

## Discretionary Welfare Assistance Scheme



### Support Agency Client Application – Reference Sheet

The applicant must seek support to apply to the Discretionary Welfare Assistance Scheme via a Support Agency. Support staff must use their skills to assess the applicant’s need prior to an application being made, as funding is limited and for a one-off crisis.

Applications are to be made by telephone to the Worcestershire Hub on 01905 722233.

**The Support Agency must be able to confirm the following information before an application can be made.**

<b>How many applications have been made</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Crisis Support = only 2 x applications per rolling 12 month period per household. Settlement Support = 1 x every 3 years</b>
<b>Support Agency Details</b>			
<b>Name of referrer</b>			
<b>Agency Making the referral</b>			
<b>Referrer /Agency contact number</b>			
<b>Initial details for applicant</b>			
<b>Applicants name</b>			
<b>Applicants NINO</b> (National Insurance Number)			
<b>Applicants DOB ( applicant must be over the age of 16 years)</b>			
<b>The Support Agency has seen sight of a means tested benefit award letter</b> (letter within 3 months)	Details of benefit :		
<b>Is there any other support provider that could meet the need</b> (including family and friends)?	Details :		
<b>Does the applicant have their own resources or savings?</b>	Details :		
<b>Applicant’s local connection i.e. lived in Worcester , Wychavon or Malvern for at least 6 months</b>	Details:		
<b>Is the applicant vulnerable and would the refusal of this application have a negative impact on their health?</b>	Details :		

<b>Details of why the award is required &amp; what makes the applicant's circumstances exceptional</b>		<b>Details:</b>			
<b>What is the applicant applying for? Please tick.</b>	<b>Emergency Food</b>	<b>Nappies /Baby Milk</b>	<b>Energy Voucher</b> Do they have a pre-paid gas /electric meter	<b>Wardrobe Bed/Sofa/ Cooker /Fridge</b>	
				<b>Yes /No</b>	
<b>Applicants details</b>					
<b>Name</b>					
<b>Address</b>					
<b>Contact Telephone number</b>					
<b>Contact email address</b>					
<b>NINO</b>					
<b>DOB</b>					
<b>Details of spouse or partner</b>					
<b>Spouse /partner name</b>					
<b>Spouse /partner address</b>					
<b>Spouse /partner NINO</b> (National Insurance Number)					
<b>Spouse /partner DOB</b>					
<b>Details of anyone in the household who is above the age of 16 years – please ensure all household members above the age of 16 years are noted.</b>					
<b>Name</b>		<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>		<b>Address</b>	
<b>NINO</b>		<b>NINO</b>		<b>NINO</b>	
<b>DOB</b>		<b>DOB</b>		<b>DOB</b>	
<b>Number of household members aged 3 – 15 years</b>					
<b>Number of household members under the age of 2 years</b>					
<b>Any household members pregnant</b>		<b>Details:</b>			
<ul style="list-style-type: none"> <li>• If applicant has applied for benefit but not in payment they will be referred back to DWP</li> <li>• If applicant does not have a recent award letter they will be referred back to DWP</li> <li>• If applicant does not provide last &amp; next payment dates application will be declined</li> </ul>					

