**Community Support Unit**

**No Recourse to Public Funds Referral and Consent Form**

**Notes for referees**

**Who to refer?**

Southwark Council has a number of statutory responsibilities to adults and families with social care needs who through their immigration status have “no recourse to public funds” (NRPF). The NRPF condition can apply to a range of categories of migrants and asylum seekers.

The Council’s statutory responsibilities include:

* Assistance under the Children Act 1989 to children and families
* Adult social care assistance to single adults under the Care Act 2014
* Assistance to single adults under Section 117 of the Mental Health Act

Referrals for support under the Children Act 1989 must be for children “in our area” through living in Southwark or attending school in Southwark. Referrals for support under the Care Act 2014 should be for adults who are “ordinarily resident” in Southwark. If you have any queries regarding a potential referral please email NRPF@southwark.gov.uk or call 020 7525 4496

**Completing and returning the NRPF Referral and Consent Form**

When completing the “NRPF Referral and Consent form” it is important that **all** sections are competed.

Blank sections may result in the form being returned and the applicant’s assessment being delayed.

All information provided in referral forms must be accurate and truthful.

Unless in exceptional circumstances, forms without a signed consent form cannot be accepted.

Completed forms should be returned to NRPF@Southwark.gov.uk .

**What happens next?**

Following receipt of the “NRPF Referral & Consent Form” you will be contacted by a member of the Community Support Unit to discuss your referral.

This will usually be within 48 working hours of the referral being received.

If the referral meets initial eligibility criteria, an assessment will be booked so that the applicant’s circumstances can be discussed in more detail.

**NRPF Referral Form**

**Section 1: Contact details of referee**

This section should only be completed if an organisation is referring a person to the Council.

If making a self-referral please proceed to Section 2.

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Organisation** |  |
| **Date** |  |
| **Phone Number**  |  |
| **Email**  |  |
| **Relationship to Applicant**  |  |
| **Details of ongoing support to be provided to applicant**  |  |

**Section2: Contact details of applicant**

|  |  |
| --- | --- |
| **First name** |  |
| **Middle names** |  |
| **Surname** |  |
| **Previous name (if applicable)** |  |
| **Date of birth** |  |
| **Mobile Phone**  |  |
| **Email** |  |
| **Spoken Language** |  |
| **Is an interpreter required?**  |  |

**Section 3: Address History**

Starting from the address you last stayed provide an address history for the last five yeas.

Addresses provided must be full, containing a door number, house name (if applicable) and postcode.

It is important that there are no gaps in your address history as this may delay your assessment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address**  | **From** | **To** | **Name of home owner / tenant**  | **Relationship to Applicant**  |
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**Section 4: Members of household**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date of birth / estimated date of birth** | **Relationship to applicant** | **Nationality** |
|  |  |  |  |
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**Section 5: Immigration**

|  |  |
| --- | --- |
| **Nationality** |  |
| **Passport number** |  |
| **Date of arrival in UK** |  |
| **Home Office Number** |  |

|  |  |
| --- | --- |
| **Current immigration status (mark with “X” those that apply)**  | **X** |
| Overstayer (no application with Home Office) |[ ]
| Overstayer (Application for leave to remain with Home Office under Article 3 - prohibition of torture or inhuman or degrading treatment or punishment) |[ ]
| Overstayer (Application for leave to remain with Home Office under Article 8 - (right to respect for private and family life) |[ ]
| Overstayer (Application for leave to remain on human rights grounds refused and appeal rights pending) |[ ]
| Student visa |[ ]
| Holiday visa |[ ]
| Indefinite leave to remain |[ ]
| Limited leave to remain (with recourse to public funds) |[ ]
| Limited leave to remain (with no recourse to public funds) |[ ]
| Asylum seeker/NASS Number/Asylum Claim |[ ]
| Failed asylum seeker |[ ]
| Citizen of European Economic Area |[ ]
| Zambrano carer |[ ]
| Unknown / undisclosed |[ ]
| Other (please detail below) |[ ]
|  |

**Section 6: Reason for referral**

Please outline the reason/s for the referral, including information about what has changed in your/the person you are referring’s circumstances which has lead to you request support from the Council.

|  |
| --- |
| **Reason for referral** |
|  |

**Section 7: Support being requested**

|  |  |
| --- | --- |
| **What would help with your current circumstances? Mark with “X” those that apply** | **X** |
| **Accommodation** |[ ]
| **Subsistence** (money to support you and/or your children) |[ ]
| **Social care support (adults)** |[ ]
| **Other (please detail another other support required below)** |[ ]
|  |

**Section 7: Additional details**

|  |  |
| --- | --- |
| **Are there other special circumstances that are relevant to the referral (e.g. recent surgery, late stage of pregnancy, temporary impairment)**  | **Yes/No** |
| **If yes to any of above please detail below** |
|  |



**Community Support Unit**

**No Recourse to Public Funds Consent Form**

**Why does Southwark Council (“the Council”) need your consent?:**

Consent is required to allow the Council to share and gather information with internal council departments and third parties. This information is used to ensure eligibility under Section 115 (9) of the Immigration and Asylum Act 1999; and either Section 17 of the Children Act 1989, the Care Act 2014 or Section 117(6) of the Mental Health Act 1983.

**How your information will be used:**

Any documentation provided to the Council will be scanned and checked for authenticity so we can validate your claim for support. To ensure authenticity of the information provided, the Council may contact other internal teams and relevant third parties to request and share information about you and any members of your household, for the purposes of assessing, reviewing and managing your claim for support. These third parties may include TransUnion, the Home Office, NHS trusts, GPs, local authorities, schools and the Metropolitan Police.

**How your information is stored:**

Your information will be stored on a shared database which is accessible to Council staff and some other partner agencies. This information will remain active while you receive support from these services. Once this support ends your information will be kept for a period of six years, after which your information will be destroyed.

**By providing consent you agree that:**

* The Council may share information with, and request information from, internal council teams and third parties.
* All of the information provided to the Council is accurate and truthful to the best of your knowledge.
* If provided with support by the Council, you inform the Council of any changes in your circumstances including, but not limited to, changes in employment, changes in the support that is available to you from friends and family, changes in other sources of income, changes in your household composition, and changes to your immigration status.
* If provided with support by the Council, you agree, wherever possible, to take positive steps towards resolving your current circumstances, including seeking free legal advice to assist you with resolving your immigration status.
* If provided with support by the Council, and if required, the Council may refer you for a consultation with an accredited provider of free legal advice. The consultation will assess your options and devise a plan for resolving your immigration status.

**Additional Information:**

If you are concerned about how the Council is using your data, please contact our Data Protection Officer via accessinfo@southwark.gov.uk or on 020 75525 5000. More information about your rights is available on our website, or via the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).

|  |  |
| --- | --- |
| **Name** |  |
| **Signed** |  |
| **Date**  |  |