



Scottish Welfare Fund

Data Monitoring Specification

Version 16

Updated 1 November 2023

Social Security and Housing Access Statistics

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1. Introduction

This data specification contains the core questions to be used in the monitoring of the Scottish Welfare Fund.

It includes the acceptable methods and media for sending the data, the overall format of the data file, and rules governing when to send data. Definitions and validation checks on each variable are also provided.

This document is intended to be a working document and will be updated periodically as required. The revisions log below provides the record of the nature and timing of these updates.

2. Revisions Log

21 December 2012 Version 1	First Version of Specification
15 February 2013 Version 2	<ul style="list-style-type: none">• All XML schema tags changed to upper case. Vulnerabilities has now been amended to VULNERABILITIES• Date and time formats have been changed to be compliant with XSD date and time data types.• Formats and enumerations have been added to the XSD schema on page 6. Please note, this does not supersede the validations contained within this data specification. It is merely a subset of the validations contained within this document. It shows the responses and formats available for each question only, and not whether the question needs to be answered. When each question needs to be answered depends on the stage of data submission and the responses given in other questions. Refer to this data specification if in any doubt.• Sample data has been revised to meet the XSD date and time data types.• CCGREASON_OTHER (question 28) and CRISISREASON_OTHER (question 44) have been limited to 1,000 characters.
8 March 2013 Version 3	<ul style="list-style-type: none">• Typos in XML tags in this document for questions 60, 62, 71, 73, 82, 84, 93 and 95. The labels are correct in the xml schema and sample data though. Changes been made in this document only.• The correct XML tags have been changed to:<ul style="list-style-type: none">○ CCG_PRIORITY_TIER1○ CCG_PRIORITY_TIER2○ CRISIS_PRIORITY_TIER1○ CRISIS_PRIORITY_TIER2○ CCG_AMTAWD_TIER1○ CCG_AMTAWD_TIER2○ CRISIS_AMTAWD_TIER1○ CRISIS_AMTAWD_TIER2○ CRISIS_PAYMENTS_TIER1○ CRISIS_PAYMENTS_TIER2

	<ul style="list-style-type: none"> ○ CCG_PAYMENTS_TIER1 ○ CCG_PAYMENTS_TIER2 • Corrected validation in questions 66 and 88. • If there is any doubt about the correct tag labels, the XML Schema takes precedence and has the correct version of all variables.
2 April 2013 Version 4	<ul style="list-style-type: none"> • The XML tag PERSON in the data specification is incorrect and does not match the XML Schema. All PERSON tags have been changed to PEOPLE. • If there is any doubt about the correct tag labels, the XML Schema takes precedence and has the correct version of all variables.
16 April 2013 Version 5	<ul style="list-style-type: none"> • The XML tag in Q19 should be OTHER_PROVIDER and not PROVIDER_OTHER. • If there is any doubt about the correct tag labels, the XML Schema takes precedence and has the correct version of all variables.
13 May 2013 Version 6	<ul style="list-style-type: none"> • There was a typo in question 34 (XML TAG: CCG_AMTREQ). The description has now been changed to: <i>Community Care Grants (CCG) – Financial amount requested for item given in CCG_ITEM_REQ. This is the total amount requested for the item(s) recorded in CCG_ITEM_REQ. It is not the unit price per item.</i>
15 May 2013 Version 7	<ul style="list-style-type: none"> • The following typo has been fixed in question 85. Validation <i>Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CRISIS_TIER1_DECISION is not 6) and where CRISIS_AMTAWD_TIER1 is not zero for at least one item.</i> • The XML tag in question 95 should read CRISIS_AMTAWD_TIER2.
11 June 2013 Version 8	<ul style="list-style-type: none"> • To note that the XML schema includes a tag Uniqueld. This tag is a ScotXed system tag. The value of Uniqueld should be set to the same value as LACODE and end with an f. So for Aberdeen, it has a LACODE of 100 and so the value of Uniqueld is 100f. This appears in the data as <Uniqueld>100f </Uniqueld>. <p>Please see the sample data available at the link below for more information: https://www.gov.scot/publications/scottish-welfare-fund-data-monitoring-specification-and-guidance/</p>
14 June 2013 Version 9	<ul style="list-style-type: none"> • XML tag CRISIS_PAYMENT_INIT has been corrected in questions 53 and 54. • If there is any doubt about the correct tag labels, the XML Schema takes precedence and has the correct version of all variables.

	<ul style="list-style-type: none"> • https://www.gov.scot/publications/scottish-welfare-fund-data-monitoring-specification-and-guidance/
18 June 2013 Version 10	<ul style="list-style-type: none"> • The validations for Q7 (NINO), Q9 (POSTCODE_APP) and Q30 (POSTCODE_MOV) have been clarified to be the same as in the XSD schema. • If there is any doubt about the correct tag labels, the XML Schema takes precedence and has the correct version of all variables. • https://www.gov.scot/publications/scottish-welfare-fund-data-monitoring-specification-and-guidance/
23 August 2013 Version 11	<ul style="list-style-type: none"> • Question 16 – Assessed Annual Income - is now voluntary.
30 September 2013 Version 12	<ul style="list-style-type: none"> • The XML tag in Q19 should be OTHER_PROVIDER and not OTHER_OTHER. • Corrected in this version.
20 November 2013 Version 13	<p>Clarification note added to rules for sending cases.</p>
24 February 2014 Version 14	<p>A further clarification note has been added to the rules for sending cases.</p>
13 January 2016 Version 15	<p>New Questions Added</p> <ul style="list-style-type: none"> • Addition of Q.25a. 'What is the main applicant's country of birth?' (COUNTRY_OF_BIRTH) • Addition of Q.25b. 'If you were not born in the UK, when did you most recently arrive to live here? (Do not count short visits away from the UK). (UK_ARRIVAL) • Addition of Q.25c. 'How would the main applicant describe their present status in the UK?'. (IMMIGRATION_STATUS) <p>Modifications to existing question responses</p> <ul style="list-style-type: none"> • Response option added to Q.38 (CCGREJECT). 'Not on a low income' has now been added as response 15. Option 4 (Not in receipt of a qualifying benefit) should no longer be used after 31 March 2016. • Response option added to Q.51 (CRISISREJECT). 'Not on a low income' has now been added as response 14. Option 3 (Not in receipt of a qualifying benefit) should no longer be used after 31 March 2016. • Response option added to Q. 40 (CCG_PAYMENT_METHODS1). 'Cash alternative' has now been added as response 10. • Response option added to Q43 (CRISISREASON). Option 15 added – "Other – Delay in payment of benefits" • Response option added to Q.53 (CRISIS_PAYMENT_METHODS1). 'Cash alternative' has now been added as response 10. • Response option added to Q.64 (CCG_PAYMENT_METHODS_TIER1). 'Cash alternative' has now been added as response 10. • Response option added to Q. 75

	<p>(CCG_PAYMENT_METHODS_TIER2). 'Cash alternative' has now been added as response 10.</p> <ul style="list-style-type: none"> • Response option added to Q. 86 (CRISIS_PAYMENT_METHODS_TIER1). 'Cash alternative' has now been added as response 10. • Response option added to Q. 97 (CRISIS_PAYMENT_METHODS_TIER2). 'Cash alternative' has now been added as response 10. • Additions made to the response options for Q.17 (CAT_VULNERABLE). Option 3 has been revised to include the word 'impairments'. Option 27 has been added to include those with 'A history of insecure work'. Option 28 has been added to include those who are affected by 'Being recently bereaved'.
<p>1 November 2023 Version 16</p>	<p>Modifications to existing question responses</p> <ul style="list-style-type: none"> • Response option added to Q. 6 (GENDER). 'Other has now been added as response 3. • Change of response option to Q. 14 (BENEFIT). 'Personal Independence Payment' updated to 'Adult Disability Payment/Personal Independence Payment' as the latter is phased out in favour of the former.

3. File Format, Sample Data and MIS Developer Sandbox

Data should be sent in XML format.

Sample data and the XSD schema are available at:

<https://www.gov.scot/publications/scottish-welfare-fund-data-monitoring-specification-and-guidance/>

The XSD schema was validated using the validator at:

<http://web.archive.org/web/20130325164833/http://www.w3.org/2001/03/webdata/xsv>

The original version has been deprecated. [This page](#) provides some possible alternatives.

Additional information to help MIS Developers is available at:

<https://www.gov.scot/publications/scottish-welfare-fund-data-monitoring-specification-and-guidance/>

4. File Transmission

At the end of each quarter – 31 March , 30 June, 30 Sept and 31 December – or as soon as practicable afterwards, local authorities should submit an XML file of their data to the Scottish Government. The method of file transmission is currently under discussion.

5. Rules for Sending Cases

Cases should be submitted in batches four times a year. Each batch should include cases for which one or more of the following stages has been completed:

- Stage 1: Initial Decision.
 - This covers questions 1 to 25 plus one or both of the following:
 - Community Care Grant Initial Assessment (questions 26 to 41)
 - Crisis Grant Initial Assessment (questions 42 to 54)
- Stage 2: Tier 1 Review
 - This covers one or both of the following:
 - Community Care Grant Tier 1 Review (questions 55 to 65)
 - Crisis Grant Tier 1 Review (questions 77 to 87)
- Stage 3: Tier 2 Review
 - This covers one or both of the following:
 - Community Care Grant Tier 2 Review (questions 66 to 76)
 - Crisis Grant Tier 2 Review (questions 88 to 98)

Tier 1 information should only be submitted after an initial decision has been made on the corresponding grant. Similarly, tier 2 information should only be submitted after a tier 1 decision has been made.

Clarification Note

At the end of each quarter, please include, all cases which have reached one of the stages above, plus any updates to previous cases too. i.e. if a case has changed stage or if the information within a case has been revised.

In summary, if there's been any changes to any cases, these need to be in the extract file too, even if they've been extracted previously.

Further Clarification – added 24 February 2014

When data reaches a new stage, e.g. Tier 1 or Tier 2, then all of the previous information for the case should be submitted in the extract, even if it hasn't changed. So applications should be sent with any previously submitted data still intact. Each tier adds data to that previously submitted for each application.

