

Community Care Grant, or Crisis Loan for items and services in the event of a disaster

If you are applying only for rent in advance, do not use this form. Ask for form SF401R instead.

About community care grants

Who can get a community care grant

You may be able to get a community care grant if you are getting one of the following qualifying benefits:

- **Income Support**
- **income-based Jobseeker's Allowance**
- **income-related Employment and Support Allowance**
- **any type of Pension Credit.**

You may also be able to get a community care grant if you are likely to get one of these benefits when you leave care, such as a hospital, a care home or a prison.

How a community care grant can help

Community care grants do not have to be paid back. They are intended to promote care in the community, and are for people who have to cope with special difficulties.

A community care grant can help:

- you, a member of your family, someone you look after or someone you will be looking after, to return to the community from care
- you, a member of your family, someone you look after or someone you will be looking after, to stay in the community instead of going into care
- ease exceptional pressures on you and your family
- you or your partner look after someone on leave from prison or a young offenders' institution
- you to set up home as part of a planned resettlement programme if you have had an unsettled way of life.

A community care grant can also help with travelling expenses in the United Kingdom. The journey might be:

- to visit someone who is ill
- to attend a relative's funeral
- to visit a child who is being looked after by another parent while waiting for a court decision
- to ease a domestic crisis, or
- to move to suitable accommodation.

Receipts

If you are awarded a community care grant you may be asked to provide receipts to show you have bought the items your grant was awarded for. **Please make sure you keep your receipts.**

About Crisis Loans

Who can get a Crisis Loan for items or services in the event of a disaster

You may be able to get a Crisis Loan for items or services if:

- you are aged 16 or over, **and**
- you do not have enough money to meet the cost of an item or service for you and your family, if you have one, in the event of a disaster, **and**
- there is no other way to prevent serious damage or serious risk to the health or safety of yourself or a member of your family if that item or service is not provided.

You do not need to be getting a benefit for a Crisis Loan for items or services in the event of a disaster.

What is a disaster?

Disasters are events of great or sudden misfortune, such as major flooding, a gas explosion, a chemical leak or a house fire, but not minor mishaps or damage.

This list is not exhaustive.

How you repay a loan

If we can pay you a Crisis Loan for items or services in the event of a disaster, we will ask you to agree to repay it and agree the way you will repay it before we make the payment. We will look at what you can afford before we decide the arrangements for repayments.

If you are getting a benefit we will take the money back in weekly repayments. If you or your partner do not get any benefits we will arrange the repayment of the loan with you.

If, later, you have problems making the repayments you have agreed to, we may be able to help. For example we could reduce the repayment amount by extending the repayment period. Your Jobcentre Plus office can give you advice about this.

How we decide what we can pay you

Grant

The decision maker will look at all the information on your application before deciding if we can make a payment. There is only a limited amount of money available for grants so we cannot make a payment in every case.

The information you give us on the form will help us decide:

- if your expenses qualify for a payment, and if so
- whether we can make a payment from the money we have in the budget.

You are more likely to get a payment if it will play an important part in helping you cope with special circumstances and will meet the aims of community care grants.

Loan

If you do not qualify for a grant, we may make you a loan instead if:

- you are over 16, and
- we decide that your claim is because of a disaster and there is no other way to prevent serious damage or serious risk to the health and safety of you or a member of your family.

Other help from the Social Fund

Budgeting Loans

You may be able to get a Budgeting Loan if:

- you have been getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit for at least 26 weeks, and
- you need help:
 - to buy furniture or household equipment
 - to buy clothing and footwear
 - to pay rent in advance and/or removal expenses to secure fresh accommodation
 - to pay for home improvements, maintenance or security
 - with travelling, maternity and funeral expenses
 - to pay for things to help you look for or start work
 - to repay HP or other debts that have been taken out.

Savings – Budgeting Loans

- If you and your partner are aged under 61, savings of more than £1,000 may affect the amount of money you can get.
- If you or your partner are aged 61 or over, savings of more than £2,000 may affect the amount of money you can get.

