

DUTY TO REFER PUBLIC BODIES REFERRAL FORM

Please complete all relevant sections on this form. We need open and honest information so that we can provide the best help and support. Please send referrals to DutytoRefer@royalgreenwich.gov.uk for any further information please call 0208 921 2863

1. Has the service user given consent to this referral?		YES		NO		
2. Preferred Local Authority?						
3. Referring Agency Details:						
Service Name: Please tick the area that apply to you	<input type="radio"/> Prisons	<input type="radio"/> Social service authority				
	<input type="radio"/> Youth offending institution	<input type="radio"/> Jobcentre Plus				
	<input type="radio"/> Secure training centre	<input type="radio"/> Urgent treatment centre				
	<input type="radio"/> Secure college	<input type="radio"/> Emergency department				
	<input type="radio"/> Youth offending team	<input type="radio"/> Hospital in their function of providing inpatient care				
	<input type="radio"/> Probation service (including community rehabilitation companies)	<input type="radio"/> The Secretary of State for Defence <i>(The Royal Navy, the Royal Marines, the regular army and the Royal Air Force.)</i>				
Worker Name:						
Worker Contact detail:	✉ Email Address:					
	☎ Telephone Numbers:					
4. Service User Details:						
First Name:				Last Name:		
Gender						
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender <input type="radio"/> Prefer not to say <input type="radio"/> Other/ not known						
Date of birth:			Age:			
Pregnant:	<input type="radio"/> Y	<input type="radio"/> N	Expected Due Date:			
Contact detail:	✉ Email Address:					
	🏠 Current address					
	Post Code:					
	☎ Telephone Numbers:					
Next of Kin:						
Name:		Address:		☎ Telephone numbers:		
Relationship:						
Best way to make contact?						
<input type="radio"/> Telephone call <input type="radio"/> Text <input type="radio"/> Email <input type="radio"/> Support Worker <input type="radio"/> No Preference <input type="radio"/> Next of kin						
Address:		Please tick which best describes status at last settled/permanent address:				
Main or last permanent home if different from above?		<input type="radio"/> Owner/Buying with a mortgage <input type="radio"/> Shared Ownership <input type="radio"/> Private rented <input type="radio"/> Private rented lodgings (not with family or friends) <input type="radio"/> Council tenant <input type="radio"/> Housing Association Tenant		<input type="radio"/> Looked after child placement <input type="radio"/> Social rented or supporting housing or hostel <input type="radio"/> Tied to Employment <input type="radio"/> HM Forces Accommodation <input type="radio"/> Living with Family / Friends <input type="radio"/> No fixed abode <input type="radio"/> Other:		
Date moved in?						

5. Previously approached The Housing Inclusion Service?	YES	NO
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If **YES**, please provide details

6. Which of the following best describes current circumstances?

Mortgage Repossession/Arrears		Non-racially motivated / other motivated violence or harassment	
End of private rented tenancy – assured shorthold tenancy		Left prison or are on remand with no accommodation available	
End of private rented tenancy – not assured shorthold tenancy (resident Landlord)		Left HM Forces	
Caravan / houseboat		Student accommodation	
End of council or housing association tenancy		Required to leave accommodation provided by Home Office as Asylum support	
Rent arrears in Private, Council or housing association home		Leaving or have left hospital	
Eviction from supported housing		Loss of tied accommodation	
Family or friend no longer willing or able to accommodate		Sleeping rough	
Leaving or have left local authority care (looked after child)		You are sofa surfing	
		Property disrepair	
Relationship with partner ended (non-violent breakdown)		Other (Please specify):	
Experiencing domestic abuse			
Racially motivated violence or harassment			

7. Please provide details of the circumstances which led to homelessness or risk of homelessness.

8. Date became homeless:

Household details
 Include anyone who may be part of the household?
 Please give details below:

Family Name	Date of Birth	Age	Sex M/F	National Insurance No	Relationship to service user
				Ethnicity	

9. Support Needs (Please tick as many that apply to service user)

No support needs		At risk of/has experienced abuse (non-domestic abuse)	
Young person aged 16-17 years			
Young person aged 18-25 years requiring support to manage independently		Drug dependency needs	
Young parent requiring support to manage independently		Alcohol dependency needs	
Care leaver aged 18-20		Offending History	
Care leaver aged 21+ years		History of repeat homelessness	
Physical ill health and disability		History of rough sleeping	
History of mental health problems		Former asylum seeker	
Learning disability		Old age	
At risk of/has experienced sexual abuse/exploitation		Served in HM Forces	
At risk of/has experienced domestic abuse		Access to education, employment or training	