The Stages and Question Blocks for Scottish Welfare Fund Quarterly Monitoring

Information to be completed for all applications (Q1 to Q25)	CCG	CCG	CCG
	Initial Stage	Tier 1 Review	Tier 2 Review
	Q26 to Q41	Q55 to Q 65	Q66 to Q76
	Crisis Grant	Crisis Grant	Crisis Grant
	Initial Stage	Tier 1 Review	Tier 2 Review
	Q42 to Q54	Q77 to Q87	Q88 to Q98

Examples

A Community Care Grant (CCG) case has had a Tier 1 Review. The information to be submitted in the xml extract for this case should be all of the following:

- the original information (Q1 to Q25)
- the initial CCG information (Q26 to Q41) completed as per the data specification, and;
- the Tier 1 Review information (Q55 to Q65).

A Crisis Grant (CG) case has had a Tier 2 Review. The information to be submitted in the xml extract for this case should be all of the following:

- the original information (Q1 to Q25)
- the initial CG information (Q42 to Q54) completed as per the data specification, and;
- the Tier 1 Review CG information (Q77 to Q87), and;
- the Tier 2 Review CG information (Q88 to Q98).

Specification of SWF1 Variables and Validations

This section describes each of the variables to be exported, the possible responses to the questions to which they relate, the values associated with the responses and any validation checks required.

1. Local Authority Code

XML TAG: LACODE

Description

Identifying code for the Council.

Format

Numeric, three digits.

Validation

Mandatory and must be one of the values below.

LA	Response
Aberdeen City	100
Aberdeenshire	110
Angus	120
Argyll & Bute	130
Clackmannanshire	150
Dumfries & Galloway	170
Dundee City	180
East Ayrshire	190
East Dunbartonshire	200
East Lothian	210
East Renfrewshire	220
Edinburgh	230
Eilean Siar	235
Falkirk	240
Fife	250
Glasgow City	260
Highland	270
Inverclyde	280
Midlothian	290
Moray	300
North Ayrshire	310
North Lanarkshire	320
Orkney	330
Perth & Kinross	340
Renfrewshire	350
Scottish Borders	355
Shetland	360
South Ayrshire	370
South Lanarkshire	380
Stirling	390
West Dunbartonshire	395
West Lothian	400

The following variables are completed for each application.

Each separate application is wrapped in the XML tag **APPLICATION_FORM_DETAILS**.

2. Unique Application Reference

XML TAG: APPREF

Description

The council's own unique identifying reference for the application.

Format

Alphanumeric, 14 characters maximum

Validation

Mandatory.

3. Date of Application

XML TAG: APPDATE

Description

Date of application.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory.

4. Date all supporting information received i.e. application complete

XML TAG: ALLINFODATE

Description

Date all supporting information is received. i.e. application is complete.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory.

The following information is asked of each person inside the applicant household.

The information for each person is wrapped inside a <PEOPLE> tag.

e.g.

```
<PEOPLE>  
  <DOB></DOB>  
  <GENDER></GENDER>  
  <NINO></NINO>  
  <RELATIONSHIP></RELATIONSHIP>  
</PEOPLE>
```

5. Date of birth

XML TAG: DOB

PARENT XML TAG: PEOPLE

Description

Date of birth.

Format

YYYY-MM-DD

This field is specified in the following form "YYYY-MM-DD " where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day

Note: All components are required!

For more information, please see the Date data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

Validation

Mandatory for each person in the household.

If the household contains an unborn child, then the expected due date must be provided.

6. Gender

XML TAG: GENDER

PARENT XML TAG: PEOPLE

Description

Person's gender.

Format

Numeric, one digit.

Validation

Mandatory for each person in the household.

Can be missing only for unborn children.

Responses

Male 1

Female 2

Other 3

Missing Only if the date of birth for this person is after the application date.

7. National Insurance Number

XML TAG: NINO

PARENT XML TAG: PEOPLE

Description

Person's National Insurance Number.

Format

Alphanumeric, either NK or 9 characters coded in the form XY123456Z

Validation

Mandatory for each person over the age of 16 in the household.

National Insurance numbers will be tested against the following regular expression as set out in the XSD schema.

```
NK|([ABCEGHJKLMNPRSTWXYZ][ABCEGHJKLMNPRSTWXYZ][0-9]{6}[A-D ])
```

8. Relationship to Main Applicant

XML TAG: RELATIONSHIP

PARENT XML TAG: PEOPLE

Description

Relationship to the main applicant.

Format

Numeric, two digits.

Validation

Mandatory for each person in the household.

One and only one person in the household must be marked as the main applicant.

Responses

Main Applicant	0
Husband or wife	1
Cohabiting partner	2
Legally recognised civil partner	3
Son or daughter (including adopted)	4
Step son or step daughter	5
Foster child	6
Son-in-law or daughter-in-law	7
Parent (including adopted)	8
Step parent	9
Foster parent	10
Parent-in-law	11
Brother or sister (including adopted)	12
Half brother or sister	13
Foster brother or sister	14
Step brother or sister	15
Brother-in-law or sister-in-law	16
Grand parent	17
Grand child	18
Other relative	19
Unrelated	20

9. Postcode of Current Address

XML TAG: POSTCODE_APP

Description

Postcode of the main applicant's current address.

Format

Alphanumeric, eight characters maximum including a single space.

Validation

Mandatory.

Postcode will be tested against the following regular expression as set out in the XSD schema.

```
(GIR 0AA)|((([A-Z][0-9][0-9]?)|([A-Z][A-HJ-Y][0-9][0-9]?)|([A-Z][0-9][A-Z])|([A-Z][A-HJ-Y][0-9]?[A-Z]))) [0-9][A-Z]{2}
```

10. Tenure Type of Current Address

XML TAG: PROPERTY

Description

Tenure type of the main applicant's current address.

Format

Numeric, two digits.

Validation

Mandatory.

Responses

LA tenancy	1
RSL tenancy	2
Private rented tenancy	3
Own property - owning / buying	4
Parental / family home / relatives	5
Friends / partners	6
Armed services accommodation	7
Prison or detention centre	8
Hospital or other medical establishment	9
Children's residential accommodation (looked after by the local authority) or foster care	10
Supported accommodation	11
Hostel	12
Bed and Breakfast	13
Caravan / mobile home	14
Staff intensive sheltered housing	15
Homeless	16
Other	17
Not known / refused	18
Residential / Care Home	19

11. Application Method

XML TAG: APPMETHOD

Description

Method of Application.

Format

Numeric, one digit.

Validation

Mandatory.

Responses

Telephone	1
Internet	2
In Person	3
By Post	4

12. How was the application form completed?

XML TAG: HELPTYPE

Description

Did the applicant have any help to complete the application form?

Format

Numeric, one digit.

Validation

Mandatory.

Responses

Solely by applicant with no help from anyone else	1
By applicant but with help	2
By a third party on the applicant's behalf	3

13. Who helped the applicant to complete the form/ completed the form on the applicant's behalf?

XML TAG: HELPORG

Description

Who helped the applicant to complete the form/ completed the form on the applicant's behalf?

Format

Numeric, two digits.

Validation

Mandatory if HELPTYPE has the value 2 or 3. Otherwise this field can be left blank.

Local Authority	1
Registered Social Landlord	2
Citizens Advice Bureau	3
Private landlord or agent representing private landlord	4
Scottish Prison Service	5
Family member, partner or other relative	6
Friend	7
Carer (who is not a friend or relative)	8
Health Professional	9
Other Voluntary Organisation or charity	10
Other	11

The following information is asked of each benefit that the household is receiving.

The information for each benefit is wrapped inside a < HOUSEHOLD_BENEFITS > tag.

e.g.

```
< HOUSEHOLD_BENEFITS >  
  <BENEFIT></ BENEFIT >  
  < BENEFIT_STATUS></ BENEFIT_STATUS >  
</ HOUSEHOLD_BENEFITS >
```

14. Which benefits are the household currently in receipt of?

XML TAG: BENEFIT

PARENT XML TAG: HOUSEHOLD_BENEFITS

Description

Type of benefit as validated by the DWP's CIS system.

Format

Numeric, two digits.

Validation

Mandatory for each type of benefit the household is in receipt of.

If the household is not in receipt of benefits then this field should be left blank.

Responses

Jobseeker's Allowance (contribution based)	1
Jobseeker's Allowance (income based)	2
Pension Credit	3
Income Support	4
Incapacity Benefit	5
Employment and Support Allowance (contribution based)	6
Employment and Support Allowance (income based)	7
Disability Living Allowance	8
Adult Disability Payment/Personal Independence Payment	9
Working Tax Credit	10
Child Tax Credit	11
Child Benefit	12
Housing Benefit	13
Council Tax Discount	14
Universal Credit	15
Pension Credit Plus	16
Other	17

15. Is the household awaiting the outcome of a claim or is the benefit already being received?

XML TAG: BENEFIT_STATUS

PARENT XML TAG: HOUSEHOLD_BENEFITS

Description

The status of the benefit referred to in the BENEFIT tag.

Format

Numeric, one digit.

Validation

Mandatory for each type of benefit the household is in receipt of.

If the household is not in receipt of any benefits then this field should be left blank.

Responses

In receipt of benefit (no – the household is in receipt of stated benefits)	1
Awaiting outcome of claim	2
Benefit in review/dispute	3
Benefit in subject to sanction	4

16. Assessed Annual Income

XML TAG: INCOME

Description

~~The household's assessed annual income as taken from the DWP's CIS System in pound sterling (GBP).~~

This information is not available from the DWP's CIS system. As a result completion of this question is now voluntary.

Format

Numeric with two decimal places.

Validation

Voluntary for all household in receipt of benefits.
Otherwise this can be left blank.

The following information is collected for each vulnerability that a member of the household has.

The information is wrapped inside a < VULNERABILITIES > tag.

e.g.

```
< VULNERABILITIES >  
    < CAT_VULNERABLE ></ CAT_VULNERABLE >  
</ VULNERABILITIES >
```

Multiple vulnerabilities can be recorded.

17. Category of Vulnerability

XML TAG: CAT_VULNERABLE

XML PARENT TAG: VULNERABILITIES

Description

A category of vulnerability which a household member comes under.