Budgeting Loans have to be paid back but they are interest free.

Other Crisis Loans

You may be able to get a Crisis Loan to help with paying

- rent in advance
- board and lodging in advance
- hostel charges

if:

- you are aged 16 or over, **and**
- in an emergency or because of a disaster, you do not have enough money to pay rent in advance, advance board and lodging or hostel charges, and there is no other way to prevent serious damage or serious risk to the health, or safety, of yourself or a member of your family, or
- you are moving out of a care home or institutional care, and
- your new tenancy is not for local authority accommodation, and
- you have a Community Care Grant to help you get established.

You may be able to get a Crisis Loan for day to day living expenses if:

- you are aged 16 or over, **and**
- in an emergency or because of a disaster you do not have enough money to meet the immediate needs of you and your family for day to day living expenses.

You may not be able to get a Crisis Loan for day to day living expenses if you have already had 3 or more of these payments in the last year.

Crisis Loans have to be paid back, but they are interest free.

More help and advice

If you want more information about help from the Social Fund

- Get in touch with your local office. You can find the phone number and address in the business numbers section of the phone book. Look under **Jobcentre Plus** or **Social Security**.

For more information about benefits and services

- visit **www.direct.gov.uk**
- Get in touch with an advice centre like the Citizens Advice Bureau.

Community Care Grant, or Crisis Loan for items and services in the event of a disaster

jobcentreplus

Department for Work and Pensions

If you are applying only for rent in advance, do not use this form. Ask for form SF401R instead.

This form should be filled in by the person who is making the application. Their details must go in **Part 1** and they must sign the **Declaration at Part 22**. If you find it difficult to fill in this form, someone else can fill it in for you. If you are filling in this form for someone else, tell us about them throughout the form. Please use ink.

For office use only

Date of SFCS input

Application number

Initials

Part 1 About you

Surname or family name

Mr/Mrs/Miss/Ms

All other names – in full

All other surnames or family names you have been known by or are using now

Address

Postcode

Please give us a contact phone number

Code

Number

We will use this number if we need to contact you about your application. This may help us to make our decision more quickly.

Mobile:

Date of birth

/ /

National Insurance (NI) number

Letters

Numbers

Letter

Part 1 **About you** continued

Have you recently separated from someone?

No Go to **Part 2**.

Yes Tell us about this below.

Their full name

Mr/Mrs/Miss/Ms

Their date of birth

/ /

Their National Insurance (NI) number

Letters Numbers Letter

Their address

Postcode

The date of separation

/ /

Was this person claiming benefit for you?

No

Yes

Part 2 **About your partner**

Please tell us about your partner, if you have one.

By *partner* we mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

Surname or family name

Mr/Mrs/Miss/Ms

All other names – in full

Date of birth

/ /

National Insurance (NI) number

Letters Numbers Letter

Part 3 About benefits and entitlements

You may be able to get a community care grant if you are getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or any type of Pension Credit.

You may also be able to get a community care grant if you are in care, such as a hospital, a care home or a prison, but only if:

- you expect to be discharged **within six weeks**, and
- the planned date of discharge is on or before 31 March 2013, and
- you will probably get Income Support, income based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit when you are discharged.

If you are leaving care within the next six weeks and will claim any of the benefits listed above, please tick this box

You do not have to be getting any benefits to get a Crisis Loan, but you must still tell us about any benefits or money you do get.

Please tell us about any money you or your partner get regularly.

We mean things like benefits or entitlements (such as Income Support, Jobseeker's Allowance, Employment and Support Allowance, Pension Credit, Disability Living Allowance, Attendance Allowance and Child Benefit), pensions, tax credits, wages, and maintenance payments.

Money 1

Type of money you get

How much are you getting and how often?

When did you last get a payment?

When will you get your next payment?

Money 2

Type of money you get

How much are you getting and how often?

When did you last get a payment?

When will you get your next payment?

Money 3

Type of money you get

How much are you getting and how often?

 every

When did you last get a payment?

When will you get your next payment?

Money 4

Type of money you get

How much are you getting and how often?

 every

When did you last get a payment?