Other please specify:

10. Communication:		
Language interpreter or a signer needed?	Yes <input type="radio"/>	No <input type="radio"/>
If yes, what language?		
Information in any other format, like Braille or large print?	Yes <input type="radio"/>	No <input type="radio"/>
Please say which format:		
Help with reading, writing or completing forms required?	Yes <input type="radio"/>	No <input type="radio"/>

11. Status:

Is the service user or members of the household British or Commonwealth citizens? Yes No

Please tick the description that best describes the service user (S-U) / partner's nationality:

	S-U	Partner		S-U	Partner		S-U	Partner
UK NATIONAL			HUNGARIAN			SLOVENIAN		
UK NATIONAL (returning from abroad or in UK for 1 st time)			IRISH			OTHER EEA NATIONAL		
			LATVIAN					
BULGARIAN			LITHUANIAN			NON EEA NATIONAL		
CZECH REPUBLIC			ROMANIAN			NATIONAL		
CROATION			POLISH			Not Known		
ESTONIAN			SLOVAKIAN					

Other: *(please describe)* _____

Eligibility

Has the service user or anyone on the referral ever lived outside the UK? Yes No

When did they / household member arrive in the UK?

Are they / the partner/ other household members subject to immigration control Yes No

Please give details below:

12. Work, education, and training**Are they / partner / other household member currently in employment or education?**Yes No **If YES, they will be asked to provide information to support this.**

Please tick all that apply:	Service user	Partner (if known)	Other household member please give name(s)
Don't Know/Refused			
Working: 30 hours a week or more			
Working: less than 30 hours a week			
Training Scheme/Apprenticeship			
Not working because of long term sickness or disability			
Registered unemployed			
Not registered unemployed but seeking work			
At home/not seeking work (including looking after the home or family)			
Retired (including retired early)			
Full-time student			
Other			

13. Financial information:**Please provide details of income and/or Welfare Benefit you received below:**

Household Income		Benefits	
Please advise if weekly (per week) or monthly (per month)	Amount received		Amount received
Wages		Attendance Allowance	
Partner's wages		Bereavement Benefit	
State pension		Carers Allowance	
Private pension		Child Benefit	
Student loan		Child Disability Living Allowance	
Student grant		Disability Living Allowance (PIP)	
Maintenance		Employment Support Allowance	
Money from anyone who they live with		Employment Support Allowance with ESA Support Component	
Insurance payments		Income Support	
Rent from lodgers		Industrial Injuries Benefit	
Jobseeker's Allowance		No Benefits Claim made	
Housing Benefit		Working Tax Credit	
Pension Credit		Child Tax Credit	
Universal Credit		War Widow/er Pension	

Benefits refused or sanctions, please give details:

14. DATA PROTECTION STATEMENT Has the below been read and understood? <i>(Please read and explain to service user)</i>	YES		NO	
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Personal Information

The information which has been supplied to the housing inclusion team will be used to make contact with the service user to verify the type of housing support required. The information is gathered in accordance with housing legislation.

The categories of the information that we collect, process, hold and share include:

- personal information (such as name and address)
- characteristics (such as ethnicity and health information)

The Housing Inclusion Service will contact relevant organisations /third parties for information, for the purpose of assessing the service user and support needs. Personal data may be shared with:

- Revenue & Benefits Department, Children’s Services, including the housing procurement team (HACTRAC), other directorates within this Council and other Local Authorities.
- Department of Work & Pensions and other third party agencies and organisations.
This may include referrals to organisations who offer support, such as housing providers (including private landlords), health organisations, money/debt advice agencies, employment and training services etc.

The lawful basis on which we use this information

Currently the The Housing Inclusion Service will collect and use this information under the Data Protection Act 1977. As from 25 May 2018 they will collect and use this information under public task - GDPR Article 6(1)(e): permits processing where necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9(2)(b) – for social protection purposes - 2018.

Requesting access to personal data

Under data protection legislation, service users have the right to request access to information that we hold, and also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If there is concern about the way we are collecting or using personal data, we request that this is raised with us in the first instance. Alternatively, contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Access and Storage

Personal information will be held by the Housing Inclusion Service for a period of 6 years.