

## Disabled Facilities Grants (DFG) major adaptations checklist

Who	Task	Task complete? (Tick where appropriate)
Family	Refer for Occupational Therapy (OT) assessment (Surrey County Council Children's Single Point of Access)	
OT	Complete OT assessment	
OT	Send family OT assessment to approve	
Family	Sign OT assessment (electronically)	
OT	Write major home adaptations feasibility report	
OT	Send major home adaptations feasibility report to family	
Family	Sign major home adaptations feasibility report (electronically)	
OT	Send signed feasibility to District/Borough (D/B) Council and/or Home Improvement Agency (HIA) and/or surveyor/architect/project manager	
OT, Family, D/B Council and/or HIA, surveyor, architect, project manager	Attend feasibility visit at your home.  <b>If major home adaptations are found not to be feasible, then no further steps required. Please discuss options for this with your child/young person's OT.</b>	
OT	Write Major Home Adaptations report	
OT	Send Major Home Adaptations report to family	
Family	Sign Major Home Adaptations report (electronically)	
OT	Send Major Home Adaptations report to D/B Council and/or HIA and/or surveyor/architect/project manager	
D/B Council and/or HIA, surveyor, architect, project manager.	Send initial plans to OT	
OT	Review plans and suggests amendments if necessary to D/B Council and/or HIA and/or surveyor/architect/project manager	
OT, Family	Share plans and agree plans/scheme with family	
OT	Send agreed plans/schemes to D/B Council	
D/B Council	Confirm provisional Disabled Facilities Grant (DFG) approval and if any discretionary funding is available	
D/B Council and/or HIA, surveyor, architect, project manager.	Confirm estimated costs of scheme to OT	

<b>Who</b>	<b>Task</b>	<b>Task complete? (Tick where appropriate)</b>
D/B Council and/or HIA	Apply for planning permission (if necessary)	
D/B Council and/or HIA, surveyor, architect, project manager	Fully agreed scheme, including Schedule of Works (SOW) put out to tender	
Builders/contractors	Provide quotes for the proposed building work, which may include them visiting your home. They will confirm if your property could remain habitable during the building work	
Family	Fully explore all temporary rehousing options with family/friends/any other options. Consult with OT if no other temporary rehousing options are available	
OT	Confirm all funding sources	
OT	Request approval of all costs more than the D/B Council funding/housing funding from SCC	
D/B Council and/or HIA, surveyor, architect, project manager	Confirm final DFG approval following tendering analysis, appoints contractor, and commission building work start date	
OT	Confirm with D/B Council any additional funding sources are approved	
OT, Family, Contractor, D/B Council and/or HIA	Complete pre-start meeting on site	
Builders/contractor	Start the building work	
Builders/contractor	Alert family, D/B Council, HIA, and OT to any building work changes or issues as soon as they occur during building work	
Family	Check with the builder/contractor change/issue alerts have been sent to D/B Council, HIA, and OT	
Builders/contractor	Complete building work	
OT, Family, D/B Council and/or HIA, surveyor, architect, project manager	Complete sign off visit	