When will you get your next payment?

Money 5

Type of money you get

How much are you getting and how often?

 every

When did you last get a payment?

When will you get your next payment?

Money 6

Type of money you get

How much are you getting and how often?

 every

When did you last get a payment?

When will you get your next payment?

Part 4 About leaving care

By *care* we mean a prison, hospital, care home or similar place.

Name and address of the prison, hospital, care home or similar place.

Postcode

Prisoner number
if you are leaving prison

--

What date did you go in to care?

/	/
---	---

Date of leaving?

/	/
---	---

If this is more than six weeks away, wait until it is within six weeks before sending in your application.

If you are still in care, what address will you go to when you leave?

Postcode

Part 5 About your children

Please tell us about any children who live with you.

Surname or family name	All other names – in full	Sex – M or F	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

If you have any other children who do not live with you, please tell us about them below.

Surname or family name	All other names – in full	Sex – M or F	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

Where do they live?

<input type="text"/>
<input type="text"/>
Postcode

Surname or family name	All other names – in full	Sex – M or F	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>

Where do they live?

<input type="text"/>
<input type="text"/>
Postcode

Part 6 About other people who live with you

Please tell us about anyone else who lives with you.

Person 1

Surname or family name

Mr/Mrs/Miss/Ms

All other names – in full

Date of birth

/ /

Their relationship to you

Person 2

Surname or family name

Mr/Mrs/Miss/Ms

All other names – in full

Date of birth

/ /

Their relationship to you

Person 3

Surname or family name

Mr/Mrs/Miss/Ms

All other names – in full

Date of birth

/ /

Their relationship to you

If you need to tell us about more people please go to **Other information at Part 18.**

Part 7 About someone you look after

You may be able to get a community care grant to help you or your family to look after someone who

- has been in institutional or residential care, or
- is unable to look after themselves.

If you or your family are, or will be, looking after someone, please tell us about them below.

Surname or family name

Mr/Mrs/Miss/Ms

All other names – in full

Address if they do not live with you

Postcode

Their relationship to you

Daytime phone number

Code

Number

Can we contact this person if we need more information?

No

Yes

Please tell us more about where they live.

What type of property is this?

A home they own

Rented from the local authority

Rented – unfurnished

Rented – partly furnished

Rented – fully furnished

Other – please tell us about this

Part 7 About someone you look after continued

If the property is rented, please tell us about the landlord.

Landlord's name

Daytime phone number

Code	Number
------	--------

Can we contact the landlord if we need more information?

No

Yes

Part 8 About where you live

Please tell us more about where you live.

What type of property is this?

A home you own

Rented from the local authority

Rented – unfurnished

Rented – partly furnished

Rented – fully furnished

Other – please tell us about this

If the property is rented, please tell us about the landlord.

Landlord's name

Daytime phone number

Code	Number
------	--------

Can we contact the landlord if we need more information?

No

Yes

Part 9 About moving home

You may be able to get a community care grant to help you or someone else move to a different address, if this will help

- you or them move back to the community after being in care
- you or them stay in the community instead of going into care
- you ease exceptional pressures on you and your family
- you set up home as part of a planned resettlement programme after you have had an unsettled way of life.

Please tell us below if

- you
 - a member of your family, or
 - someone you are, or will be, looking after
- will be moving to a new address.**

Who is moving?

When are they moving?

Why are they moving?

Where are they moving to?

Postcode

What type of property is this?

A home they own

Rented from the local authority

Rented – unfurnished

Rented – partly furnished

Rented – fully furnished

Other – please tell us about this

If the property is rented, please tell us about the landlord.

Landlord's name

Daytime phone number

Code	Number
------	--------

Can we contact the landlord if we need more information?

No

Yes

Are you following a programme to help you resettle because you have had an unsettled way of life?

No

Yes

Please tell us about this below.

Why are you following the programme?

Tell us about how you were living before beginning the programme. Include details if you have moved around a lot, had temporary addresses, or have been sleeping rough.

What does the programme involve?

