
FINANCIAL ASSESSMENT APPLICATION

TO BE COMPLETED BY, OR ON BEHALF OF, APPLICANT.

Please Note:

If you have savings **over £23,250** do not complete a financial assessment, as you will have to pay the full contribution towards your support costs.

If Supporting People pay your support costs, following the financial assessment, it will only be backdated from the date the application form is received.

Completing the Form

1. Your Support Provider will be able to help you complete this form or complete it on your behalf. Please note that the information you provide will only be used for the purposes of assessing your eligibility for Supporting People Grant.
2. We need to know the name of your support provider, the name of your service, if known, and the date you started to receive the service. This will enable us to identify your housing support charge and the effective date. These are questions 6 – 8 on the form.
3. If you have applied for Housing Benefit, we will not contact you until the Housing Benefit Team has confirmed to us whether they have agreed to pay Housing Benefit for your rent.
4. If you are awarded Housing Benefit you will automatically be eligible for full Supporting People subsidy and we will not need to arrange to visit you. It can take a number of weeks for Housing Benefit claims to be decided.

5. If you are not awarded Housing Benefit, but want Supporting People Grant to pay for your support service cost, we may arrange to visit you to advise you on benefits and carry out a financial assessment under the council's 'Fairer Charging' policy. This may help us to pay your support costs with Supporting People Grant. To do this, we will need evidence of all your income and any regular expenses you have to pay including costs in relation to disability.
6. We will also help you claim for any additional benefit you may be eligible for.
7. You will be notified of the outcome of the Financial Assessment as soon as possible after the home visit. The length of time this will take will depend on how much information you are able to provide and how much we need to check out.
8. If you are entitled to Supporting People subsidy we will write to you to advise of the amount of Supporting People subsidy that we will pay to your Support Provider for providing your housing support service.
9. We will also notify your Support Provider of the outcome and, if relevant, how much Supporting People subsidy we will pay on your behalf.
10. If you have any questions on completing this form please ask your Support Provider in the first instance or alternatively contact our Client and Carer Finance Team on 0117 9037038.

This form needs to be returned to: Client & Carer Finance (Parkview)
People Directorate, P O Box 3176, Bristol City Council, Bristol BS3 9FS

1	Service User first names: Service User surname: National Insurance number:
2	Address: Postcode:
3	Contact telephone number:
4	Have you applied for Housing Benefit at the address given above? Yes / No If 'No' will you be applying for Housing Benefit at the address given above and if so when? Yes / No Date:
5	Have you received Housing Benefit before? Yes / No If you have answered Yes, please give us the address it was for below:
6	Support Provider details Please tell us which organisation provides you with support. This is the organisation that charges you a “support charge”. We may need to contact your Support Provider to complete a risk assessment prior to your visit. Name of organisation:

	<p>Address:</p> <p>Contact Person:</p> <p>Telephone Number:</p>
7	What is the name of the service(s) you receive?
8	On what date did/do you begin receiving the service? This will normally be the date your tenancy commenced.
9	What is the weekly cost of your support? If you are not sure how much your support costs, please ask your support worker to complete this question.

The remaining questions are to help the Visiting Officer plan for the visit. They will not affect the outcome of your financial assessment.

9	Please tell us when it is best to contact you to arrange a visit. For example, “not before 10 am” or “best between 1 and 2 on a Wednesday”. Please see point C above for details of when we will need to visit you.
10	Do you require a female Visiting Officer? Yes / No
11	Do you want your Support Provider to be at this meeting? Yes / No
12	Is your address hard to find? Yes / No

	If 'Yes' please advise us of how best to find your address.
13	Are there parking problems? Yes / No If 'Yes' please advise where the best place to park is.
14	Are there any pets on the premises? Yes / No
15	Do you have any support needs or something that we need to take into account during the visit? For example, are you registered blind / disabled/ have impaired hearing. Do we need to allow you time to answer the door? Do you need an advocate or translator?
16	Any other comments you would like to make

Thank you for completing this form. Please sign and date it below.

Signature:

Date:

Please return to: Client & Carer Finance (Parkview), People Directorate, PO Box 3176, Bristol City Council, Bristol BS3 9FS