

What you need when claiming

When filling in the claim form you'll need the following information:

- patient's name and date of birth
- patient's CHI number
- names of claimants and contact details
- bank details
(if you wish to be paid by bank transfer)
- name of the hospital, ward name and/or number
- consultant's name (where applicable)
- date of admission
- details of your claim

Your YPFF(1) form must then be signed by a medical professional at the hospital where your child is being cared for, then be submitted to the hospital cash office.

What expenses cannot be claimed

The following cannot be claimed under the Fund:

- Loss of earnings
- Parking fines
- Childcare costs
- Car hire
- Visitors expenses beyond those covered by the fund
- Expenses for outpatient appointments
- Alcoholic drinks

Full T&C's can be found at:

<https://www.mygov.scot/young-patients-family-fund-terms-conditions>

Where to claim

You must claim from the NHS board you are attending.

Staff will provide information on where to submit claim forms.

Terms and Conditions

Parents/primary carers of a young inpatient under the age of 18 may be entitled to claim food, travel and/or accommodation expenses when visiting a young inpatient. Any accompanying sibling(s) under the age of 18 of an eligible young inpatient may also be entitled to the same support.

Claims can be submitted incrementally during an on-going hospital stay (e.g. weekly) or in full for the entire stay, up to three months, following discharge.

Young Inpatient - refers to a baby, child or young person up to age 18 who is admitted to an available staffed bed in a hospital (either electively or as an emergency) and either: remain overnight whatever the original intention; or are expected to remain overnight but are discharged earlier.

The full Terms and Conditions must be read prior to completing a claim form.

Office Stamp



Young Patients Family Fund

If you are the parent/primary carer or sibling (under 18) of a child inpatient then you could get help to cover the costs of hospital visits*



* also applies to NHS run short break facilities and Children's Hospices Across Scotland (CHAS) facilities.

The Young Patients Family Fund (YFFF) is a Scottish Government Fund designed to support parents/primary carers and any accompanying siblings under the age of 18 with the costs associated with visiting a young inpatient aged under 18 in hospital.¹

Who can Claim?

If you live in Scotland and you're the parents/primary carers² or sibling (aged under 18) of a young person under the age of 18 receiving inpatient care in hospital, you may be able to claim for the costs of travel, food and/or accommodation.

You must claim from the Young Patients Family Fund within 3 months of your child being discharged from hospital.

You should be able to get a YFFF(1) claim form at the ward or cash office of the hospital where your child is being cared for. Alternatively you can download one from the [My Gov website](#).

Who can claim expenses

Claims can be made by parents/primary carer or siblings (under the age of 18) of a young inpatient who is receiving hospital care in Scotland. All claimants must be ordinarily resident in Scotland.

What Expenses Can Be Claimed

The following expenses can be claimed as long as they are incurred as a direct result of visiting a young inpatient in Scotland.

Meals and Subsistence

Claims for meals may be made by one of the following means:

- A contribution of up to a limit of £8.50 per eligible visitor, per day for food and non-alcoholic beverages. This may be purchased outside of hospital grounds; or
- Meals may be directly provided free of charge by the hospital (e.g. staff canteen or patient meals) up to a maximum of three meals per day; or
- Meal tokens or vouchers may be directly provided to eligible visitors to be used in a hospital canteen or similar.
- No receipts are required for the purposes of being reimbursed for meal costs however, claimants must only submit claims for their actual spend on food and non-alcoholic beverages where costs are below £8.50 per day.

Further detail of provision within your hospital will be provided locally.

Transport

Contributions towards the cost of fuel will be reimbursed at the prevailing mileage rate per mile for up to one return car journey per day for each claimant and any accompanying sibling(s) under the age of 18, when they are travelling to the hospital separately on the same day. Public transport costs should be reimbursed in full for up to one return journey per day for each claimant and any accompanying sibling(s) up to the age of 18 on production of receipts. Only standard class travel can be reclaimed.

The rate of reimbursement is based on the HMRC Fuel Advisory Rate. This can be found at: <https://www.gov.uk/government/publications/advisory-fuel-rates>.

Travel by taxi will only be considered in certain circumstances, e.g. no public transport availability or subject to a visitor's medical condition. Taxi travel must be approved by clinical staff prior to journey.

Parking

Car parking costs can be reclaimed in full on the submission of receipts. In some NHS Boards a permit may be obtained to provide exemption from parking costs. Staff can advise whether a permit is available or whether eligible visitors should claim for a refund.

Flights

Air travel should only be considered where it is cheaper than other forms of transport or where other forms of transport are not reasonable (e.g. island to mainland travel). Flights must be approved by NHS Board prior to travel. Approved flights are limited to a maximum of one return journey by air per week for each eligible visitor.

Accommodation

NHS boards may have accommodation available to claimants and this should be accessed in the first instance. Where hospital accommodation is not available, suitable and reasonable accommodation costs can be reimbursed in full. Reasonable is defined as the most cost effective accommodation available; higher-cost alternatives will be reimbursed in full where a clear and necessary justification has been provided.

Accommodation should be booked, where possible, in advance by the Health Board.

¹ Any reference to 'hospital' in this document should also be taken to include NHS run short break facility and CHAS facilities.

² An individual who, while not the biological parent of the young inpatient, has parental responsibility and is therefore responsible for their care and upbringing.