

Universal Access to CLAS Awards

Ways in

New clients i.e. drop in's and outreach

Existing clients i.e. referred by casework staff

Referrals from Professionals

Eligibility & Assessment

- ✓ Means tested benefits & no savings
 - ✓ OR
 - ✓ Income <£16k & no savings
 - ✓ Lived in Cambridgeshire for at least 6 months
 - ✓ Aged 16 and above
 - ✓ Must be facing unexpected financial difficulties and hardship
- NB: Applications may be completed without proof of eligibility however NO AWARDS WILL BE CONSIDERED UNTIL DOCUMENTS ARE PROVIDED

Appointment

If all documentation is complete, need is urgent, and person delivering is competent & experienced, application maybe completed at drop in – **supported by ASL**

Client invited to drop-in or given an appointment

Eligibility ascertained & referred for award

YES

NO

What other support available?

Champion approval/sign off

Completed docs and CLAS award referral are emailed to Champion for approval and sign off.

This includes proof of identity/benefits e.g. Benefits letter, UC letter, HB letter, bank statement

Clients with all paperwork

Champion looks through docs and contacts the referee at CAB to confirm if award has been successful.

3 month follow up inc. HACT Assessment

Clients with no paperwork

If client doesn't have the right paperwork when CLAS application is completed, it is their responsibility to provide copies. Either bring to the office/email it or text it.

No awards are considered until these documents are provided.

