**To:** [insert the name of your local authority]

Address: [insert the address of your local authority]

Email: [insert the email address of your local authority]

**From:** [insert your name]

Address: [insert your address]

Phone: [insert your phone number]

Email: [insert your email address]

Date: [insert the date]

Dear [insert name of your local authority],

**Request for support to meet needs during hospitalisation**

I am writing to you to request additional support whilst I am in hospital, in order to meet the ‘eligible needs’ that I have previously been assessed as having. In particular, I am requesting that my care and support plan be reviewed and amended to include [list what additional support you want such as ‘additional funding so that a known carer can support me whilst I am hospital’]. I have set out the reasons this is required in further detail below, but in summary, I need this additional support during my hospitalisation because some of my needs are not currently being met by the hospital where I am receiving treatment.

I am currently an in-patient at [insert the name of the hospital where you are receiving treatment] receiving treatment for [insert the reason you are in hospital]. I have been in hospital since [insert date] and am expected to remain in hospital until [insert date / timeframe if known]. [If you are ready to be discharged but there are problems with arranging your discharge package, you may wish to consider setting these out here to explain any delay]. I have previously been assessed as having ‘eligible needs’ under the Care Act 2014. [If possible, insert date of your last assessment and attach your latest care and support plan].

As outlined in my care and support plan, my needs include [insert your assessed needs which are not currently being met]. This means I require [list how your needs are normally met, for instance ‘I require a known carer to help me communicate with medical professionals’]. The hospital is not providing this and therefore my assessed needs as outlined in my care plan are not being met. [Set out any attempts you have made to request this support and any reasons you have been given for the hospital not being able to provide it]. As I have been unable to obtain the care I need through the hospital, I am requesting that you review my care and support plan and provide me with additional support, namely [list the additional support you want, such as ‘additional funding for a known carer to support me whilst in hospital’].

I have previously been assessed as having ‘eligible needs’, and consequently you are under a duty (as outlined in section 18 of the Care Act 2014) to meet my ‘needs for care and support’.

[If your care and support plan does not make adequate provision for your needs in hospital consider adding this section].

Further, Section 27 of the Care Act states you have a duty to review my care and support plan if I make a reasonable request to have my plan reviewed. I am requesting a review of my care and support plan to include the additional support I have outlined in this letter. This request is reasonable given that my needs have changed as a result of my hospital admission (section 13.13 of the Care and Support Statutory Guidance cites a hospital admission as a reason why a care and support plan may be reviewed). Please therefore arrange for a review of my care and support plan without delay and confirm the date you will provide the outcome of this review/ what steps you will be taking to facilitate a prompt review of my care and support plan. If you intend to refuse my request for a review, please outline the reasons why, noting that the Care and Support Statutory Guidance states at paragraph 13.23 ‘[i]n most cases, it is the expectation that a review would be performed’.

Without a review of my care and support plan and the additional support of [list the additional support you require] being provided, [list how not having your needs met impacts you, for example ‘I am unable to communicate the pain I am in to medical professionals, which adds to my anxiety and distress whilst in hospital’].

[If your care and support plan makes adequate provision for your needs, including in hospital, but these needs are not being met in practice, consider adding this section. For example, if you care and support plan already includes a known carer, but this is not being provided in hospital, consider adding this section].

Although I am in hospital, my need for [insert what specific support you need] as set out in my care and support plan has not changed. Please confirm that this will accordingly be provided to me without delay. If it is considered necessary to reassess my needs/review my care and support plan in order to meet my needs, please arrange for this review without delay and confirm the date you will provide the outcome of the re-assessment/review, and what steps you will be taking to facilitate a prompt reassessment/review by return.

Without [list the additional support you require] being provided, [list how not having your needs met impacts you, for example “I am unable to communicate the pain I am in to medical professionals, which adds to my anxiety and distress while in hospital”.]

Given that you have a continuing legal duty to keep my care and support plan under review in order to meet my assessed eligible needs, and not having these needs met whilst in hospital is having a negative impact on my health and wellbeing, I would be grateful if you would consider my request as a matter of urgency.

I look forward to receiving your response as soon as possible and in any event within 7 days [if there are reasons you think this is more urgent, then choose a shorter timeframe]. If you do not intend to provide the assistance I have requested and/or (if applicable) if you do not intend to conduct a review of my care and support plan, please provide detailed reasons for your refusal, including by reference to my assessed eligible needs and care and support plan as soon as possible and in any event within the requested 7 days.

Yours sincerely,

[insert your full name]