

**Household Support Fund (HSF) - Application Form**

If you pay your council tax in the **Vale of White Horse** please complete this application form.

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| --- | --- | --- |
| **Please tick the boxes below – Eligibility** | | |
| Is this the first time you have applied for Household Support Fund assistance?   * **Applications are currently only open to residents who have not already received support through the Household Support Fund.** * **If you have submitted as a 2nd time applicant prior to 13 February 2023 you will need to resubmit an application form** | Yes | No |
| Do you live in the Vale of White Horse? | Yes | No |
| Are you over 16? | Yes | No |
| Are you struggling to afford food, energy bills and other essential household items? | Yes | No |
| Are you the only person applying in your household? | Yes | No |
| **Please do not send the application form to both advice centres.**  For this round of Household Support Fund, please can you confirm you have not applied to any other agency? | Yes |  |

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| --- | --- | --- |
| **Please share your contact details** | | |
| Your full name: | | |
| Address including postcode: | | |
| Contact telephone number: | | |
| Email address: | | Date of Birth: |
| Number of people in your household: | Adults: | |
| (Under the age of 19 years as at 31 March 2023) | Children: |  |
| Are you of state pension age? | yes: | no: |

**Declaration**

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

Name of person completing this form: Date:

|  |  |  |
| --- | --- | --- |
| **Please tick the boxes below** | | |
| In your household do you receive any means tested benefits?   * Universal Credit * Working Tax Credits * Income-based ESA * Income-based JSA * Income Support * Housing Benefit * Pension Credit | Yes | No |
| Do you receive council tax reduction? (Please note we are not referring to the single person council tax reduction) | Yes | No |
| Does your household earn less than the Oxford Living Wage?  (Single person £20,202 / couple or single parent £30,303) | Yes | No |
| Can you confirm there are no other ways you can afford food, energy bills and other essential household items? (e.g. do you have less than £6000 savings) | Yes | No |
| If successful, how would you like your HSF award to be made? **Please tick one only.**  **Food only =** Yes  You will be able to choose which supermarket from a range of options.  **Energy only =** Yes  Please complete the details as below  **Both** **=** Yes  Please complete the details as below | | |
| If you have ticked support for energy or both **you must** complete these details:  Energy supplier for Gas:  Energy supplier for Electric:  Do you pay by direct debit or by a regular bill? Yes/No  Do you have a top up meter? Yes/No | | |
| If successful, how would you like to receive your vouchers?  By Email – a link will be sent to you - Yes  By Post - Yes | | |
| Is there anything else that you need us to know? | | |

**Next steps - documents required proof of ID or benefit**

**It is essential you supply, at the same time as submitting your application, the evidence required to assess your application. We are unable to assess your application / allocate your award without this evidence.**

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

Along with your application form please attach **recent** proof of the relevant benefit for your household which includes your full name and address. This could be as screenshots or photocopies.

**or**

**Proof of earnings (if applicable):** e.g. screenshots or photocopies of recent payslips / bank statements for your household which include your full name and address.

**Proof of identification and address:**

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

**Finally**

Once you have completed this form, please email your form to **either**;

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

Text

Description automatically generated with low confidence



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

Telephone: 01235 355359  Telephone: 01235 750752

**Please do not send the application form to both advice centres**

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 ten working days.**

We’d prefer you choose to submit your application form and relevant documentation 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.

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/3/2023/01/HSF3-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)