

Date: _____

Re: Invitation to your long-stay (RSSMAC) contributions financial assessment

Dear (resident name)

I am writing to invite you to a meeting to carry out a review of your individual financial assessment to determine how much your long-stay contribution will be.

Your assessment meeting has been arranged for: (date) at (time) and in (place/residential unit).
A family member or advocate is most welcome to attend this meeting with you.

The amount of your long-stay contribution will be worked out based on your income, outgoings and the type of accommodation in which you live. For example; Persons in receipt of in-patient services on premises where nursing/medical care is provided on a 24 hour basis on those premises - a maximum weekly charge of €179 can be levied (or a guideline daily rate of €25.58) where a person has a weekly assessed income of €228 or more. If your weekly income is less than €228, the charge levied will be less than the maximum rate.

When your financial assessment is being completed, consideration is given to granting you a waiver if you would have difficulty in paying your long-stay contribution.

When we meet to do your financial assessment, we want to ensure that we have all the information we need. Please bring details of your income, from all sources, with you to the meeting. You should also bring details of any outgoings or expenses you wish to have considered for a possible waiver, such as:

- mortgage or rental payments on your family home
- maintenance payments
- financial commitments such as a loan you have been paying off
- certain exceptional expenses arising from your care plan
- expenses of your dependants (such as your children)
- any other expenses you wish to have considered.

If you make any rent or kitty payments in your accommodation these will be part of your long-stay contribution and will not be in addition to it.

When your financial assessment is completed you will receive details in a letter of how much your weekly long-stay contribution payment will be and how it can be paid.

If you have any queries regarding this letter or you are unable to attend your financial assessment please contact your service provider so that another appointment can be arranged at a time that is convenient for you.

Kind regards.

Yours sincerely