Format

Numeric, two digits.

Validation

Mandatory.

IF CAT_VULNERABLE = 1,2,3,4,5,15 then DISABILITY must be 1 and further information should be provided in DISABILITY_TYPE.

Responses

Frailty or old age, particularly restricted mobility or difficulty performing personal care tasks.	1
Learning difficulties	2
Mental health impairments or issues	3
Physical impairment or disability, including sensory impairments	4
Chronic illnesses	5
Terminal illnesses	6
Addictions or misuse of alcohol, drugs or other substances	7
Being an ex-offender	8
Being a young person leaving local authority care or a special residential schools	9
Being a young person who does not have parents	10
Being a young person who is unable to live with their parents because it would put them in danger	11
Being a young person who is have become estranged from his or her parents.	12
Being a lone parent	13
Children living with young parents aged under 25	14
Children living with a disabled adult	15
Children living in a large family with three or more children	16
Looking after children for a relative or friend as a kinship carer	17
Experiencing family breakdown	18
Fleeing domestic abuse	19
Being pregnant, recent childbirth or adopting a child	20
Having responsibility as a main care giver	21
Homelessness or an unsettled way of life	22
Experiencing eviction or re-possession	23
Experiencing redundancy	24
Leaving the armed forces	25
None of the above vulnerabilities apply to this household	26
A history of insecure work	27
Being recently bereaved (by an immediate/close family member/spouse/partner)	28

The following information is collected for organisation which the applicant is referred on to.

The information for each payment type is wrapped inside a < REFERRALS > tag.

e.g.

```
< REFERRALS >  
  < PROVIDER></ PROVIDER >  
  < OTHER_PROVIDER ></ OTHER_PROVIDER >  
</ REFERRALS >
```

Multiple referrals can be made to different organisations.

18. Was the claimant referred to any services?

XML TAG: PROVIDER

XML PARENT TAG: REFERRALS

Description

Type of service which the claimant was referred on to.

Format

Numeric, two digits.

Validation

Mandatory.

Responses

Debt advice	1
Money management or financial capability support	2
Welfare rights/benefits maximisation	3
Social Work	4
Housing	5
Employability	6
Advocacy services	7
Resilience support e.g. befriending	8
Other (please specify)	9
Not referred to any service	10

19. What was the other service which the claimant was referred to ?

XML TAG: OTHER_PROVIDER

XML PARENT TAG: REFERRALS

Description

The other type of service which the claimant was referred on to.

Format

Alphanumeric. 200 characters

Validation

Mandatory if PROVIDER=9 in this instance of REFERRALS.

20. What is the main applicant's religion?

XML TAG: RELIGION

Description

Religion of the main applicant.

Format

Numeric, two digits.

Validation

Mandatory.

Responses

None	1
Church of Scotland	2
Roman Catholic	3
Other Christian	4
Muslim	5
Buddhist	6
Sikh	7
Jewish	8
Hindu	9
Pagan	10
Another religion, please write in.	11
Refused	-9

21. Further detail on 'other religion'

XML TAG: OTHER_RELIGION

Description

Other religion of the main applicant.

Format

Alphanumeric. 200 Characters.

Validation

Mandatory if RELIGION=11.

22. What is the main applicant's ethnicity?

XML TAG: ETHNIC

Description

Ethnicity of the main applicant.

Format

Numeric, two digits.

Validation

Mandatory.

Responses

White Scottish	11
Other British	12
Irish	13
Gypsy / Traveller	14
Polish	15
Other white ethnic group	19
Mixed or multiple ethnic group	21
Pakistani, Pakistani Scottish or Pakistani British	31
Indian, Indian Scottish or Indian British	32
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	33
Chinese, Chinese Scottish or Chinese British	34
Other Asian, Asian Scottish or Asian British	39
African, African Scottish or African British	41
Other African	49
Caribbean, Caribbean Scottish or Caribbean British	51
Black, Black Scottish or Black British	52
Other Caribbean or Black	59
Arab, Arab Scottish or Arab British	61
Other ethnic group	69
Refused	-9

23. Does any member of the household have a physical or mental health condition or illness lasting or expected to last 12 months or more?

XML TAG: DISABILITY

Description

Does any member of the household have a physical or mental health condition or illness lasting or expected to last 12 months or more?

Format

Numeric, one digit.

Validation

Mandatory.

Responses

Yes	1
No	2
Refused	3

The following information is collected on disabilities within the household.

The information for each disability is wrapped inside a < DISABILITY_IMPACTS > tag.

e.g.

```
< DISABILITY_IMPACTS >  
  < DISABILITY_TYPE ></ DISABILITY_TYPE >  
</ DISABILITY_IMPACTS >
```

Multiple disabilities can be recorded for each household.

24. Does this condition or illness affect you, or other members of your household, in any of the following areas?

XML TAG: DISABILITY_TYPE

XML PARENT TAG: DISABILITY_IMPACTS

Description

51. Does this condition or illness affect you, or other members of your household, in any of the following areas?

Format

Numeric, two digits.

Validation

Mandatory for all cases where DISABILITY=1. At least one option should be selected

Responses

Vision (for example blindness or partial sight)	1
Hearing(for example deafness or partial hearing)	2
Mobility(for example walking short distances or climbing stairs)	3
Dexterity(for example lifting or carrying objects, using a keyboard)	4
Learning or understanding or concentrating	5
Memory	6
Mental health	7
Stamina or breathing or fatigue	8
Socially or behaviourally (for example associated with autism, attention deficit disorder or Aspergers' syndrome)	9
Other	10

25. Willing to take part in research about the Scottish Welfare Fund?

XML TAG: RESEARCH

Description

Is the household willing to take part in research about the Scottish Welfare Fund?

Format

Numeric, one digit.

Validation

Mandatory.

Responses

Yes	1
No	2
Refused	3

25a. What is the main applicant's country of birth?

XML TAG: COUNTRY_OF_BIRTH

Description

Country of birth, answered by the main applicant only.

This question used the standard National Statistics country classification and coding index available at:

<http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/national-statistics-country-classification/index.html>

Format

String, three characters

Validation

Mandatory.

Responses

The three digit country codes are attached in the file below.



Country Code
Classifications - for use

Source

This question has been taken from:

<http://www.ons.gov.uk/ons/guide-method/census/2011/the-2011-census/2011-census-questionnaire-content/2011-census-questionnaire-for-england.pdf>

(From question number 9, page 7).

25b. If the main applicant was not born in the UK, when did the main applicant most recently arrive to live here? (Do not count short visits away from the UK).

XML TAG: UK_ARRIVAL

Description

If you were not born in the UK, when did you most recently arrive to live here? (Do not count short visits away from the UK). If the exact date isn't known, the an approximate date can be used instead.

Format

YYYY-MM-DD

This field is specified in the following form "YYYY-MM-DD " where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day

Note: All components are required.

For more information, please see the Date data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

Validation

Mandatory where the main applicant was not born in the UK. This question should be answered if the response to Q25a is not 921,922,923,924,925 or 926.

Source

This question has been taken from:

<http://www.ons.gov.uk/ons/guide-method/census/2011/the-2011-census/2011-census-questionnaire-content/2011-census-questionnaire-for-england.pdf>

Refer to question number 10, page 7.

25c. How would the main applicant describe their present status in the UK?

XML TAG: IMMIGRATION_STATUS

Description

How would the main applicant describe their present status in the UK?

Format

Numeric, one digit.

Validation

Mandatory.

Responses:

I am a British citizen.	1
I am a citizen of another EU Country.	2
I am a citizen of Iceland, Liechtenstein, Norway or Switzerland.	3
I have indefinite leave to remain	4
I have Refugee Status	5
I have Humanitarian Protection	6
I have Discretionary Leave	7
I am an asylum seeker and waiting for a decision on my application.	8
I am an asylum seeker and I am appealing my refusal	9
I am an asylum seeker and I have had my final refusal.	10
Other	11

Sources

Definitions of EU countries and the EEA can be found at:

<https://www.gov.uk/eu-eea>

Definitions of refugee status, humanitarian protection, discretionary leave and asylum seekers can be found at:

<http://www.lawstuff.org.uk/the-facts/if-you-are-not-from-the-uk/your-status#q2>

This question has been adapted from:

http%3A%2F%2Fwww.scottishrefugeecouncil.org.uk%2Fassets%2F5790%2Ffinal_report.pdf&usg=AFQjCNHnkYqqa04kPDLpLvjK3i78UTmRg

(Figure 7, page 12)

Community Care Grants (CCG)

Initial Assessments

26. Community Care Grants (CCG) Decision Date

XML TAG: CCG_DECISION_DATE

Description

The date the initial Community Care Grant decision was made.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for all households claiming a Community Care Grant.

Must not be before APPDATE as given in question 3.

27. Community Care Grants (CCG) Reason for Application

XML TAG: CCGREASON

Description

Reason for making a Community Care Grants (CCG) application

Format

Numeric, two digits

Responses

Moving out of residential/institutional accommodation - Hospital or other medical establishment	1
Moving out of residential/institutional accommodation - Care home	2
Moving out of residential/institutional accommodation - Hostel or shelter	3
Moving out of residential/institutional accommodation - Staff intensive sheltered housing	4
Moving out of residential/institutional accommodation - Local Authority care and foster care	5
Moving out of residential/institutional accommodation - Prison or detention centre	6
Moving out of residential/institutional accommodation - Other	7
Helping people to stay in the community - Help to avoid becoming homeless	8
Helping people to stay in the community - Help with expenses for improving a home to maintain living conditions	9
Helping people to stay in the community - Enabling an applicant to move to care for someone, including travel expenses	10
Helping people to stay in the community - Enabling the applicant to move to more suitable accommodation to prevent unnecessary admission to care	11
Helping people to stay in the community - Enabling someone to move nearer to someone who can offer them support, to prevent admission to care	12
Helping people to stay in the community - Other	13
Planned resettlement after an unsettled way of life	14
Families facing exceptional pressure - To meet the needs of a child where the need arises out of chronic illness, accident or disability	15
Families facing exceptional pressure - There has been a breakdown of relationships resulting in a move	16
Families facing exceptional pressure - There is a serious problem with accommodation, for example structural problems, which is resulting in a move	17
Families under exceptional pressure – other – please specify	18
Caring for a prisoner/offender on temporary release	19
Other reason for application – please specify	20

Validation

Mandatory for all households claiming a Community Care Grant.

