

**Household Support Fund (HSF)**

**Application Form**

**The fund is currently only open to applicants who have not already received the Household Support Fund Vouchers / support since the launch in November 2021.**

If you pay your council tax in the **Vale of White Horse** please complete and email your form to **just one** of the advice centres listed below;

**Vale Community Impact** OR **Citizens Advice**

Text

Description automatically generated with low confidence

A picture containing icon

Description automatically generated

Email:[hsf@vci.org.uk](mailto:hsf@vci.org.uk) Email: [hsf.vale@osavcab.org.uk](mailto:hsf.vale@osavcab.org.uk)

Telephone: 01235 355359  Telephone: 01235 750752

|  |  |  |
| --- | --- | --- |
| DATE: | NAME: | |
| ADDRESS: | | |
| TELEPHONE NUMBER: | | POSTCODE: |
| EMAIL ADDRESS: | | DOB: |
| NUMBER OF PEOPLE IN HOUSEHOLD: | ADULTS: | CHILDREN:  (Under the age of 19 years as at 30 September 2022) |
| ARE YOU OF STATE PENSION AGE? | YES: | NO: |

No

Yes\*

Is this the first time you have applied for HSF vouchers?

**\*Applications are currently only open to those who have not already received support through the Household Support Fund.**

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| **Reasons for applying**  Please explain in the box below why you are applying for this fund. |
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| **Eligibility Criteria.**  Please tick the relevant boxes for the following questions: | | |
| Do you live in the Vale of White Horse? | Yes | No |
| Are you over 16? | Yes | No |
| Can you confirm that you are the only person applying in your household? | Yes | No |
| Can you confirm that you haven’t applied elsewhere? | Yes | No |
| Are you struggling to afford food, energy bills and other essential household items? | Yes | No |
| Can you confirm there are no other ways you can afford food, energy bills and other essential household items? (e.g. savings) | Yes | No |
| Do you earn less than the Oxford Living Wage?  (Single person £21,500 / couple or single parent £32,250) | Yes | No |
| Do you receive council tax reduction? | Yes | No |
| Do you receive any of the following benefits?   * Universal Credit * Working Tax Credits * Income-based ESA * Income-based JSA * Income Support * Housing Benefit * Pension Credit | Yes | No |

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| --- | --- | --- |
| **Support requested**  If successful, how would you like your HSF award to be made: |  |  |
| **Food = Supermarket vouchers**? You will be able to choose which supermarket (but not Lidl) when you receive your email link. | Yes | No |
| **Fuel = PayPoint energy credit vouchers**? You will need to go to a PayPoint retailer.  If your application is assessed by Vale Community Impact your award could be paid directly into your energy account. | Yes | No |
| **Both = Split between** supermarket vouchers and pay point vouchers? | Yes | No |
| If you have ticked support for fuel or both please complete these details:  Energy supplier for Gas:  Gas account number:  Energy supplier for Electric:  Electric account number:  Do you pay by direct debit?  Yes/No  Do you have a top up meter? Yes/No |  |  |

In order to process your application, your details will be processed, stored and shared by Vale of White Horse District Council, Citizens Advice and Vale Community Impact.

Vale of the White Horse District Council will process any award that is made.

To see how Vale of White Horse District Council, Citizens Advice and Vale Community Impact will use and store your data, please read their privacy notice which you can find on their websites. If you need this in any other format, please contact them direct.

[Vale of White Horse Privacy Notice](https://www.whitehorsedc.gov.uk/wp-content/uploads/sites/3/2022/06/HSF-2-Privacy-Notice.pdf)

[Citizens Advice Privacy Notice](https://www.citizensadvice.org.uk/about-us/about-us1/citizens-advice-privacy-policy/your-information/)

[Vale Community Impact](https://www.vci.org.uk/privacy-policy/#:~:text=Your%20Data%20Protection%20rights&text=VCI%20no%20longer%20needs%20to,is%20no%20overriding%20legitimate%20interest)

**Proof of benefit (if applicable):**

Along with your application form please attach proof of the relevant benefit you are on. This could be as screenshots or photocopies.

**or**

**Proof of earnings (if applicable):** e.g. screenshots or photocopies payslips / bank statements.

**Proof of Identification and address:**

To be able to process your application when you email over your HSF application form, please attach a document that has your name and current address on.

This could be a copy of your driving licence or a copy of your passport and an official document with your name and address on. Benefit evidence can also be used as proof of address.

**Declaration**

I confirm that the information given on this application form and supporting documentation is accurate.

Name of person completing this form: Date:

**Next steps**

Once you have completed this form, please email your form to **just one** of the following Advice Centres:

* Vale Community Impact - [hsf@vci.org.uk](mailto:hsf@vci.org.uk)
* Citizens Advice - [hsf.vale@osavcab.org.uk](mailto:hsf.vale@osavcab.org.uk)

You will be notified once your application has been assessed and told if you were successful or not.

**Please be aware that there will be a high demand for this fund. The applications will be assessed on a first come, first served basis and the process could take up to five to ten working days.**

We’d prefer you choose to submit your application form via email, as this saves paper and reduces admin costs for the taxpayer. There is no need to post a hard copy as well.

If you’re unable to fill in the form online and email it, a paper version of the application form is available by calling **01235** 422600.

**For internal use only:**

Client reference number:

Name of advisor assessing the application:

Date of assessment:

Successful application:

Not successful, please state the reason why:

Date processed to the Council: