred prior to 1 April 2020

## **8. Making a claim**

Claims must be made to the NHS Board where the woman is being cared for, that will either be NHS Lothian (St John's MBU) or NHS Greater Glasgow and Clyde (West of Scotland MBU, Leverndale). Contact details on where to submit the form are included in Annex 2.

For example: For women admitted to the MBU in Glasgow, claims forms should be signed by the health professional in the MBU in Glasgow and then the form returned to the cash team within NHS Greater Glasgow and Clyde.

### **8.1 Claim Forms**

MBUFF(1) Claim forms are available from MBUs. The form should be completed by (or on behalf of) the Partner of the eligible woman and signed and certified as detailed on the form. This includes certification of qualification from an appropriate health professional. This includes from a psychiatrist or the nurse in charge. The forms should then be handed into the relevant cash office for reimbursement outlined in Annex 2.

### **8.2 Proof of Entitlement**

In all cases where expenses are claimed, the partner will be asked to provide proof of entitlement before their expenses are reimbursed. All MBUFF(1) Forms must include details of woman's admittance date/s, MBU, and signed confirmation by a health professional (as detailed above) that the woman is/was resident in the MBU during the duration of the claim. Forms that are not signed by the relevant healthcare professional and/or do not contain complete information may result in delays to claims or claims being rejected.

### **8.3 Suspected Fraudulent Claims**

In cases where it appears that a claimant has deliberately applied for assistance with costs to which they are not entitled the matter will be referred to Counter Fraud Services. Cashiers may refuse to pay expenses in cash if they suspect a claim is fraudulent until further checks have been completed. This will result in delays in claimant receiving their expenses.

### **8.4 Retrospective Claims**

Claims must be submitted within three months of the woman's discharge from an MBU. Claims outside this time will not be considered for reimbursement except in exceptional circumstances. Forms should be signed by MBU staff prior to discharge.

Exceptional circumstances should be submitted in writing to the claim team for consideration.

Claims can initially be submitted for costs incurred between April and October 2020 – up until December 2020.

## 9. Queries or complaints

In the event of a query, this should be directed to the Cashier at the NHS board where the claim is being made or to the relevant finance team detailed in the useful contacts section (Appendix 2).

## **Appendix 1 - Definitions**

**Woman** – The eligible woman within MBU care receiving treatment.

**Partner** – Partner, Father or main carer

**Children** – Children up to the age of 16

**Journey** – A journey consists of travel from home address or place of current residence to an MBU to home address/ residence. This may include multiple parts or multiple forms of transport.

**Mother and Baby Unit (MBU)** – Inpatient perinatal mental health care for mothers and babies – currently located in NHS Lothian (St John's) and NHS GGC (Leverndale). It does not include transitional care.



## Appendix 2 - Contact Details

NHS Board	Local contact for more information	Address for return forms
NHS Greater Glasgow and Clyde	Douglas Murray <a href="mailto:Douglas.Murray@ggc.scot.nhs.uk">Douglas.Murray@ggc.scot.nhs.uk</a> 01412782859	NHS GGC Financial Services Caledonia House 140 Fifty Pitches Road Glasgow G51 4EB
NHS Lothian	Olga Notman, Finance Manager <a href="mailto:Olga.Notman@nhslothian.scot.nhs.uk">Olga.Notman@nhslothian.scot.nhs.uk</a> 0131 465 5561  Forms to Cashiers Office at SJH, <a href="mailto:SJH.CashOffice@nhslothian.scot.nhs.uk">SJH.CashOffice@nhslothian.scot.nhs.uk</a> 01506 523668 01506 522214	NHS Lothian The Cashier Office St John's Hospital at Howden Howden Road West Livingston West Lothian EH54 6PP



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