

Personal Health Budget Application Process for Core Arts

Hackney/Tower Hamlets/Newham

1 Referral to Core Arts

Initially, please contact the Core Arts team on 02085333500 to ensure PHB is the most suitable option for your client.

- If your client would like to view the centre as part of the application process, please book in a tour (call or email Caitlin on **cbostoningham@corearts.co.uk**).

Once the client confirms they would like to become a member, please then make a referral to **www.corearts.co.uk/eligibility-referrals** using **Option 4**.

2 Referral to Core Arts PHB Brokerage Service

At this point, make a referral to Core Arts PHB Brokerage Service **www.corearts.co.uk/phb-brokerage-service**.

- Please make sure to apply for online, one-off payment in your application for a £585 membership for 13 weeks.

3 Practical steps: PHB activation/payment

You will be required to sign a DPA with the client once the support plan is agreed. Please return this to Core Arts PHB Brokerage Service and cc Core Arts in correspondence.

- Once online payment details are supplied, please support your client to log into their online account and make the payment to Core Arts.

Account Name: Core Arts / Sort Code: 40-03-19 / Account Number: 31213687

- Notify **cbostoningham@corearts.co.uk** that the payment has been made. As soon as this is confirmed, the client will be invited in for an induction and will be able to start with us!

Core Arts

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corearts.co.uk |  coreartshackney |  coreartshackney