Tell us what you are doing and how it is helping you to resettle. If the programme involves anyone helping you to resettle, tell us what they do and how it helps you.

If you have a written programme you can attach a copy of it instead.

If an organisation is running the programme, please tell us about them.

Name of the organisation

Name of the person helping you

Mr/Mrs/Miss/Ms

Address

Postcode

Daytime phone number

Code	Number
------	--------

Can we contact this person if we need more information?

No

Yes

Part 10 About health problems

We need to know about any health problems. This information will be important in helping us decide your case.

By health problems we mean things like illness, a medical condition, disability, infirmity due to age, mental health problems, or drug or alcohol problems.

Please tell us below about anyone who has health problems. This could be

- you
- any members of your family, or
- someone you are, or will be, looking after

For each answer please state clearly which person you are telling us about. If you need more space please go to **Part 18**.

Who has health problems?

--

What health problems does each person have?

--

Please tell us how each person is affected

Tell us how their health affects their everyday life. Tell us what things they find difficult or cannot do for themselves because of their health problems

--

Do any of the people you have told us about see a doctor regularly?

No

Yes

Please tell us about this.

Please tell us who sees a doctor regularly and what treatment they get. For example, medication, counselling or physiotherapy

Tell us about any good or bad effects of this treatment

Have any of the people you have told us about recently been in hospital, a care home, a rehabilitation centre, or somewhere like this?

No

Yes

Please tell us about this below.

Please tell us who this was

Name and address of the place they were in

Postcode

Daytime phone number

Code	Number
------	--------

What date did they go in?

/ /

What date did they leave?

/ /

Do you or your family receive help from anybody else?

This might be a friend, another relative, a community nurse, a health visitor, a social worker or a home carer.

No

Yes

Please tell us about this.

Who provides this help?

What help or treatment do they provide, who do they help, and how often do they provide this?

Has anyone you have told us about had their needs assessed by social services or a health care professional?

No

Yes

Please tell us about this.

Please tell us about the assessment

Will the local authority be helping with any equipment or appliances the person needs? Please tell us about any help they will give.

Part 10 About health problems continued

Can we contact any person or agency who is helping if we need more information?

No

Yes

Please tell us about them below.

Their name

Mr/Mrs/Miss/Ms

Address

Postcode

Daytime phone number

Code

Number

Looking after someone with health problems

If you or a member of your family are, or will be, looking after someone who has health problems, please tell us about this.

What will you do for them?

How often will they need this help or attention?

Part 10 **About health problems** continued

If a child needs more care, attention or supervision than is normal for their age, please tell us about this.

What extra care and attention does the child need, and how often do they need this?

Who provides the attention?

Do any of the health problems you have told us about mean you have extra expenses?

No

Yes

Please tell us about this.

Please tell us whose health problems mean you have extra expenses, and what they need that costs more than if they were in good health?

How much does this cost, and how often do they need this?

£ every

If you need to tell us more about health problems please go to **Other information** at **Part 18**.

Part 11 About home leave from detention

You may be able to have a community care grant to help you look after someone on home leave from prison or a young offenders' institution. Payment can include their living expenses.

If you or your partner are looking after someone who is on home leave from prison or a young offenders' institution, please tell us about this.

Their name

Mr/Mrs/Miss/Ms

Their date of birth

/ /

Their relationship to you

What date does the leave start?

/ /

What date does the leave finish?

/ /

Name of institution

Can we contact this place if we need more information?

No

Yes

If you need help with living expenses for the person who will be staying with you, how much will you need?

£

At **Part 13** tell us about any other expenses you need to meet so you can look after them.

Part 12 About your disaster

We can only pay a Crisis Loan for items and services if there has been a disaster and if there will be a serious risk to either the health or safety of you or a member of your family.

Disasters are events of great or sudden misfortune, such as major flooding, a gas explosion, a chemical leak or a serious fire, **but not minor mishaps or damage.**

This list is not exhaustive.

Tick a box to tell us what disaster has happened to you

Gas explosion

Major flooding

Serious fire

Other major disaster – please explain below

Tell us more about the disaster

Tell us

- what happened
- when it happened
- what was damaged
- which emergency services came to deal with the disaster.

