

# Explanation about your ‘Personal Care Budget’ – application



Met hart voor zinnige zorg

## The five steps

Before we can grant a Personal Care Budget (further referred to by the Dutch abbreviation: PGB) , you will receive a number of interviews with us and we will ask you to complete forms. If everything is approved, you will receive a PGB. Below we explain the five steps:

### 1. Counseling interview

During this phone call one of our advisors will help you start the PGB application. Together you will go over the forms, which you will bring to the “Conscious Choice Interview” (Bewust Keuze Gesprek)

### 2. “Conscious Choice Interview”

This personal interview will take place at one of our locations (Eindhoven, Gorinchem, Alkmaar). If you are not able to come to us, on request, we can come to your home. During this interview we will check whether you know what to do once you have a PGB, and how to keep a PGB – administration. We also discuss which care provider you want to receive your care from and whether you already have made agreements with a care provider. You will receive information about your rights and obligations once the PGB had been granted. Furthermore, we look at whether a PGB fits you and whether we can give you a PGB.

### 3. You have been granted a PGB.

If, after the “Conscious Choice Interview”, everything is approved, we can grant you a PGB. You will receive a letter confirming this. If we can’t grant you the PGB, you will receive a rejection letter.

### 4. Care-agreement and Care-description (zorgovereenkomst en zorgbeschrijving)

Once you have a PGB, you and your caregiver can make arrangements together about the care you will receive. It is important to fill out a care-agreement and care-description for each caregiver. You will automatically receive a letter in which we ask you to send in these forms.

### 5. Approving the Care-agreement and Care-description: paying your caregivers

Together with the Social Insurance Bank (SVB) we will assess your Care-agreement and Care-description. Afterwards, you will receive a letter whether they are approved or not. If approved, you can ask the SVB to pay your caregivers out of your budget.

## Who does what?

The 'personal care budget' can involve multiple persons. Let us review:

Dutch	(Freely) Translated	Meaning
De budgethouder	The care recipient	The person needing care
Een wettelijk vertegenwoordiger	Legal representative	A curator, mentor or an administrator, appointed by a judge.
Een gewaarborgde hulp	The 'personal care budget' – counselor	Helps the care recipient with the PGB – administration and helps to look for care(givers) that fits their needs.

## Obligations

Everybody receiving a PGB, has certain obligations. If you do not meet the obligations, we can stop your personal budget. Please read these obligations carefully. In article 5.18 of the Long-term Care Act (Regeling langdurige zorg / Wlz), you will find all obligations listed. You can find the Long-term Care Act on our website.

- You may only use your personal care budget to pay for care as described in article 5.17, section 1 of the Long-term Care Act (Regeling langdurige zorg).
- Only purchase care that is of good quality.
- Are there any changes in the hours of the kind of care you receive from your caregiver? Be sure to make a new Care-agreement and Care-description and send these out to us as soon as possible.
- Make sure your caregiver works no more than 40 hours a week for you. Does the 'Arbeidstijdenbesluit' (Working hours act) apply to your situation? Then different rules apply. You can find more information on our website or [www.wetten.nl](http://www.wetten.nl) about the 'Arbeidstijdenbesluit'.
- Let only the Sociale Verzekeringsbank pay for your caregiver(s).
- Are your loved ones overextended? And therefore unable to give you the care they normally would? Then you may not pay them from your personal care budget. You must call upon another caregiver. He or she may be payed from the PGB.
- Would you like to temporarily stay with your caregiver? It is possible, but there are certain conditions to be met with. You can find these conditions in article 3.1.3. of the Long-term Care Act (Besluit langdurige zorg). You can't use your PGB to temporarily stay with your caregivers outside of the European Union.
- We must monitor whether you receive the care that fits your needs best, and whether the care is of good quality. To do this, we need information from you. It is also possible for us to make a house call. For this reason it is important you send out any information we ask for and cooperate with the house call.

## Good to know

Be sure to pay your caregiver no more than the maximum rate.

Is your caregiver a relative in the first or the second degree? Then you may only pay them the maximum of €20,- per hour or 4-hour period (dagdeel).

Do you have a professional caregiver? You may pay them the maximum of €63,- per hour or €58,- per 4-hour period (dagdeel).

## Please visit our website for more information

If you are unable to keep the PGB administration and arrange proper care, you must have a 'personal care budget' – counselor, to help you with this. If you have a "Zorgzwaartepakket" (care intensity) ranging from ZZP 4 – 7 VV of ZZP 4-78 VG, it is obligated to have a 'personal care budget' – counselor. In all other cases we advise you to look for a 'personal care budget' – counselor, but it is not required. You can read this in article 5.6 of the Long-term Care Act (Regeling langdurige zorg).