

Essex County Council
Adult Operations
Team name
Team address



Title Initial and Surname
Address line 1
Address line 2
Address line 3
Post Code only

Our Ref: Mosaic number
Date: 14 April 2020

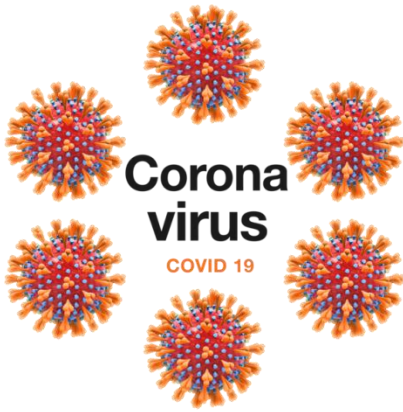
Dear (Title and last name)



We are writing to you because you should have your review soon.



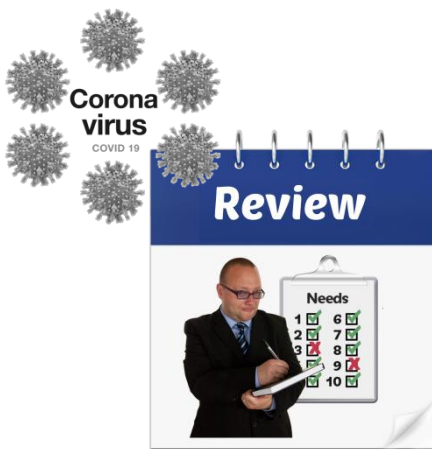
We need to tell you that you will not have your review for at least 3 months.



This is because of the current coronavirus emergency.



We need to make sure that we have enough staff to support people who need urgent care.



When the coronavirus emergency ends we will contact you to arrange your review.



Will I still get care and support without a review?

Yes. You will always have the care and support you need to stay safe.



But we may need to change the amount of care that you get.

For example, if you usually have a carer for 2 hours each day, they might only come for 1 ½ hours.



This is so they can give more time to a person who needs it more.



We need to save as much of the carers time as possible.



If you are at risk or sick this could mean that your carer could stay longer with you if you need them.

How do I tell you if my needs have changed?



If your needs have changed or you are not getting the support you need please telephone...

Yours sincerely

Name
Job Title