Do you have household insurance?

No

Yes

Tell us if you intend to make a claim or, if you have already claimed, what money you got from the insurance company and what you have spent the money on.

Part 13 About the expenses you need to meet

It is important that we know as much as possible about the things you need.

If you are awarded a community care grant you may be asked to provide receipts to show you have bought the items the grant was awarded for.

Please make sure you keep your receipts.

What do you need?	How much will it cost? Include the cost of things like delivery, fitting or connection	Who will use it?
1	£	
2	£	
3	£	
4	£	
5	£	
6	£	
7	£	
8	£	

Please make sure you tell us more about each thing you need on **page 21**.

Part 13 About the expenses you need to meet continued

Please tell us as much as you can about how these things will help with your special difficulties. This may help us to deal with your application more quickly.

- If you need to replace something, tell us what is wrong with the one you have and why you need to replace it.
- If you need something for the first time, tell us why you need it now, and how you have been managing without it.
- For things like curtains and carpets, tell us sizes and what room they are for.
- If you need something with special features, tell us what these features are and why you need them.

Why is it needed?

1	
2	
3	
4	
5	
6	
7	
8	

If you do not have enough space please continue on the next page.

What do you need?	How much will it cost? Include the cost of things like delivery, fitting or connection	Who will use it?
9	£	
10	£	
11	£	
12	£	
13	£	
14	£	
15	£	
16	£	
17	£	

Please make sure you tell us more about each thing you need on **page 23**.

Part 13 About the expenses you need to meet continued

Please tell us as much as you can about how these things will help with your special difficulties. This may help us to deal with your application more quickly.

- If you need to replace something, tell us what is wrong with the one you have and why you need to replace it.
- If you need something for the first time, tell us why you need it now, and how you have been managing without it.
- For things like curtains and carpets, tell us sizes and what room they are for.
- If you need something with special features, tell us what these features are and why you need them.

Why is it needed?

9	
10	
11	
12	
13	
14	
15	
16	
17	

If you do not have enough space go to **Other information** at **Part 18**.

Part 14 About money you have paid out

Do you or your partner have to pay any money out regularly?

No

Yes

Tell us about this below.

Do not include any money that may already be taken from any benefit that you get. Include things like

- catalogue money
- hire purchase payments
- loan payments.

This information is needed to help us work out how much money you can afford to pay back each week if you get a loan.

Who do you pay the money to?	How much do you pay and how often?	How much is owed?
<input type="text"/>	£ every	£
<input type="text"/>	£ every	£
<input type="text"/>	£ every	£
<input type="text"/>	£ every	£
<input type="text"/>	£ every	£
<input type="text"/>	£ every	£

Part 15 About travelling expenses

Use this section to tell us about a journey you have made or a journey you are going to make.

You may be able to have a community care grant for the cost of travelling within the United Kingdom if you or members of your family need to travel to:

- visit someone who is ill
- attend a relative's funeral
- visit a child who is with the other parent while waiting for a court decision
- ease a domestic crisis
- move to suitable accommodation.

We can also pay travelling expenses if they will:

- help someone who is leaving care
- help someone stay in the community rather than go into care
- ease exceptional pressure on families.

If you or members of your family are likely to make a number of journeys over a period of time, we may be able to include payment for future journeys. Tell us about the future journeys.

If someone is unable to travel alone, we may be able to include the expenses of someone to travel with them.

About the reasons for your journey

Visiting someone who is ill

If you have already made the journey, tell us how you paid the travel expenses in **Part 18 Other information**. And remember to give us details of the journey in the section called **More about the journey** that starts on **page 27**.

If you or members of your family are visiting someone who is ill, please tell us about them.

Their name

Mr/Mrs/Miss/Ms

Their relationship to the visitor

What is their illness, if you know this?