- If CCGREASON=1 then PROPERTY must be 9.
- If CCGREASON=2 then PROPERTY must be 19.
- If CCGREASON=3 then PROPERTY must be 12.
- If CCGREASON=4 then PROPERTY must be 15.
- If CCGREASON=5 then PROPERTY must be 10.
- If CCGREASON=6 then PROPERTY must be 8.
- If CCGREASON=7 then PROPERTY must not be 16.

28. Community Care Grants (CCG) – Other reason for application

XML TAG: CCGREASON_OTHER

Description

Other reason for making a Community Care Grant application

Format

Alphanumeric. Maximum length 1000 characters.

Validation

Mandatory if CCGREASON is 18 or 20.

29. Community Care Grants (CCG) - Type of tenancy the applicant is moving to

XML TAG: MOVING

Description

Community Care Grants (CCG) – the type of tenancy the applicant household is moving to.

Format

Numeric, one digit

Validation

Mandatory for all CCG applications.

Responses

Not moving	1
Local Authority Tenancy	2
RSL Tenancy	3
Private Rented Sector Tenancy	4
Other	5
Applicant is applying for a CCG in advance of finding a tenancy	6

30. Community Care Grants (CCG) – Postcode of property moving to

XML TAG: POSTCODE_MOV

Description

Postcode of the property which the applicant household is moving to.

Format

Alphanumeric, eight characters maximum with a single space. Otherwise can be left blank.

Validation

Mandatory where MOVING has the value 2,3,4 or 5.

Postcode will be tested against the following regular expression as set out in the XSD schema.

`(GIR 0AA)|((([A-Z][0-9][0-9]?)|([A-Z][A-HJ-Y][0-9][0-9]?)|([A-Z][0-9][A-Z])|([A-Z][A-HJ-Y][0-9]?[A-Z]))) [0-9][A-Z]{2}`

The following information is collected for each type of item requested for a Community Care Grant (CCG).

The information for each type of item is wrapped inside a < CCGINIT > tag.

e.g.

```
< CCGINIT >  
  < CCG_ITEM_REQ ></ CCG_ITEM_REQ >  
  < CCG_PRIORITY ></ CCG_PRIORITY >  
  <CCG_QTYREQ ></ CCG_QTYREQ>  
  <CCG_AMTREQ ></ CCG_AMTREQ>  
  <CCG_QTYAWD ></ CCG_QTYAWD>  
  <CCG_AMTAWD ></ CCG_AMTAWD>  
</ CCGINIT >
```

Multiple types of different items can be requested.

31. Community Care Grants (CCG) – Item Requested

XML TAG: CCG_ITEM_REQ

XML PARENT TAG: CCGINIT

Description

Community Care Grants (CCG) – Item requested by applicant.

Format

Numeric, two digits.

Validation

Mandatory for CCG applications. At least one item must be selected per CCG application.

Response

Bed	1
Bedding	2
Carpet/Lino/floor coverings	3
Clothing or shoes	4
Connection Charges for Gas and Electricity	5
Cooker	6
Crockery	7
Curtains and curtain rails	8
Cutlery	9
Delivery charges	10
Fridge/freezer	11
Furniture Package	12
Heater	13
Installation Charges for items	14
Iron or Ironing board	15
Kettle	16
Kitchen Utensils	17
Microwave	18
Pram or cot	19
Redecoration	20
Removal Expenses	21
Repair costs	22
Safety gate	23
Saucepans	24
Settee/Armchair	25
Table and chairs	26
Towels	27
Vacuum cleaner	28
Wardrobe / Chest of Drawers	29
Washing Machine	30
Other household items	31
Food	32
Essential Heating Costs	33
Nappies, toiletries and household products	34
Costs for Hostel Accommodation	35
Travel Costs	36
Other living expenses	37
Other	38

32. Community Care Grants (CCG) – Priority of Item Requested

XML TAG: CCG_PRIORITY

XML PARENT TAG: CCGINIT

Description

Community Care Grants (CCG). The priority of the item requested in CCG_ITEM_REQ.

Format

Numeric, one digit.

Validation

Mandatory for CCG applications.

Responses

Low	1
Medium	2
High	3

33. Community Care Grants (CCG) – Quantity of Item Requested

XML TAG: CCG_QTYREQ

XML PARENT TAG: CCGINIT

Description

Community Care Grants (CCG). The quantity of the item requested by the applicant in CCG_ITEM_REQ

Format

Numeric, integer greater than zero.

Validation

Mandatory for CCG applications.

Responses

Must be greater than zero.

34. Community Care Grants (CCG) – Financial Amount Requested for Item

XML TAG: CCG_AMTREQ

XML PARENT TAG: CCGINIT

Description

Community Care Grants (CCG) – Financial amount requested for item given in CCG_ITEM_REQ. This is the total amount requested for the item(s) recorded in CCG_ITEM_REQ. It is not the unit price per item.

Format

Numeric, with two decimal places.

Validation

Optional for CCG applications.

Responses

If given, must be greater than zero.

35. Community Care Grants (CCG) – Quantity of Item Awarded

XML TAG: CCG_QTYAWD

XML PARENT TAG: CCGINIT

Description

Community Care Grants (CCG) – The quantity of the item awarded in CCG_ITEM_REQ

Format

Numeric, integer greater than or equal to zero.

Validation

Mandatory for CCG applications.

Responses

Must be greater than or equal to zero.

36. Community Care Grants (CCG) – Financial Amount Awarded for Item

XML TAG: CCG_AMTAWD

XML PARENT TAG: CCGINIT

Description

Community Care Grants (CCG) – Financial amount awarded for the specific item(s) given in CCG_ITEM_REQ. This is the total amount awarded for the item(s) recorded in CCG_ITEM_REQ. It is not the unit price per item.

Format

Numeric, with two decimal places.

Validation

Mandatory for CCG applications.

Responses

If given, must be greater than or equal to zero.

37. Community Care Grants (CCG) – Awarded in Principle

XML TAG: CCGPRINCIPLE

Description

Has the Community Care Grant been awarded in principle? For example, is the granting of the award dependent on the applicant obtaining a tenancy?

Format

Numeric, one digit.

Responses

Yes	1
No	2

Validation

Mandatory for CCG applications where CCG_AMTAWD is greater than zero for at least one item.

IF CCGPRINCIPLE=1 then MOVING must have the value 6.

38. Community Care Grants (CCG) – Reason for Rejection

XML TAG: CCGREJECT

Description

Community Care Grants (CCG) – Reason for rejection of CCG

Format

Numeric, two digits.

Responses

Application incomplete/evidence not provided.	1
Not resident in the Local Authority	2
Not within 8 week period of leaving care.	3
Not in receipt of a qualifying benefit (prior to 31 March 2016).	4
Subject to a DWP Sanction or Disallowance	5
More appropriate DWP provision available	6
Excluded as a result of previous application history	7
Reasons for application do not meet the conditions for an award	8
Priority rating insufficiently high	9
Savings sufficient to meet costs/other sources of support available	10
Application is for excluded items	11
No Scottish Welfare Fund remaining	12
Evidence of previous fraud	13
Other	14
Not on a low income	15

Validation

Mandatory for CCG applications where CCG_AMTAWD is zero for all items requested.

Option 4 (Not in receipt of a qualifying benefit) should no longer be used after 31 March 2016.

39. Community Care Grants (CCG) Payment Date

XML TAG: CCG_PAYMENT_DATE

Description

The date the initial Community Care Grant payment was made.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for all households claiming a Community Care Grant where CCG_AMTAWD is not zero for at least one item.

Must be on or after CCG_DECISION_DATE.

The following information is collected for each payment type for a Community Care Grant (CCG).

The information for each payment type is wrapped inside a < CCGPAYMENT_INIT > tag.

e.g.

```
< CCGPAYMENT_INIT >  
  < CCG_PAYMENT_METHODS1></ CCG_PAYMENT_METHODS1>  
  < CCGPAYMENTS1></ CCGPAYMENTS1>  
</ CCGPAYMENT_INIT >
```

Multiple payment types can be used.

40. Community Care Grants (CCG) – Payment Method

XML TAG: CCG_PAYMENT_METHODS1

XML PARENT TAG: CCGPAYMENT_INIT

Description

Community Care Grants (CCG) – Payment method used to pay Community Care Grant.

Format

Numeric, one digit.

Responses

Payment into bank	1
Travel warrants	2
Store voucher	3
Purchase card	4
Goods provided-new	5
Goods provided- re-use	6
Cash	7
Cheque	8
Other	9
Cash alternative	10

Validation

Mandatory for CCG applications where CCG_AMTAWD is greater than zero for at least one item.

41. Community Care Grants (CCG) – Amount paid using payment method

XML TAG: CCGPAYMENTS1

XML PARENT TAG: CCGPAYMENT_INIT

Description

Community Care Grants (CCG) – the amount paid using the payment method specified in CCG_PAYMENT_METHODS1.

Format

Numeric, with two decimal places.

Validation

Mandatory for CCG applications where CCG_AMTAWD is greater than zero for at least one item.

For each application (APPREF) where a Community Care Grant has been awarded , the sum of all CCGPAYMENTS1 must equal the sum of all CCG_AMTAWD for this application. i.e. the sum of the values for all the different payment methods used must equal the total value of the CCG award.

Crisis Grants (CG)

Initial Assessments

42. Crisis Grants (CG) Decision Date

XML TAG: CRISIS_DECISION_DATE

Description

The date the initial Crisis Grant decision was made.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for all households claiming a Crisis Grant.

Must not be before APPDATE as given in question 3.

