|  |  |  |
| --- | --- | --- |
| Referral Date: | Referral organisation: | Referral to: |
| Form completed by: | Contact number: | Email address: |

**Referral Form**

**Participant contact information**

|  |  |
| --- | --- |
| **Client Name** |  |
| **Contact number** |  |
| **Email address** |  |
| **Best time to contact?** |  |

**Criteria details for referral**

|  |  |
| --- | --- |
| **Is the client 15 and at risk of becoming NEET?** |  |
| **Is the client over 16?** | **Yes No** |
| **Is the client doing any paid employment, or on a zero hours contract?**  | **Yes No** |
| **Is the client looking for paid employment. This is to help us understand whether the client is ‘unemployed’ or ‘economically inactive’** | **Yes No** |
| **Is the client enrolled on another Building Better Opportunities (BBO) project**  | **Yes No** |
| **Reason for referral (money triggers and/or key life changes (please tick all that apply)** Ending of custodial sentence Entering hostel/supported housing Having a baby Impacted by Local Housing Allowance changes Learning needs impacting ability to manage money/access services Leaving care Loss of earned income Mental health needs impacting on ability to manage money/access services Moving into social housing for the first time Moving onto Universal Credit Physical health needs impacting on ability to manage money/access service Sanctioned by DWP Subject to Overall Benefits Cap Subject to Under Occupancy Charge Unable to pay priority bills including rent |

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| **Any further information:** |

**Where did you hear about us? ………………………………………………………………….**

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| **Eligibility Statement**I confirm that to the best of my knowledge the person I am referring is able to live and work in the UK and is not currently doing any work, included permitted work and they are not on a zero hours contract. If they are under 16 I confirm that they are at risk of becoming NEET.  |
| **Referrer signature : Date:** |

|  |
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| **Referral Consent**I am happy for my details to be passed to the New Horizons project. I understand that the details on this form will be held on an electronic database accessible by New Horizon partner organisations. I confirm that I am able to live and work in the UK and am not currently doing any work, included permitted work and I am not on a zero hours contract. |
| **Client signature:** | **Date:** |

**This section to be completed by New Horizon project**

|  |  |
| --- | --- |
| **Date referral received**  |  |
| **Date Participant Contacted:**  |  |
| **Referred onto next stage** | **Yes No** |
| **Details entered on MIS** | **Yes No** |
| **ID number (from MIS)** |  |