

## **Standard form of words for communication to staff**

The following is provided as a draft form of words for Shared Lives scheme organisers to provide to existing and former Shared Lives members regarding the £500 thank you payment.

### **Coronavirus (COVID-19): £500 payment for health and social care staff**

First Minister Nicola Sturgeon announced on 30 November 2020 a one-off £500 pro rata payment for health and social care staff on the frontline throughout the coronavirus (COVID-19) pandemic.

It is a thank you to staff employed in adult social care and children's residential care. Scottish Government Ministers wish to recognise the extraordinary effort that health and social care workers have made during the pandemic.

Further information on the payment is available to [view online as questions and answers](#).

Those who work full-time or part-time and with any type of contract are eligible for the payment. If you were employed for at least 4 continuous weeks between 17 March 2020 and 30 November 2020, you will be eligible to receive the payment. This includes if you have a permanent or temporary contract, if your contract is for set hours, casual or zero hours.

For those Shared Lives carers who are self-employed, it is their responsibility to ensure they pay their own National Insurance and tax on this payment. Any enquiries related to income tax should be directed to [HMRC](#).

If you are eligible but were shielding; on sick leave; on maternity, paternity, adoption leave; or furloughed you will still get a payment.

You will receive this payment through your normal payment route.

Please read the information attached and reply to me with your eligibility and whether you are to receive or have already received your payment via another employer.

Please reply to me by [insert date].

Kind regards,