43. Crisis Grants (CG) Reason for Application

XML TAG: CRISISREASON

Description

Reason for making a Crisis Grants (CG) application

Format

Numeric, two digits

Responses

Emergency – unexpected expense	1
Emergency – benefit/income spent	2
Emergency – lost money – living expenses required	3
Emergency - stolen money – living expenses required	4
Emergency – breakdown of relationship within family –living expenses required	5
Emergency – nowhere to stay and may resort to rough sleeping	6
Emergency – stranded away from home without any means to get back	7
Emergency – travel	8
Emergency – other – please specify	9
Disaster – fire	10
Disaster - flood	11
Disaster – gas or other explosion	12
Disaster – other – please specify	13
Other – please specify	14
Other – Delay in payment of benefits	15

Validation

Mandatory for all households claiming a Crisis Grant.

44. Crisis Grants (CG) – Other reason for application

XML TAG: CRISISREASON_OTHER

Description

Other reason for making a Crisis Grant application

Format

Alphanumeric. Maximum length 1000 characters.

Validation

Mandatory if CRISISREASON=9,13 or 14.

The following information is collected for each type of item requested for a Crisis Grant (CCG).

The information for each type of item is wrapped inside a < CRISISINIT > tag.

e.g.

```
< CRISISINIT >  
  < CRISIS_ITEM_REQ ></ CRISIS_ITEM_REQ >  
  < CRISIS_PRIORITY ></ CRISIS_PRIORITY >  
  <CRISIS_QTYREQ ></ CRISIS_QTYREQ>  
  <CRISIS_AMTREQ ></ CRISIS_AMTREQ>  
  <CRISIS_QTYAWD ></ CRISIS_QTYAWD>  
  <CRISIS_AMTAWD ></ CRISIS_AMTAWD>  
</ CRISISINIT >
```

Multiple types of different items can be requested.

45. Crisis Grants (CG) – Item Requested

XML TAG: CRISIS_ITEM_REQ

XML PARENT TAG: CRISISINIT

Description

Crisis Grants (CG) – Item Requested

Format

Numeric, two digits.

Validation

Mandatory for Crisis Grant applications. At least one item must be selected per Crisis Grant application.

Response

Bed	1
Bedding	2
Carpet/Lino/floor coverings	3
Clothing or shoes	4
Connection Charges for Gas and Electricity	5
Cooker	6
Crockery	7
Curtains and curtain rails	8
Cutlery	9
Delivery charges	10
Fridge/freezer	11
Furniture Package	12
Heater	13
Installation Charges for items	14
Iron or Ironing board	15
Kettle	16
Kitchen Utensils	17
Microwave	18
Pram or cot	19
Redecoration	20
Removal Expenses	21
Repair costs	22
Safety gate	23
Saucepans	24
Settee/Armchair	25
Table and chairs	26
Towels	27
Vacuum cleaner	28
Wardrobe / Chest of Drawers	29
Washing Machine	30
Other household items	31
Food	32
Essential Heating Costs	33
Nappies, toiletries and household products	34
Costs for Hostel Accommodation	35
Travel Costs	36
Other living expenses	37
Other	38

46. Crisis Grants (CG) – Priority of Item Requested

XML TAG: CRISIS_PRIORITY

XML PARENT TAG: CRISISINIT

Description

Crisis Grants (CG). The priority of the item requested in CRISIS_ITEM_REQ.

Format

Numeric, one digit.

Validation

Mandatory for Crisis Grant applications.

Responses

Low	1
Medium	2
High	3

47. Crisis Grants (CG) – Quantity of Item Requested

XML TAG: CRISIS_QTYREQ

XML PARENT TAG: CRISISINIT

Description

Crisis Grants (CG). The quantity of the item requested in CRISIS_ITEM_REQ

Format

Numeric, integer greater than zero.

Validation

Mandatory for Crisis Grant applications.

Responses

Must be greater than zero.

48. Crisis Grants (CG) – Financial Amount Requested for Item

XML TAG: CRISIS_AMTREQ

XML PARENT TAG: CRISISINIT

Description

Crisis Grants (CG) – Financial amount requested for item given in CRISIS_ITEM_REQ. This is the total amount requested to cover the item detailed in CRISIS_ITEM_REQ.

For example, if four chairs were requested, and the client asked for £25 for each chair, enter £100 for CRISIS_AMTREQ.

Format

Numeric, with two decimal places.

Validation

Optional for Crisis Grant applications.

Responses

If given, must be greater than zero.

49. Crisis Grants (CG) – Quantity of Item Awarded

XML TAG: CRISIS_QTYAWD

XML PARENT TAG: CRISISINIT

Description

Crisis Grants (CG) – The quantity of the item awarded in CRISIS_ITEM_REQ

Format

Numeric, integer greater than or equal to zero.

Validation

Mandatory for Crisis Grant applications.

Responses

Must be greater than or equal to zero.

50. Crisis Grants (CG) – Financial Amount Awarded for Item

XML TAG: CRISIS_AMTAWD

XML PARENT TAG: CRISISINIT

Description

Crisis Grants (CG) – Financial amount awarded for the specific item(s) given in CRISIS_ITEM_REQ. This is the total amount awarded for the item(s) recorded in CRISIS_ITEM_REQ. It is not the unit price per item.

For example, if four chairs were awarded, and they were £20 each, enter £80 for CRISIS_AMTAWD.

Format

Numeric, with two decimal places.

Validation

Mandatory for Crisis Grant applications.

Responses

If given, must be greater than or equal to zero.

51. Crisis Grants (CG) – Reason for Rejection

XML TAG: CRISISREJECT

Description

Crisis Grants (CG) – Reason for rejection of Crisis Grant

Format

Numeric, two digits.

Responses

Application incomplete/evidence not provided.	1
Not resident in the Local Authority	2
Not in receipt of a qualifying benefit (Prior to 31 March 2016)	3
Subject to a DWP Sanction or Disallowance	4
More appropriate DWP provision available	5
Excluded as a result of previous application history	6
Reasons for application do not meet the conditions for an award	7
Priority rating insufficiently high	8
Savings sufficient to meet costs/other sources of support available	9
Application is for excluded items	10
No Scottish Welfare Fund remaining	11
Evidence of previous fraud	12
Other	13
Not on a low income	14

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD is zero for all items requested.

Option 3 (Not in receipt of a qualifying benefit) should no longer be used after 31 March 2016.

52. Crisis Grants (CG) Payment Date

XML TAG: CRISIS_PAYMENT_DATE

Description

The date the initial Crisis Grant payment was made.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for all households claiming a Crisis Grant where CRISIS_AMTAWD is not zero for at least one item.

Must be on or after CRISIS_DECISION_DATE.

The following information is collected for each payment type for a Crisis Grant (CG).

The information for each payment type is wrapped inside a < CRISIS_PAYMENT_INIT > tag.

e.g.

```
< CRISIS_PAYMENT_INIT >  
  < CRISIS_PAYMENT_METHODS1></ CRISIS_PAYMENT_METHODS1>  
  < CRISIS_PAYMENTS1></ CRISIS_PAYMENTS1>  
</ CRISIS_PAYMENT_INIT >
```

Multiple payment types can be used.

53. Crisis Grants (CG) – Payment Method

XML TAG: CRISIS_PAYMENT_METHODS1

XML PARENT TAG: CRISIS_PAYMENT_INIT

Description

Crisis Grants (CG) – Payment method used to pay Crisis Grant.

Format

Numeric, one digit.

Responses

Payment into bank	1
Travel warrants	2
Store voucher	3
Purchase card	4
Goods provided-new	5
Goods provided- re-use	6
Cash	7
Cheque	8
Other	9
Cash Alternative	10

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD is greater than zero for at least one item.

54. Crisis Grants (CG) – Amount paid using payment method

XML TAG: CRISISPAYMENTS1

XML PARENT TAG: CRISIS_PAYMENT_INIT

Description

Crisis Grants (CG) – the amount paid using the payment method specified in CRISIS_PAYMENT_METHODS1.

Format

Numeric, with two decimal places.

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD is greater than zero for at least one item.

For each application (APPREF) where a Crisis Grant has been awarded , the sum of all CRISISPAYMENTS1 must equal the sum of all CRISIS_AMTAWD for this application.
i.e. the sum of the values for all the different payment methods used must equal the total value of the CRISIS award.

Community Care Grants

Tier 1 Reviews

55. Community Care Grants (CCG) Tier 1 Review Request Date

XML TAG: CCG_TIER1_DATE

Description

The date the Community Care Grant Tier 1 Review was requested.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted.

Must not be before CCG_DECISION_DATE.

56. Community Care Grants (CCG) Reason for Tier 1 Review

XML TAG: CCG_TIER1_REASON

Description

Reason for making a Community Care Grant (CCG) Tier 1 Review

Format

Numeric, one digit

Responses

Insufficient information having been gathered during the application process to make a decision	1
Priority level not appropriate/ should have been higher	2
Support provided is not appropriate to needs	3
Eligibility, e.g. repeat applications	4
Other	5

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted.

57. Community Care Grants (CCG) Tier 1 Review Decision Date

XML TAG: CCG_DECISION_DATE_TIER1

Description

The date the Community Care Grant Tier 1 review was decided.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted.

Must not be before CCG_TIER1_DATE.

58. Community Care Grants (CCG) Tier 1 Review Decision

XML TAG: CCG_TIER1_DECISION

Description

The Community Care Grant Tier 1 review decision.

Format

Numeric, 1 digit.

Responses

Revised - Wrong information used to make decision	1
Revised - Incorrect interpretation of data used to make decision	2
Revised - Incorrect application of guidance when making decision	3
Revised - New information provided	4
Revised - Other	5
Not Revised - Original decision upheld	6

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted.

If CCG_TIER1_DECISION =1,2,3,4 or 5 then at least one of the items, quantities or award values in the tier 1 review must be different to the items, quantities or award values in the original Community Care Grant Decision.

The items, quantities and award values in the Community Care Grant tier 1 decision are specified overleaf. All items, quantities and awards following the tier 1 decision should be stated to give a complete picture of the decision, and not just those that have been changed.

If CCG_TIER1_DECISION =6 then no further information needs to be provided in this section.

The following information is collected for each type of item requested for a Community Care Grant (CCG) at Tier 1 review.

