**Reporting Template - Low Income Pandemic Payment**

**Organisation:** <<name of local authority>>

**Notes for completion of return:** This template should be completed and returned to the Scottish Government’s Tackling Child Poverty Unit no later than 17 December 2021. Returns should be made via email to [sjsu@gov.scot](mailto:sjsu@gov.scot).

**Table 1: Please record the number of payments which have been successfully issued to eligible households:**

|  |  |  |
| --- | --- | --- |
| **PAYMENTS SUCCESSFULLY ISSUED** | | |
| **Eligible Group** | **Total Number of Payments** | **Total Value of Payments (£)** |
| **CTR recipients** |  |  |
| **Other groups, as detailed below** |  | |
| i. all the occupants are under 18 |  |  |
| ii. all the occupants are care leavers |  |  |
| iii. all the occupants are severely mentally impaired |  |  |
| iv. the property is unoccupied because the resident has gone to someone else's home to provide care or the resident receives care elsewhere |  |  |
| v. occupants are accessing Housing Support Service and/or living in temporary accommodation or a refuge |  |  |

**Table 2: Please record the number of households which were eligible but for which it was not possible for a payment to be made:**

|  |  |
| --- | --- |
| **Eligible Group** | **Number of payments not made:** |
| **CTR recipients** |  |
| **Other groups, as detailed below** | |
| i. all the occupants are under 18 |  |
| ii. all the occupants are care leavers |  |
| iii. all the occupants are severely mentally impaired |  |
| iv. the property is unoccupied because the resident has gone to someone else's home to provide care or the resident receives care elsewhere |  |
| v. occupants are accessing Housing Support Service and/or living in temporary accommodation or a refuge |  |

**Additional information** *- where appropriate please record detail of any outstanding payments or known issues in the box below:*

|  |
| --- |
|  |

Completed by:

Position:

Contact Details:

Date: