

Local support application checklist – April 2022

This is to help people make sure all support options have been considered. A copy of this checklist can be sent with any application for discretionary support as additional information to help the decision maker.

Support worker name	
Organisation / role	
Contact number	
Email	

Customer name			
Address			
Postcode		Date of birth	
Contact number			
Email			

Support completed www.york.gov.uk/benefits	Yes / No	Please give details & app. reference
Benefits check		
Income & expenditure budget		
Budgeting support		
Maximising income – utilities checks, etc.		
Other support		
Universal credit housing allowance		
Housing benefit		
Council Tax support		
YFAS application,		
DHP application		
Discretionary Council Tax Reduction application		
Household Support Fund		
IT Reuse –IT equipment/ mobile phone /internet application		
Fuel vouchers		
LAC/HMO/CmtyO only – Early Support Fund		

Please outline why you are recommending these applications. Giving details of how these fit with the overall plan for the applicant and the impact they will have on the applicant and their family.

I have seen confirmation of income & savings		
I have provided income confirmation & savings		
Signed		Date