The information for each type of item is wrapped inside a < CCG_TIER1 > tag.

e.g.

```
< CCG_TIER1 >  
  < CCG_ITEM_TIER1 ></ CCG_ITEM_TIER1 >  
  < CCG_PRIORITY_TIER1 ></ CCG_PRIORITY_TIER1 >  
  <CCG_QTYAWD_TIER1 ></ CCG_QTYAWD_TIER1 >  
  <CCG_AMTAWD_TIER1 ></ CCG_AMTAWD_TIER1 >  
</ CCG_TIER1 >
```

Multiple types of different items can be recorded to give the items, quantity and award decided following the Tier 1 review.

59. Community Care Grants (CCG) – Item in Tier 1 Review

XML TAG: CCG_ITEM_TIER1

XML PARENT TAG: CCG_TIER1

Description

Community Care Grants (CCG) – Item requested by applicant.

Format

Numeric, two digits.

Validation

Mandatory for CCG Tier 1 reviews if CCG_TIER1_DECISION is not 6 (i.e. complete only where the original decision has been revised in some way). At least one item must be selected. Include all items which make up the decision.

Response

Bed	1
Bedding	2
Carpet/Lino/floor coverings	3
Clothing or shoes	4
Connection Charges for Gas and Electricity	5
Cooker	6
Crockery	7
Curtains and curtain rails	8
Cutlery	9
Delivery charges	10
Fridge/freezer	11
Furniture Package	12
Heater	13
Installation Charges for items	14
Iron or Ironing board	15
Kettle	16
Kitchen Utensils	17
Microwave	18
Pram or cot	19
Redecoration	20
Removal Expenses	21
Repair costs	22
Safety gate	23
Saucepans	24
Settee/Armchair	25
Table and chairs	26
Towels	27
Vacuum cleaner	28
Wardrobe / Chest of Drawers	29
Washing Machine	30
Other household items	31
Food	32
Essential Heating Costs	33
Nappies, toiletries and household products	34
Costs for Hostel Accommodation	35
Travel Costs	36
Other living expenses	37
Other	38

60. Community Care Grants (CCG) – Priority of Item Requested

XML TAG: CCG_PRIORITY_TIER1

XML PARENT TAG: CCG_TIER1

Description

Community Care Grants (CCG). The priority of the item requested in CCG_ITEM_TIER1 following the tier 1 review.

Format

Numeric, one digit.

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CCG_TIER1_DECISION is not 6). Include all items which make up the decision.

Responses

Low	1
Medium	2
High	3

61. Community Care Grants (CCG) – Quantity of Item Awarded

XML TAG: CCG_QTYAWD_TIER1

XML PARENT TAG: CCG_TIER1

Description

Community Care Grants (CCG) – The quantity of the item awarded in CCG_ITEM_TIER1

Format

Numeric, integer greater than or equal to zero.

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CCG_TIER1_DECISION is not 6). Include all items which make up the decision.

Responses

Must be greater than or equal to zero.

62. Community Care Grants (CCG) – Financial Amount Awarded for Item

XML TAG: CCG_AMTAWD_TIER1

XML PARENT TAG: CCG_TIER1

Description

Community Care Grants (CCG) – Financial amount awarded for item given in CCG_ITEM_TIER1. This is the total amount awarded for the item(s) recorded in CCG_ITEM_TIER1. It is not the unit price per item.

Format

Numeric, with two decimal places.

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CCG_TIER1_DECISION is not 6). Include all items which make up the decision.

Responses

If given, must be greater than or equal to zero.

63. Community Care Grants (CCG) Payment Date

XML TAG: CCG_PAYMENT_DATE_TIER1

Description

The date the Community Care Grant payment was made following the Tier 1 Review.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Community Care Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CCG_TIER1_DECISION is not 6) and where CCG_AMTAWD_TIER1 is not zero for at least one item.

Must be on or after CCG_TIER1_DATE.

The following information is collected for each payment type for a Community Care Grant (CCG) following a tier 1 review.

The information for each payment type is wrapped inside a < CCG_PAYMENT_ TIER1 > tag.

e.g.

```
< CCG_PAYMENT_TIER1 >  
  < CCG_PAYMENT_METHODS_ TIER1 ></ CCG_PAYMENT_METHODS_ TIER1 >  
  < CCG_PAYMENTS_ TIER1 ></ CCG_PAYMENTS_ TIER1 >  
</ CCG_PAYMENT_TIER1 >
```

Multiple payment types can be used.

64. Community Care Grants (CCG) – Payment Method following Tier 1 Review

XML TAG: CCG_PAYMENT_METHODS_TIER1

XML PARENT TAG: CCG_PAYMENT_TIER1

Description

Community Care Grants (CCG) – Payment method used to pay Community Care Grant following Tier 1 review.

Format

Numeric, one digit.

Responses

Payment into bank	1
Travel warrants	2
Store voucher	3
Purchase card	4
Goods provided-new	5
Goods provided- re-use	6
Cash	7
Cheque	8
Other	9
Cash Alternative	10

Validation

Mandatory for CCG applications where CCG_AMTAWD_TIER1 is greater than zero for at least one item.

65. Community Care Grants (CCG) – Amount paid using payment method following Tier 1 Review

XML TAG: CCG_PAYMENTS_TIER1

XML PARENT TAG: CCG_PAYMENT_TIER1

Description

Community Care Grants (CCG) – the amount paid using the payment method specified in CCG_PAYMENT_METHODS_TIER1.

Format

Numeric, with two decimal places.

Validation

Mandatory for CCG applications where CCG_AMTAWD_TIER1 is greater than zero for at least one item.

For each application (APPREF) where a Community Care Grant Tier 1 Review results in a payment, the sum of all CCG_PAYMENTS_TIER1 must equal the sum of all CCG_AMTAWD_TIER1 for this application.

i.e. the sum of the values for all the different payment methods used must equal the total value of the CCG award following a tier 1 review.

Community Care Grants

Tier 2 Reviews

66. Community Care Grants (CCG) Tier 2 Review Request Date

XML TAG: CCG_TIER2_DATE

Description

The date the Community Care Grant Tier 2 Review was requested.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

Must not be before CCG_DECISION_DATE_TIER1.

67. Community Care Grants (CCG) Reason for Tier 2 Review

XML TAG: CCG_TIER2_REASON

Description

Reason for making a Community Care Grant (CCG) Tier 2 Review

Format

Numeric, one digit

Responses

Insufficient information having been gathered during the application process to make a decision	1
Priority level not appropriate/ should have been higher	2
Support provided is not appropriate to needs	3
Eligibility, e.g. repeat applications	4
Other	5

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

68. Community Care Grants (CCG) Tier 2 Review Decision Date

XML TAG: CCG_DECISION_DATE_TIER2

Description

The date the Community Care Grant Tier 2 review was decided.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

Must not be before CCG_TIER2_DATE.

69. Community Care Grants (CCG) Tier 2 Review Decision

XML TAG: CCG_TIER2_DECISION

Description

The Community Care Grant Tier 2 review decision.

Format

Numeric, 1 digit.

Responses

Revised - Wrong information used to make decision	1
Revised - Incorrect interpretation of data used to make decision	2
Revised - Incorrect application of guidance when making decision	3
Revised - New information provided	4
Revised - Other	5
Not Revised - Original decision upheld	6

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

If CCG_TIER2_DECISION =1,2,3,4 or 5 then at least one of the items, quantities or award values in the tier 1 review must be different to the items, quantities or award values in the original Community Care Grant Decision.

The items, quantities and award values in the Community Care Grant tier 2 decision are specified overleaf. All items, quantities and awards following the tier 2 decision should be stated to give a complete picture of the decision, and not just those that have been changed.

The items, quantities and award values in the Community Care Grant tier 2 decision are specified overleaf. All items, quantities and awards following the tier 1 decision should be stated to give a complete picture of the decision, and not just those that have been changed.

If CCG_TIER2_DECISION =6 then no further information needs to be provided in this section.

The following information is collected for each type of item requested for a Community Care Grant (CCG) at Tier 2 review.

The information for each type of item is wrapped inside a < CCG_TIER2 > tag.

e.g.

```
< CCG_TIER2 >  
  < CCG_ITEM_TIER2 ></ CCG_ITEM_TIER2 >  
  < CCG_PRIORITY_TIER2 ></ CCG_PRIORITY_TIER2 >  
  <CCG_QTYAWD_TIER2 ></ CCG_QTYAWD_TIER2 >  
  <CCG_AMTAWD_TIER2 ></ CCG_AMTAWD_TIER2 >  
</ CCG_TIER2 >
```

Multiple types of different items can be recorded to give the items, quantity and award decided following the Tier 2 review.

70. Community Care Grants (CCG) – Item in Tier 2 Review

XML TAG: CCG_ITEM_TIER2

XML PARENT TAG: CCG_TIER2

Description

Community Care Grants (CCG) – Item requested by applicant.

Format

Numeric, two digits.

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CCG_TIER2_DECISION is not 6). Include all items which make up the decision.

Response

Bed	1
Bedding	2
Carpet/Lino/floor coverings	3
Clothing or shoes	4
Connection Charges for Gas and Electricity	5
Cooker	6
Crockery	7
Curtains and curtain rails	8
Cutlery	9
Delivery charges	10
Fridge/freezer	11
Furniture Package	12
Heater	13
Installation Charges for items	14
Iron or Ironing board	15
Kettle	16
Kitchen Utensils	17
Microwave	18
Pram or cot	19
Redecoration	20
Removal Expenses	21
Repair costs	22
Safety gate	23
Saucepans	24
Settee/Armchair	25
Table and chairs	26
Towels	27
Vacuum cleaner	28
Wardrobe / Chest of Drawers	29
Washing Machine	30
Other household items	31
Food	32
Essential Heating Costs	33
Nappies, toiletries and household products	34
Costs for Hostel Accommodation	35
Travel Costs	36
Other living expenses	37
Other	38

71. Community Care Grants (CCG) – Priority of Item Requested

XML TAG: CCG_PRIORITY_TIER2

XML PARENT TAG: CCG_TIER2

Description

Community Care Grants (CCG). The priority of the item requested in CCG_ITEM_TIER2 following the Tier 2 review.

Format

Numeric, one digit.

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CCG_TIER2_DECISION is not 6). Include all items which make up the decision.