Please tell us why you feel it is or was important for you or your family to visit this person

How often will you or did you or your family visit this person?

times in total

or

times, every

from

/ /

to

/ /

Attending a relative's funeral

If you have already made the journey, tell us how you paid the travel expenses in **Part 18 Other information**. And remember to give us details of the journey in the section called **More about the journey** that starts on **page 27**.

If you or a member of your family are attending or have attended a relative's funeral, please tell us about this.

The name of the person who has died

Mr/Mrs/Miss/Ms

Their relationship to you

The date of the funeral

/ /

We are sorry to have to ask you these questions, but please tell us why it is or was important for you or your family to attend the funeral.

Visiting a child while waiting for a court decision

If you have already made the journey, tell us how you paid the travel expenses in **Part 18 Other information**. And remember to give us details of the journey in the section called **More about the journey** that starts on **page 27**.

If you are going to visit or have visited a child who is with the other parent while waiting for a court decision, please tell us about this.

The child's name

Mr/Miss

The name of the parent they are living with

Mr/Mrs/Miss/Ms

At which court was the hearing held or will it be held?

The date of the hearing

/ /

How many visits will you make or have you made?

Travelling because of a domestic crisis

If you have already made the journey, tell us how you paid the travel expenses in **Part 18 Other information**. And remember to give us details of the journey in the section called **More about the journey** that starts on this page.

If you are travelling because of a domestic crisis, tell us what the crisis is or what the crisis was, and how making the journey will help or has helped.

Travelling for another reason

If you have already made the journey, tell us how you paid the travel expenses in **Part 18 Other information**. And remember to give us details of the journey in the section called **More about the journey** that starts on this page.

If you or members of your family are travelling for another reason, please tell us why you need to make the journey.

More about the journey

Who will be making or has made the journey or journeys?

What is the address they are travelling to or have travelled to?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

How are they making or how have they made the journey?

Please include all types of transport, for example car, bus or train. If there are special reasons for using a particular type of transport, tell us about it at **Part 18**.

How much will or has each journey cost?

£ <input type="text"/>

Is this the cost of a single or a return journey?

Travelling by car

If all or part of the journey is by car

What is the engine capacity of the car?

Is it a diesel or petrol engine?

How many miles will you travel or have you travelled by car? If you are claiming for a return journey please give the total mileage.

People who need a travelling companion

If someone is or was unable to travel alone, please say who and explain why.

You do not need to fill this in if the person is a child.

Staying overnight

If you need help with the cost of an overnight stay in a hotel or guest house, how much will this cost or has this cost for each person?

Please explain the need for an overnight stay

Who will stay or has stayed overnight?

Where will they be staying or where have they stayed?

Part 16 About savings and other money you could use

Please tell us about any savings or other capital you or your partner have, because savings may affect the amount we can pay you.

If you are entitled to a Community Care Grant

If you and your partner are both aged under 61, the first £500 may be disregarded. If either you or your partner are over 61, then the amount that may be disregarded is £1,000.

Do you, your partner, or your children or qualifying young person, have any money?

No

Yes

This includes cash.

Tell us how much this is and who it belongs to

£

Do you, your partner, or your children or qualifying young person, have any savings?

No

Yes

Include money in

- bank or building society accounts
- a credit union account
- National Savings Certificates
- premium bonds
- shares.

How much?

£

Please say where the money is held and who it belongs to:

Is there any other money you or your partner could use?

No

Yes

How much?

£

Please tell us about this:

This could be from

- a credit card
- a loan or overdraft from a bank
- a store card
- insurance policies you or your partner could claim on.

Can you or your partner get help from anywhere else, in cash or in kind?

No

Yes

How much?

£

Please tell us about this:

This could be from

- relatives or friends
- employers
- charities and benevolent funds.

Include items you could borrow.

Do you or your partner own any property, apart from where you live?

No

Yes

Please tell us about this:

Part 17 **About other difficulties**

We need to know about any other difficulties you have not already told us about. These may be things like family problems, poor living conditions or coping after a disaster, but tell us about anything that makes your situation unusually hard to cope with.

