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|  Referral and Assessment Guidance | \\WOODSERVER\Shared Folders\Company\Communications\Logos\JANET'S WOOD STREET MISSION LOGO 2018.png |

1. Wood Street Mission’s main aim is to **reduce child poverty** and we will consider all families where the referring worker believes that family income falls below the family’s basic needs and where other factors apply.

(Other factors could include; Lone parenthood\*Large numbers of children\*More than one year in poverty\*Sudden crisis\*Zero hours contracts\*Sub minimum wage employment\*Benefits\*Disabilities\*Hunger and Inappropriate clothing\*Unhealthy/unsafe housing and many others)

2. We offer a **time-limited support service** (see points 5 and 6), to help families get back on their feet.

3. Families must meet all the following criteria;

* **Referred by a professional worker**- Referrals must come from a professional worker with good knowledge of the family’s circumstances and families must have given consent for the referral.
* **Live in Manchester and Salford Cities. We are unable to accept referrals from other areas and boroughs of Greater Manchester**
* **Have children under 16 or be expecting a child**.
* **Be on low income, struggling to afford basics and experiencing the negative impact of child poverty**.

4. Low Income is a priority for Wood Street Mission. The service is open to both **working families** and **families in receipt of benefits**. To assess a family’s level of need we require a clear picture of the balance between income, expenditure and debt. Having a car is not necessarily a problem.

We also need to understand what **multi-agency steps** are being taken to reduce the family’s experience of poverty.

5. Where a referral is approved, a family will be able to attend all of our services for a 12 month period. Services include;

* Family Basics (clothes, toys, books, toiletries, bedding, books)
* Baby Equipment (prams, buggies, cots, baths, high chairs, gates)
* School Uniform and related equipment (coats, backpacks, stationery, revision guides)
* Childhood Experiences (different activities from year to year)
* Christmas Presents

Please highlight which services would most help in the help requested box. This can be amended at any stage.

6. Support can be extended to 24 months where a clear poverty reduction plan is underway (benefits checks, debt counselling, support job applications, rehousing, training courses etc)

7. Forms will be assessed by our admin team and a regular weekly panel, and referrers will be updated within ten working days. Please complete all parts of the form. Incomplete forms will be returned to the referrer and will cause delay.

8. All information will be treated confidentially in line with the Data Protection Act and GDPR guidance

9. Panel decisions are final, but we will accept re-referrals where circumstances change.

10. We do not provide any form of cash payment.

**Please return the completed form to** **referrals@woodstreetmission.org.uk**

**Household Income Comparisons 26/10/20**

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| **Income level** | **2020 value** |
| **2019 Median Household Disposable Income****(after taxes and benefits- Source ONS)** | **£29,600** |
| **60% of Median Household Disposable Income****(Definition of relative poverty- Source CPAG)** | **£17,760** |
| **Minimum Wage****(£8.72 x 37 x 52)** | **£16,777** |
| **50% of Median Household Disposable Income****https://www.theguardian.com/society/2019/jul/29/uk-deep-poverty-study-austerity Deep Poverty-** | **£14,800** |
| **Universal Credit****(Couple 25+ with 2 children)** | **£12,788** |
| **40% of Median Household Disposable Income** | **£11,840** |

**Other Factors**

Lone parents

Large numbers of children

More than one year in poverty

Sudden crisis

Zero hours contracts

Sub minimum wage employment

Benefits

Disabilities

Hunger and Inappropriate clothing

Unhealthy/unsafe housing