

Supporting People

APPLICATION FOR SUPPORTING PEOPLE SUBSIDY

SECTION A – For tenants/service users (Please read the notes on the back of this form)

1. Please complete the boxes below:

Name	Date Of Birth		NI Number		Ethnic Origin	
Name (For Joint Tenants Only)	Date Of Birth		NI Number		Ethnic Origin	
Address					Postcode	
Tenancy/Support Start Date			Date Applied For Housing Benefit			

2. Please tick the box that applies to you:

I am a new tenant/service user at the above address	
I am an existing tenant/service user at the above address	
I am an existing/have been a supported housing tenant/service user at a previous address (complete part 3 below)	

3. Please provide information about your existing/previous support service (if applicable):

Your address & postcode where you last received a supported housing service	
The name of your support service provider/landlord at this address	
The date you stopped receiving support at this address (e.g. the date you moved out)	

4. Please read through the following boxes put a tick next to the one that applies to you:

I am applying for/I have already applied for Housing Benefit and I authorise the Housing Benefit Department to notify the Supporting People Team of the result of my current application.	
I have recently become eligible for Housing Benefit and I authorise the Housing Benefit Department to confirm my current eligibility to the Supporting People Team.	
I am not applying for Housing Benefit and understand that I will be charged for my support service.	

5. Please read the following statement and sign if you agree:

I accept that information exchange (about my name, address, NI Number, date of birth and support service) will take place between my Landlord, Support Provider, Supporting People Team and Housing Benefit Department.

Signed _____ Dated _____

Signed _____ Dated _____

(Second signature for Joint Tenants only)

SECTION B - For landlord/support provider staff use only

Provider ID No:	Landlord/Support Provider Name:
Service ID No	Service Name:
	Service Contract Type: <i>Block Gross Chargeable / Block Subsidy</i> Delete as applicable
Name of Staff Member Completing Form:	Tel No:
Email Address:	

Please send this form by **post** to the Supporting People Team, Department of Adult & Community Services, City of Bradford Metropolitan District Council, 6th Floor, Olicana House, 35 Chapel Street, Bradford BD1 5RE, or **email** to supporting_people@bradford.gov.uk

NOTES TO THE APPLICATION FOR SUPPORTING PEOPLE SUBSIDY FORM

**Please read these notes before you complete the form on the other side.
Your Housing Officer, Warden or Support Worker can help explain too.**

Who is this form for?

This form is for tenants/service users who are receiving Housing Related Support, where a Support Provider is contracted by the Supporting People Team to provide that support.

This form should only be completed for tenants/residents of services that make a charge for support.

What is the purpose of this form?

- If you are a tenant/service user who is receiving Housing Related Support you may be eligible for Supporting People Grant to pay for some or all of the support costs.
- If you receive any amount of Housing Benefit this will entitle you to receive Supporting People Grant, paid direct to your Support Provider, to cover all your support costs.

The form overleaf which you have been asked to complete is to help the Bradford Supporting People Team, the Housing Benefit Department and your Landlord and Support Service Provider to work together to administer your claim for Housing Benefit and/or Supporting People Grant.

Where Housing Benefit is claimed, an assessment is carried out by the Housing Benefit Department. If the Housing Benefit claim is successful the claimant will automatically also have their Housing Related Support paid for by Supporting People Grant.

By completing this form you will help your landlord and the Supporting People Team to check how much, if anything, you will have to pay for your Housing Related Support. It will also allow any Supporting People Grant to be payable as close as possible to the start of your tenancy or support if you are a new tenant/service user. If you are an existing tenant/service user and have recently become entitled to Housing Benefit, Supporting People Grant will be payable from the date you became eligible for Housing Benefit. **If you do not complete this form you may be responsible for paying for your support services.**

What is Housing Related Support?

- Warden/support and/or emergency alarm services for older people
- Support for people with learning difficulties, mental health problems, physical or sensory disabilities
- Support for homeless people, ex-offenders, people with drug and alcohol problems, young people, teenage parents, women fleeing violence, refugees

What is the Supporting People Team?

The Bradford Supporting People Team works for a partnership of Bradford Council, Probation and Health Services, to implement the Government's Supporting People Programme. This involves contracting with Support Providers for housing related support and paying Supporting People Grant, for eligible people, to those Support Providers. Before 31st March 2003, this support would have been paid through Transitional Housing Benefit, Supported Housing Management Grant, Probation Accommodation Grant or Home Improvement Agency Grant.

What will we do with the information in this form?

It is important for information exchange to take place between the Supporting People Team, Support Provider, Landlord and Housing Benefit Department in order to administer any Supporting People Grant for eligible people and ensure that the Support Provider is paid correctly. The information will typically include service user's name, address, national insurance number, landlord and support service details.

We keep information about service users and the support they receive on written and computer records. We will only store and use information in accordance with our registration under the Data Protection Act 1998.