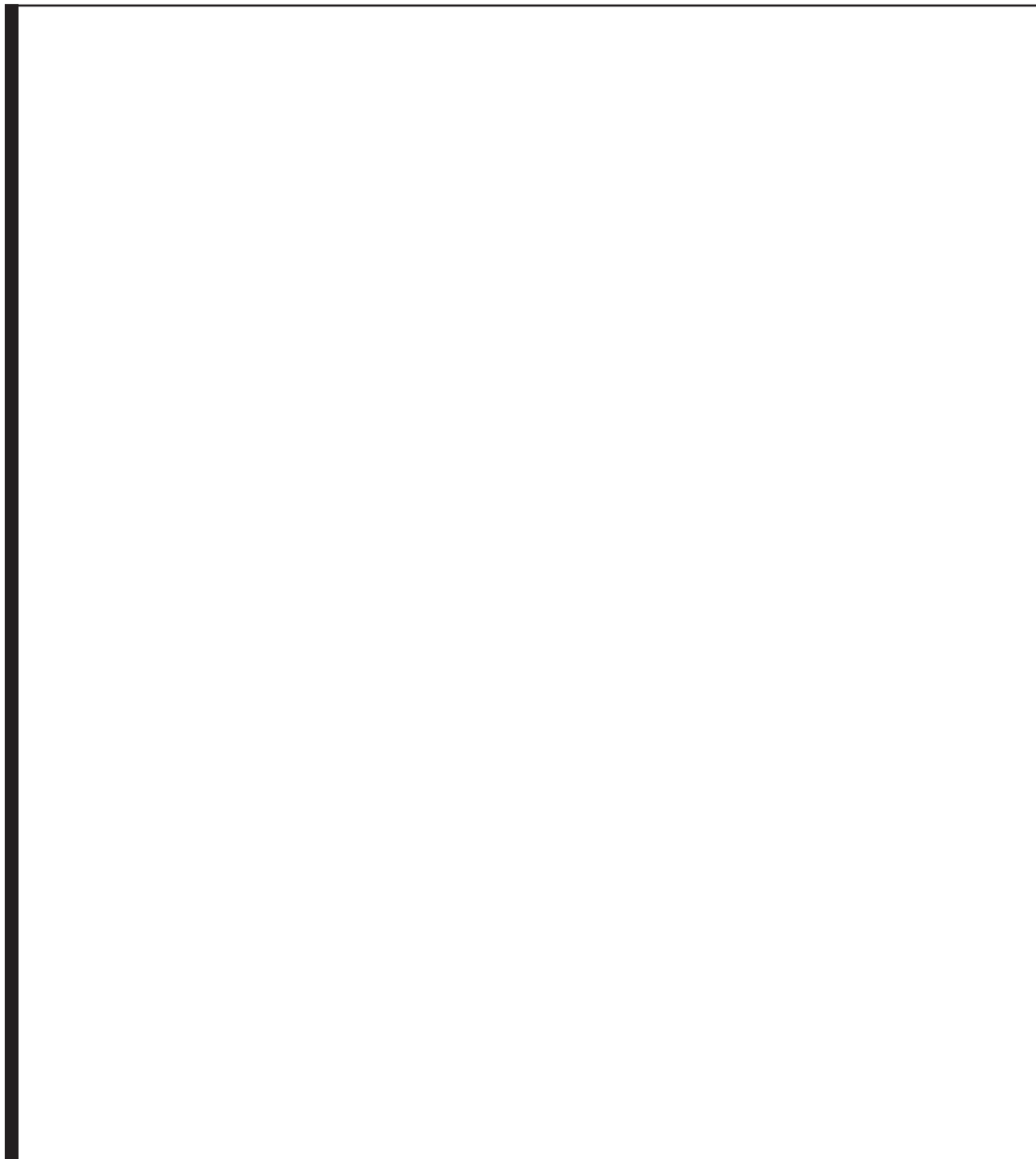
Please tell us below:

- **what the difficulties are, and**
- **how they affect you, your family, or someone you are, or will be, looking after.**

Part 18 **Other information**

Check the information you have given us so far.

