

England Infected Blood Support Scheme (EIBSS) Discretionary funeral grant application form

Notes to applicants

Discretionary one-off payments are a form of financial support that beneficiaries may apply for to cover the cost of certain essential health related items or services.

You must apply for payment before committing to payments of any services or expenditure. Please note any payments you make before approval may not be paid.

Who can apply

To apply for the Funeral grant discretionary one-off payment, the applicant must be:

The person arranging the funeral of an infected beneficiary registered with EIBSS

What you can apply for

A discretionary payment of up to £4,500 is available for the person arranging the funeral, when an infected beneficiary has passed away.

How to apply

To apply for a funeral cost payment, the applicant must send:

- A completed funeral costs discretionary one-off payment application form;
- A copy of the death certificate; and
- A copy of the funeral invoice or receipt.

Sending your application form to us

Please send the application form and the requested information, by post or email to:

FREEPOST EIBSS (valid within the UK only) or at EIBSS, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle-upon-Tyne, NE1 6SN or by email to: nhsbsa.eibss@nhs.net

Sending personal information via e-mail in transit over the internet is at risk of being intercepted. Please visit the below web link for guidance on sending the information to us securely.

<https://www.nhsbsa.nhs.uk/our-policies/privacy/information-security>

What you can expect from us

We will normally deal with your claim within 30 working days of receiving your form. If we need more information, we will write to you to ask for it.

If you need any assistance with completing your application form please contact us at nhsbsa.eibss@nhs.net or on 0300 330 1294, Monday to Friday between 9am and 5pm.

Your claim will be assessed by the NHS Business Services Authority, England Infected Blood Support Scheme at Bridge House, 152 Pilgrim Street, Newcastle-upon-Tyne, NE1 6SN.

Your personal information will only be used by the NHSBSA on behalf of the Department of Health and Social Care to check your eligibility and to administer your application.. Information about the NHSBSA's privacy policy is available at www.nhsbsa.nhs.uk/yourinformation. All personal information will be transferred and stored securely in compliance with Data Protection law.

If we are unable to approve your application for the discretionary one-off payment, we will provide you with the reasons why this has been declined. You can appeal our decision by writing to us within 3 months.

Further details on other discretionary one-off payments that are available are detailed in the [England Infected Blood Support Scheme \(EIBSS\) Discretionary Payments Guidance Document](#).

Section 1 - Applicant's details

Title:	<input type="text"/>	Address (including postcode):	<input type="text"/>
First name:	<input type="text"/>		
Last name:	<input type="text"/>		
Date of birth:	<input type="text"/>	Mobile number:	<input type="text"/>
Infected beneficiary's EIBSS reference number:	<input type="text"/>	Landline number:	<input type="text"/>
Relationship to registrant (e.g. married, civil partner, co-habiting):	<input type="text"/>	Email address:	<input type="text"/>

We might need to contact you about your claim. Please indicate your preferred method by which we may contact you if we need to.

I prefer to be contacted by: Letter Telephone Email

Section 2 - Information about the infected beneficiary

Title:	<input type="text"/>	Address at time of passing:	<input type="text"/>
First name:	<input type="text"/>		
Last name:	<input type="text"/>		
Date of birth:	<input type="text"/>	Date of death:	<input type="text"/>

Section 3 - Payment details

Please provide the details of the account into which you wish the payment to be made, if you are eligible:

Name(s) of account holder(s):	<input type="text"/>	Bank name:	<input type="text"/>
Sort code:	<input type="text"/>	Swift/BIC number (if applicable):	<input type="text"/>
IBAN (if applicable):	<input type="text"/>	Account number:	<input type="text"/>
Building society roll number:	<input type="text"/>		

What is the value of the funeral grant you are applying for?

Section 4 - Data Protection

By submitting this form to the NHS Business Services Authority (NHSBSA), you confirm that you have read and understood the privacy notice at the end of this form. Your personal information will only be used by the NHSBSA on behalf of the Department of Health, to check your eligibility for a payment and to administer your application. In the event that you appeal a decision, your information may be disclosed to a panel of experts. Information about the NHSBSA's privacy policy is available at www.nhsbsa.nhs.uk/our-policies/privacy. All personal information will be transferred and stored securely in compliance with Data Protection law. If your application is deemed to be ineligible, the scheme will keep your application form on file for up to ten years so that it has a full historical record in the event that you lodge an appeal or if you reapply for a payment. If you have any questions regarding the use of your information, please contact the Scheme administrator by telephone on 0300 330 1294, by email to nhsbsa.eibss@nhs.net or in writing to FREEPOST EIBSS (valid within the UK only) or to EIBSS, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle-upon-Tyne, NE1 6SN.

Section 5 - Declaration

I wish to apply for a discretionary funeral grant payment from EIBSS.

Signature of applicant:

Date:

		/			/				
--	--	---	--	--	---	--	--	--	--

Return your completed form to FREEPOST EIBSS (valid within the UK only) or to EIBSS, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle-upon-Tyne, NE1 6SN making sure you include:

- Death certificate of the infected beneficiary (photocopies are acceptable).
- A copy of the funeral invoice or receipt

We will send you confirmation that we have received your form and supporting documents.

England Infected Blood Support Scheme - Privacy notice

The NHSBSA will process the information supplied by the charities who previously provided the service for the purposes of administering payments under the EIBSS.

The NHSBSA is providing this service, as it is legally obliged to do so under the NHS Business Services Authority (Awdurdod Gwasanaethau Busnes y GIG) (Infected Blood Payments Scheme) Directions 2017.

The NHSBSA can be contacted at the following address: FREEPOST EIBSS (valid within the UK only) or at EIBSS, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle-upon-Tyne, NE1 6SN.

Data sharing

Your information may be shared with other people/organisations including, but not limited to, the following:

- Administrators of other Infected Blood Support Schemes in the UK to ensure you are directed to the correct scheme.
- Medical professionals for the assessment of any future applications/appeals made.
- The Department of Health for planning and information purposes.

The information may be shared for the purposes of preventing fraud and error.

By accepting this information and continuing with your claim you consent to the disclosure of relevant information to the NHSBSA and any other relevant parties they may share it with as outlined above.

Your information will not be transferred outside the EU unless you, at any time, reside outside of that area and the transfer is required in order to write to you regarding the service and/or to make payments to the appropriate bank.

How long we will keep your information

Your information will be retained for seven years following the date of the final payment being made to you or any of your dependents.

Your rights

Information you provide to the NHSBSA will be managed as required by relevant Data Protection law including the General Data Protection Regulation (GDPR).

You have the right to:

- Receive a copy of the information the NHSBSA holds about you.
- Request your information be changed if you believe it was not correct at the time you provided it.
- Request that your information be deleted if you believe the NHSBSA is processing it for longer than is necessary to make payments under the EIBSS.

Details of how the NHSBSA processes your data are shown on our website at <https://www.nhsbsa.nhs.uk/our-policies/data-protection>

To make use of these rights please contact the NHSBSA Data Protection Officer:

Data Protection Officer
NHS Business Services Authority
Stella House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

nhsbsa.dataprotection@nhs.net

If you have any concerns about the processing of your information you have the right to contact the Data Protection Regulator:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/global/contact-us/email/>
<https://ico.org.uk/>