**Request for Emergency Cash Fund**

**Completed form to be submitted to:** [TeamClerks@camden.gov.uk](mailto:TeamClerks@camden.gov.uk)

Please submitted applications **promptly / early** as decision on emergency will need approval from management and can take time for outcome.

If client is discharged from **Hospital / care** setting or **housebound,** then please apply **several days before discharge date / deadline** and alternative provisions need to be exhausted before application.

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| Date of Request | | Mobile Number: - | | |
| Title: Mr  Mrs Miss  Ms  Dr  Other | |  |  |  |
| First Name | Surname | |  |  |
| MOSAIC Number: | DOB | |  |  |
| Customer Home Address: | | |  |  |
| **Has repayment been discussed with customer? If no, why not?**  **If yes, please complete Emergency Funds Agreement Form and submit together with this application. Failure to provide with application, will result in application being rejected.**  **Please tick one of the options before submission**.  \*NRPF client - **Please update Mosaic** **with application**  \*If above is ticked, please state when Human Right Assessment has been completed or is going to be carried out. **Please update Mosaic with HRA when completed.**  Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Has the client had care act assessment or MCA? If no, then client will need to **sign Emergency Funds agreement form for repayment and submitting together with application.**  **Please update Mosaic** **with application and the amounts applied**  If client has lack of capacity and CoP, deputyship, awaiting benefits is being actioned, then please inform **deputy/ appointee, that emergency funds will need to be repaid at some point.**  **Please update Mosaic with application and the amounts applied.** | | |  |  |
| **Social/Support Worker Name:**  **Detailed Reason for emergency support**: - | | |  |  |

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| **Amount required:**  **Frequency: Please tick only one** | One off  Fortnightly Weekly  Monthly  ***Please note that emergency payments are only agreed for 2 months unless they are NRPF clients or going through Appointeeship / Deputyship*** |
| **Any amount above £100 needs to be agreed by Service Manager.** | |
| **Cost Code:**  Please contact Team Clerks  [TeamClerks@camden.gov.uk](mailto:TeamClerks@camden.gov.uk) for cost code if unknown | G34240 523160 |

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| Is the client going through Appointeeship or COP pending? | Yes  No |
| Is the client residing in a Care Home? | Yes  No |
| Is the client a NRPF client? | Yes  No |

**COP cases to be reviewed quarterly.**

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| **Name and Signature of requesting officer:** |  |
| **Team Manager/Service Managers Signature:** |  |
| **Date:** |  |
| **Failure to provide both signatures will result in application being rejected** | |

**Criteria for emergency fund payments (One Off)**

* Emergency Fund for one off payment is to be used for customers who have no access to money currently and need support for basic provisions such as for food, clothing etc. *Any support for white goods needs to be discussed and agreed by the Service Manager, after exploring other available options such as support from charitable organisations etc*.
* £100 a week is the maximum amount that can be requested through Emergency Fund. Any request over this amount needs to be authorised by the Service Manager.
* Repayment of the fund should be discussed with the customers as appropriate and a plan of repayment to be made clear before the fund is agreed.
* Methods of repayment can be through Cheque, bank transfer or telephone transfer. Payments cannot be made into a third party account.
* A written agreement to be signed by the customers, where appropriate, at the time of taking the emergency fund.

**Criteria for emergency fund payments (Rolling Payment)**

* Emergency Fund is to be used for the customers, who do not have mental capacity to manage the finance and waiting for formal arrangement, such as COP, appointeeship etc.
* Emergency Fund for rolling payment can also be used for the customers who do not have access to the finance for longer period, for example waiting for benefit to be sorted.
* Emergency Fund can be requested for basic provisions such as food, clothing etc. *Any support for white goods needs to be discussed and agreed by the Service Manager, after exploring other available options such as support from charitable organisations etc*.
* £100 a week is the maximum amount that can be requested through Emergency Fund. Any request over this amount needs to be authorised by the Service Manager.
* Repayment of the fund should be discussed with the customers as appropriate and a plan of repayment to be made clear before the Fund is agreed.
* Methods of repayment can be through Cheque, telephone transfer or bank transfer. A written agreement to be signed by the customers, where appropriate, at the time of taking the emergency Fund.
* All the Emergency Fund cases to be reviewed regularly by the allocated worker in liaison with Business Support Officers. COP cases to be reviewed quarterly and all other rolling payment to be reviewed monthly.