If there is anything you have not told us about that you think may affect whether we can pay you, tell us about this here.



Use a separate sheet of paper if you run out of space, but please remember to put your name and National Insurance number clearly on each sheet you use.

Also make sure that your name is on any other papers you send to us with the form.

Part 19 How we pay you

We normally pay your money direct into an account

Many banks and building societies will let you collect your money at the post office. We will tell you when your Social Fund payment will be made and how much it will be for.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think your payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account. For example, you may give us information which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we recover any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, and do not intend to open one, please tick the box and we will contact you.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

About the account you want to use

Please tell us your account details on the next page. It is very important you complete ALL boxes correctly including the building society roll or reference number if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you are not sure about the details, ask the bank, building society or other account provider.

You can use

- an account in your name
- a joint account, or
- someone else's account
 - subject to the terms and conditions of the account, and
 - as long as you have the other person's permission and authorise them to use the money in the way you tell them.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.
- To be paid into a credit union account you must provide the credit union account details. Your credit union will be able to help you with this.

About the account you want to use continued

Name of the account holder

Please write the name or names as they appear on the cheque book, passbook or statement.

--

Full name of bank, building society or other account provider

--

Sort Code

Please tell us all six numbers, for example: 12-34-56.

		—			—		
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Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

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If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Building society roll or reference number

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You may be getting other benefits and entitlements that are not paid direct into an account. To have them paid into the above account, please tick the box.

Part 20 Post Office® details – to be completed in all cases

Please give details of your local Post Office®.

Postcode

Part 21 Signing the form for someone else

I am signing this form on behalf of the person named at **Part 1** because

The person named at **Part 1** should sign the **Declaration** on **page 36** unless one or more of the following apply.

I have Power of Attorney for them.

I have been appointed by the Secretary of State to act on their behalf.

They agree to me making this application for them.

Please send us a letter signed by the person named in **Part 1**.

Your name

Mr/Mrs/Miss/Ms

Date of birth

/ /

Address

Postcode

Daytime phone number

Code

Number

Part 22 Declaration

This declaration is legally binding.

Please read all the points carefully and make sure you understand them before signing and dating the form.

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.

- **I understand** that if I knowingly give information that is incorrect or incomplete, my benefit may be stopped and I may be liable to prosecution or other action.

- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect

my entitlement to, or the amount of, that benefit.

- **I understand** that I must provide receipts for the items I have been awarded if I am asked to do so.
- **I declare** that if I am awarded a grant or loan I will spend it on the items that the award has been made for.

Signature

Date

Part 23 What to do now

Check that you have completed all parts of the form that apply to you. Make sure you or your representative have signed the **Declaration at Part 22**.

If you have signed the form for someone else, please make sure you have given us your details at **Part 21**.

More information

If you need help to fill in this form

If you need help to fill in this form, you can ask someone else to fill it in for you, or you can contact your local office.

Someone else, such as a relative, a friend or a welfare rights adviser, can help you to fill in the form. But you will need to sign the **Declaration at Part 22**.

If you want someone else to make the application on your behalf, we will deal with them in future. You will need to sign a letter saying they can make the application for you. They will need to complete **Part 21** and they should sign the **Declaration at Part 22**.

What to do if you disagree with our decision

If you are not happy with the decision on your application you can ask us to look at it again.

- The first review is in Jobcentre Plus. You must write to us within 28 days of the decision and tell us why you want a review. You will be offered the chance to talk to the person who will review the decision.

If you are not happy with the new decision, you can ask for an independent review by a Social Fund Inspector.

- Social Fund Inspectors are independent of Jobcentre Plus and this Department. If you want them to look at your case, write to the Independent Review Service within

Send or take this form and any documents we have asked for to Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.

28 days of the new decision and tell them why you want a review. Send your request to

Independent Review Service
FREEPOST
4th Floor City Centre Podium
5 Hill Street
Birmingham
B5 4UB

You do not need a stamp. The Inspector will ask Jobcentre Plus for your papers and will write to you about your case.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, visit www.dwp.gov.uk/privacy-policy or contact any of our offices.