Responses

Low	1
Medium	2
High	3

72. Community Care Grants (CCG) – Quantity of Item Awarded

XML TAG: CCG_QTYAWD_TIER2

XML PARENT TAG: CCG_TIER2

Description

Community Care Grants (CCG) – The quantity of the item awarded in CCG_ITEM_TIER2

Format

Numeric, integer greater than or equal to zero.

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CCG_TIER2_DECISION is not 6). Include all items which make up the decision.

Responses

Must be greater than or equal to zero.

73. Community Care Grants (CCG) – Financial Amount Awarded for Item

XML TAG: CCG_AMTAWD_TIER1

XML PARENT TAG: CCG_TIER2

Description

Community Care Grants (CCG) – Financial amount awarded for item given in CCG_ITEM_TIER2. This is the total amount awarded for the item(s) recorded in CCG_ITEM_TIER2. It is not the unit price per item.

Format

Numeric, with two decimal places.

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CCG_TIER2_DECISION is not 6). Include all items which make up the decision.

Responses

If given, must be greater than or equal to zero.

74. Community Care Grants (CCG) Payment Date

XML TAG: CCG_PAYMENT_DATE_TIER2

Description

The date the Community Care Grant payment was made following the Tier 2 Review.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Community Care Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CCG_TIER2_DECISION is not 6).

Included only if CCG_AMTAWD_TIER2 is not zero for at least one item. i.e. the tier 2 decision has decided that an award should be made.

Must be on or after CCG_TIER2_DATE.

The following information is collected for each payment type for a Community Care Grant (CCG) following a Tier 2 review.

The information for each payment type is wrapped inside a < CCG_PAYMENT_ TIER2 > tag.

e.g.

```
< CCG_PAYMENT_TIER2 >  
  < CCG_PAYMENT_METHODS_ TIER2 ></ CCG_PAYMENT_METHODS_ TIER2 >  
  < CCG_PAYMENTS_ TIER2 ></ CCG_PAYMENTS_ TIER2 >  
</ CCG_PAYMENT_TIER2 >
```

Multiple payment types can be used.

75. Community Care Grants (CCG) – Payment Method following Tier 2 Review

XML TAG: CCG_PAYMENT_METHODS_TIER2

XML PARENT TAG: CCG_PAYMENT_TIER2

Description

Community Care Grants (CCG) – Payment method used to pay Community Care Grant following Tier 2 review.

Format

Numeric, one digit.

Responses

Payment into bank	1
Travel warrants	2
Store voucher	3
Purchase card	4
Goods provided-new	5
Goods provided- re-use	6
Cash	7
Cheque	8
Other	9
Cash alternative	10

Validation

Mandatory for CCG applications where CCG_AMTAWD_TIER2 is greater than zero for at least one item.

76. Community Care Grants (CCG) – Amount paid using payment method following Tier 2 Review

XML TAG: CCG_PAYMENTS_TIER2

XML PARENT TAG: CCG_PAYMENT_TIER2

Description

Community Care Grants (CCG) – the amount paid using the payment method specified in CCG_PAYMENT_METHODS_TIER2.

Format

Numeric, with two decimal places.

Validation

Mandatory for CCG applications where CCG_AMTAWD_TIER2 is greater than zero for at least one item.

For each application (APPREF) where a Community Care Grant Tier 2 Review results in a payment, the sum of all CCG_PAYMENTS_TIER2 must equal the sum of all CCG_AMTAWD_TIER2 for this application.

i.e. the sum of the values for all the different payment methods used must equal the total value of the CCG award following a Tier 2 review.

Crisis Grants

Tier 1 Reviews

77. Crisis Grants (CG) Tier 1 Review Request Date

XML TAG: CRISIS_TIER1_DATE

Description

The date the Crisis Grant Tier 1 Review was requested.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted.

Must not be before CRISIS_DECISION_DATE.

78. Crisis Grants (CG) Reason for Tier 1 Review

XML TAG: CRISIS_TIER1_REASON

Description

Reason for making a Crisis Grant (CG) Tier 1 Review

Format

Numeric, one digit

Responses

Insufficient information having been gathered during the application process to make a decision	1
Priority level not appropriate/ should have been higher	2
Support provided is not appropriate to needs	3
Eligibility, e.g. repeat applications	4
Other	5

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted.

79. Crisis Grants (CG) Tier 1 Review Decision Date

XML TAG: CRISIS_DECISION_DATE_TIER1

Description

The date the Crisis Grant Tier 1 review was decided.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

http://www.w3schools.com/Schema/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted.

Must not be before CRISIS_TIER1_DATE.

80. Crisis Grants (CG) Tier 1 Review Decision

XML TAG: CRISIS_TIER1_DECISION

Description

The Crisis Grant Tier 1 review decision.

Format

Numeric, 1 digit.

Responses

Revised - Wrong information used to make decision	1
Revised - Incorrect interpretation of data used to make decision	2
Revised - Incorrect application of guidance when making decision	3
Revised - New information provided	4
Revised - Other	5
Not Revised - Original decision upheld	6

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted.

If CRISIS_TIER1_DECISION =1,2,3,4 or 5 then at least one of the items, quantities or award values in the tier 1 review must be different to the items, quantities or award values in the original Crisis Grant decision.

The items, quantities and award values in the Crisis Grant tier 1 decision are specified overleaf. All items, quantities and awards following the tier 1 decision should be stated to give a complete picture of the decision, and not just those that have been changed.

If CRISIS_TIER1_DECISION =6 then no further information needs to be provided in this section.

The following information is collected for each type of item requested for a Crisis Grant (CG) at Tier 1 review.

The information for each type of item is wrapped inside a < CRISIS_TIER1 > tag.

e.g.

```
< CRISIS_TIER1 >  
  < CRISIS_ITEM_TIER1 ></ CRISIS_ITEM_TIER1 >  
  < CRISIS_PRIORITY_TIER1 ></ CRISIS_PRIORITY_TIER1 >  
  <CRISIS_QTYAWD_TIER1 ></ CRISIS_QTYAWD_TIER1 >  
  <CRISIS_AMTAWD_TIER1 ></ CRISIS_AMTAWD_TIER1 >  
</ CRISIS_TIER1 >
```

Multiple types of different items can be recorded to give the items, quantity and award decided following the Tier 1 review.

81. Crisis Grants (CG) – Item in Tier 1 Review

XML TAG: CRISIS_ITEM_TIER1

XML PARENT TAG: CRISIS_TIER1

Description

Crisis Grants (CG) – Item requested by applicant.

Format

Numeric, two digits.

Validation

Mandatory for Crisis Grant Tier 1 reviews if CRISIS_TIER1_DECISION is not 6 (i.e. complete only where the original decision has been revised in some way). At least one item must be selected. Include all items which make up the decision.

Response

Bed	1
Bedding	2
Carpet/Lino/floor coverings	3
Clothing or shoes	4
Connection Charges for Gas and Electricity	5
Cooker	6
Crockery	7
Curtains and curtain rails	8
Cutlery	9
Delivery charges	10
Fridge/freezer	11
Furniture Package	12
Heater	13
Installation Charges for items	14
Iron or Ironing board	15
Kettle	16
Kitchen Utensils	17
Microwave	18
Pram or cot	19
Redecoration	20
Removal Expenses	21
Repair costs	22
Safety gate	23
Saucepans	24
Settee/Armchair	25
Table and chairs	26
Towels	27
Vacuum cleaner	28
Wardrobe / Chest of Drawers	29
Washing Machine	30
Other household items	31
Food	32
Essential Heating Costs	33
Nappies, toiletries and household products	34
Costs for Hostel Accommodation	35
Travel Costs	36
Other living expenses	37
Other	38

82. Crisis Grants (CG) – Priority of Item Requested

XML TAG: CRISIS_PRIORITY_TIER1

XML PARENT TAG: CRISIS_TIER1

Description

Crisis Grants (CG). The priority of the item requested in CRISIS_ITEM_TIER1 following the tier 1 review.

Format

Numeric, one digit.

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CRISIS_TIER1_DECISION is not 6). Include all items which make up the decision.

Responses

Low	1
Medium	2
High	3

83. Crisis Grants (CG) – Quantity of Item Awarded

XML TAG: CRISIS_QTYAWD_TIER1

XML PARENT TAG: CRISIS_TIER1

Description

Crisis Grants (CG) – The quantity of the item awarded in CRISIS_ITEM_TIER1

Format

Numeric, integer greater than or equal to zero.

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CRISIS_TIER1_DECISION is not 6). Include all items which make up the decision.

Responses

Must be greater than or equal to zero.

84. Crisis Grants (CG) – Financial Amount Awarded for Item

XML TAG: CRISIS_AMTAWD_TIER1

XML PARENT TAG: CRISIS_TIER1

Description

Crisis Grants (CG) – Financial amount awarded for item given in CRISIS_ITEM_TIER1. This is the total amount awarded for the item(s) recorded in CRISIS_ITEM_TIER1. It is not the unit price per item.

Format

Numeric, with two decimal places.

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CRISIS_TIER1_DECISION is not 6). Include all items which make up the decision.

Responses

If given, must be greater than or equal to zero.

85. Crisis Grants (CG) Payment Date

XML TAG: CRISIS_PAYMENT_DATE_TIER1

Description

The date the Crisis Grant payment was made following the Tier 1 Review.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Crisis Grant application has been decided on and a tier 1 review is being conducted. Complete only if the tier 1 review revises the original decision. (i.e. when CRISIS_TIER1_DECISION is not 6) and where CRISIS_AMTAWD_TIER1 is not zero for at least one item.

Must be on or after CRISIS_TIER1_DATE.

The following information is collected for each payment type for a Crisis Grant (CG) following a tier 1 review.

The information for each payment type is wrapped inside a < CRISIS_PAYMENT_ TIER1 > tag.

e.g.

```
< CRISIS_PAYMENT_TIER1 >  
  < CRISIS_PAYMENT_METHODS_TIER1 >  
    </ CRISIS_PAYMENT_METHODS_ TIER1 >  
  < CRISIS_PAYMENTS_ TIER1 >  
    </ CRISIS_PAYMENTS_ TIER1 >  
</ CRISIS_PAYMENT_TIER1 >
```

Multiple payment types can be used.

86. Crisis Grants (CG) – Payment Method following Tier 1 Review

XML TAG: CRISIS_PAYMENT_METHODS_TIER1

XML PARENT TAG: CRISIS_PAYMENT_TIER1

Description

Crisis Grants (CG) – Payment method used to pay Crisis Grant following Tier 1 review.

Format

Numeric, one digit.

Responses

Payment into bank	1
Travel warrants	2
Store voucher	3
Purchase card	4
Goods provided-new	5
Goods provided- re-use	6
Cash	7
Cheque	8
Other	9
Cash alternative	10

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD_TIER1 is greater than zero for at least one item.

87. Crisis Grants (CG) – Amount paid using payment method following Tier 1 Review

XML TAG: CRISIS_PAYMENTS_TIER1

XML PARENT TAG: CRISIS_PAYMENT_TIER1

Description

Crisis Grants (CG) – the amount paid using the payment method specified in CRISIS_PAYMENT_METHODS_TIER1.

Format

Numeric, with two decimal places.

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD_TIER1 is greater than zero for at least one item.

For each application (APPREF) where a Crisis Grant Tier 1 Review results in a payment, the sum of all CRISIS_PAYMENTS_TIER1 must equal the sum of all CRISIS_AMTAWD_TIER1 for this application.

i.e. the sum of the values for all the different payment methods used must equal the total value of the CRISIS award following a tier 1 review.

Crisis Grants

Tier 2 Reviews

88. Crisis Grants (CG) Tier 2 Review Request Date

XML TAG: CRISIS_TIER2_DATE

Description

The date the Crisis Grant Tier 2 Review was requested.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

Must not be before CRISIS_DECISION_DATE_TIER1.

89. Crisis Grants (CG) Reason for Tier 2 Review

XML TAG: CRISIS_TIER2_REASON

Description

Reason for making a Crisis Grant (CG) Tier 2 Review

Format

Numeric, one digit

Responses

Insufficient information having been gathered during the application process to make a decision	1
Priority level not appropriate/ should have been higher	2
Support provided is not appropriate to needs	3
Eligibility, e.g. repeat applications	4
Other	5

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

90. Crisis Grants (CG) Tier 2 Review Decision Date

XML TAG: CRISIS_DECISION_DATE_TIER2

Description

The date the Crisis Grant Tier 2 review was decided.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

Must not be before CRISIS_TIER2_DATE.

91. Crisis Grants (CG) Tier 2 Review Decision

XML TAG: CRISIS_TIER2_DECISION

Description

The Crisis Grant Tier 2 review decision.

Format

Numeric, 1 digit.

Responses

Revised - Wrong information used to make decision	1
Revised - Incorrect interpretation of data used to make decision	2
Revised - Incorrect application of guidance when making decision	3
Revised - New information provided	4
Revised - Other	5
Not Revised - Original decision upheld	6

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a Tier 2 review is being conducted.

If CRISIS_TIER2_DECISION =1,2,3,4 or 5 then at least one of the items, quantities or award values in the tier 1 review must be different to the items, quantities or award values in the original Crisis Grant Decision.

The items, quantities and award values in the Crisis Grant tier 2 decision are specified overleaf. All items, quantities and awards following the tier 2 decision should be stated to give a complete picture of the decision, and not just those that have been changed.

The items, quantities and award values in the Crisis Grant tier 2 decision are specified overleaf. All items, quantities and awards following the tier 1 decision should be stated to give a complete picture of the decision, and not just those that have been changed.

If CRISIS_TIER2_DECISION =6 then no further information needs to be provided in this section.

The following information is collected for each type of item requested for a Crisis Grant (CG) at Tier 2 review.

The information for each type of item is wrapped inside a < CRISIS_TIER2 > tag.

e.g.

```
< CRISIS_TIER2 >  
  < CRISIS_ITEM_TIER2 ></ CRISIS_ITEM_TIER2 >  
  < CRISIS_PRIORITY_TIER2 ></ CRISIS_PRIORITY_TIER2 >  
  <CRISIS_QTYAWD_TIER2 ></ CRISIS_QTYAWD_TIER2 >  
  <CRISIS_AMTAWD_TIER2 ></ CRISIS_AMTAWD_TIER2 >  
</ CRISIS_TIER2 >
```

Multiple types of different items can be recorded to give the items, quantity and award decided following the Tier 2 review.

92. Crisis Grants (CG) – Item in Tier 2 Review

XML TAG: CRISIS_ITEM_TIER2

XML PARENT TAG: CRISIS_TIER2

Description

Crisis Grants (CG) – Item requested by applicant.

Format

Numeric, two digits.

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CRISIS_TIER2_DECISION is not 6). Include all items which make up the decision.

Response

Bed	1
Bedding	2
Carpet/Lino/floor coverings	3
Clothing or shoes	4
Connection Charges for Gas and Electricity	5
Cooker	6
Crockery	7
Curtains and curtain rails	8
Cutlery	9
Delivery charges	10
Fridge/freezer	11
Furniture Package	12
Heater	13
Installation Charges for items	14
Iron or Ironing board	15
Kettle	16
Kitchen Utensils	17
Microwave	18
Pram or cot	19
Redecoration	20
Removal Expenses	21
Repair costs	22
Safety gate	23
Saucepans	24
Settee/Armchair	25
Table and chairs	26
Towels	27
Vacuum cleaner	28
Wardrobe / Chest of Drawers	29
Washing Machine	30
Other household items	31
Food	32
Essential Heating Costs	33
Nappies, toiletries and household products	34
Costs for Hostel Accommodation	35
Travel Costs	36
Other living expenses	37
Other	38

93. Crisis Grants (CG) – Priority of Item Requested

XML TAG: CRISIS_PRIORITY_TIER2

XML PARENT TAG: CRISIS_TIER2

Description

Crisis Grants (CG). The priority of the item requested in CRISIS_ITEM_TIER2 following the Tier 2 review.

Format

Numeric, one digit.

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CRISIS_TIER2_DECISION is not 6). Include all items which make up the decision.

Responses

Low	1
Medium	2
High	3

94. Crisis Grants (CG) – Quantity of Item Awarded

XML TAG: CRISIS_QTYAWD_TIER2

XML PARENT TAG: CRISIS_TIER2

Description

Crisis Grants (CG) – The quantity of the item awarded in CRISIS_ITEM_TIER2

Format

Numeric, integer greater than or equal to zero.

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CRISIS_TIER2_DECISION is not 6). Include all items which make up the decision.

Responses

Must be greater than or equal to zero.

95. Crisis Grants (CG) – Financial Amount Awarded for Item

XML TAG: CRISIS_AMTAWD_TIER2

XML PARENT TAG: CRISIS_TIER2

Description

Crisis Grants (CG) – Financial amount awarded for item given in CRISIS_ITEM_TIER2. This is the total amount awarded for the item(s) recorded in CRISIS_ITEM_TIER2. It is not the unit price per item.

Format

Numeric, with two decimal places.

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CRISIS_TIER2_DECISION is not 6). Include all items which make up the decision.

Responses

If given, must be greater than or equal to zero.

96. Crisis Grants (CG) Payment Date

XML TAG: CRISIS_PAYMENT_DATE_TIER2

Description

The date the Crisis Grant payment was made following the Tier 2 Review.

Format

YYYY-MM-DDThh:mm:ss

This field is specified in the following form "YYYY-MM-DDThh:mm:ss" where:

- YYYY indicates the year
- MM indicates the month
- DD indicates the day
- T indicates the start of the required time section
- hh indicates the hour
- mm indicates the minute
- ss indicates the second

Note: All components are required!

For more information, please see the DateTime data type as specified at:

https://www.w3schools.com/xml/schema_dtypes_date.asp

If the time component isn't known, these can be set to zero.

E.g. Write 1 April 2013 as 2013-04-01T00:00:00

Validation

Mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted. Complete only if the tier 2 review revises the tier 1 decision. (i.e. when CRISIS_TIER2_DECISION is not 6).

Included only if CRISIS_AMTAWD_TIER2 is not zero for at least one item. i.e. the tier 2 decision has decided that an award should be made.

Must be on or after CRISIS_TIER2_DATE.

The following information is collected for each payment type for a Crisis Grant (CG) following a Tier 2 review.

The information for each payment type is wrapped inside a < CRISIS_PAYMENT_ TIER2 > tag.

e.g.

```
< CRISIS_PAYMENT_TIER2 >  
  <CRISIS_PAYMENT_METHODS_TIER2>  
  </CRISIS_PAYMENT_METHODS_ TIER2>  
  < CRISIS_PAYMENTS_ TIER2 >  
  </ CRISIS_PAYMENTS_ TIER2 >  
</ CRISIS_PAYMENT_TIER2 >
```

Multiple payment types can be used.

97. Crisis Grants (CG) – Payment Method following Tier 2 Review

XML TAG: CRISIS_PAYMENT_METHODS_TIER2

XML PARENT TAG: CRISIS_PAYMENT_TIER2

Description

Crisis Grants (CG) – Payment method used to pay Crisis Grant following Tier 2 review.

Format

Numeric, one digit.

Responses

Payment into bank	1
Travel warrants	2
Store voucher	3
Purchase card	4
Goods provided-new	5
Goods provided- re-use	6
Cash	7
Cheque	8
Other	9
Cash alternative	10

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD_TIER2 is greater than zero for at least one item.

98. Crisis Grants (CG) – Amount paid using payment method following Tier 2 Review

XML TAG: CRISIS_PAYMENTS_TIER2

XML PARENT TAG: CRISIS_PAYMENT_TIER2

Description

Crisis Grants (CG) – the amount paid using the payment method specified in CRISIS_PAYMENT_METHODS_TIER2.

Format

Numeric, with two decimal places.

Validation

Mandatory for Crisis Grant applications where CRISIS_AMTAWD_TIER2 is greater than zero for at least one item.

For each application (APPREF) where a Crisis Grant Tier 2 Review results in a payment, the sum of all CRISISPAYMENTS_TIER2 must equal the sum of all CRISIS_AMTAWD_TIER2 for this application.

i.e. the sum of the values for all the different payment methods used must equal the total value of the CRISIS award following a Tier 2 review.