



Scottish Welfare Fund

Guidance on Monitoring

Version 2

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Housing Access and Support Statistics

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1. Introduction

This document contains guidance on how to complete the Scottish Welfare Fund monitoring return. The data specification for the Scottish Welfare Fund is available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

This guidance is intended to help caseworkers record the decisions they are making in a consistent way.

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

18 March 2013 Version 1	First Version of Guidance
23 August 2013 Version 2	<p><u>Question 16 – Assessed Annual Income</u> is now voluntary as the information is not available in the DWP's CIS system.</p> <p><u>Question 7 – National Insurance Numbers.</u></p> <p>These are required for the main applicant and partner, but may be provided for others in the household if available. If this field is left blank, we will auto-complete this field with NK on our system.</p> <p><u>Re-iteration of guidance on questions relating to payment dates</u></p> <p>Where multiple payments are made on different dates the date of the very last (i.e. most recent) payment should be recorded.</p>

3. The Three Stages to the Scottish Welfare Fund

There are three stages of recording for the Scottish Welfare Fund. These are:

- **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.

4. **Guidance on specific questions**

This section gives guidance on individual questions.

1. Local Authority Code

XML TAG: LACODE

The 3 digit Local Authority code, as used by the Scottish Government. This will be the same for all Scottish Welfare Fund cases sent by a local authority.

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

2. Unique Application Reference

XML TAG: APPREF

This is the council's own unique identifying reference for the Scottish Welfare Fund application.

This must be unique for each case within the local authority. The exact format is up to each local authority to decide for themselves, though it must not be more than 14 characters in length.

Local authorities will need to ensure that your local offices do not use duplicate numbers – if the same number is used at more than one office then only one of the cases will be recorded in the Scottish Government database.

Care must be taken when manually entering a reference number. Problems have occurred because of mistyped references, for example, zeros being entered as the letter 'O's. These have led to additional cases being recorded and to associated applications not being found.

3. Date of Application

XML TAG: APPDATE

This is the date which the application was received by the Council.

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

XML TAG: ALLINFODATE

This is the date when the Council received, if applicable, all the supporting documentation for the application.

It cannot be earlier than the date on which the application was made in question 3.

Details to be recorded for each person in the household

5. **Date of birth**
6. **Gender**
7. **National Insurance (NI) Number**
8. **Relationship to main applicant**

The formats for each of these variables have been given in the data specification. It is likely that local authority IT systems will use user-friendly drop down menus and date pickers to help input the data.

Details for every person included in the application should be recorded.

Example

- Michael was born on 5 April 1980.
- Jill was born on 29 June 1981 and is Michael's cohabiting partner.
- They have one son born on 6 September 2011. As the son is not yet 16, he has no national insurance number.
- Jill is expecting at the moment. The due date for their child is 8 April 2013 and she doesn't know the gender of the child.

Date of Birth	Gender	NI Number	Relationship to Main Applicant
1980-04-05	1 (Male)	AB123456C	0 (Main applicant)
1981-06-29	2 (Female)	CD123456E	2 (Cohabiting partner)
2011-09-06	1 (Male)		4 (Son or daughter (including adopted))
2013-04-08			4 (Son or daughter (including adopted))

Notes

- National Insurance Numbers are required only if the person has reached 16 years of age.
- National Insurance Numbers are required for the main applicant and partner, but may be provided for others in the household if available. If this field is left blank, we will auto-complete this field with NK on our system.
- The gender field can be left blank for unborn children.

About the main applicant's current address

9. Postcode of Current Address

XML TAG: POSTCODE_APP

This is the full postcode of the main applicant's current address.

If the main applicant is homeless, then the postcode of the applicant's last settled address should be used. The definition of settled accommodation is as follows:

A dwellings in which the applicant was resident for a continuous period of at least 6 months

10. Tenure Type of Current Address

XML TAG: PROPERTY

This is the tenure type of the main applicant's current address. The responses are as follows:

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

The Application Process

11. Application Method

XML TAG: APPMETHOD

This is the method used to apply for the Scottish Welfare Fund. The responses are given below.

Responses

Telephone	1
Internet	2
In Person	3
By Post	4

12. How was the application form completed?

XML TAG: HELPTYPE

This questions asks whether the applicant had any help in completing the application form. The valid responses are given below.

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

Where the response to the above question is 2 or 3 – i.e. the applicant had some help in completing the form, question 13 below should also be answered. If the application form was completed solely by the applicant, question 13 can be left blank.

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

XML TAG: HELPORG

Who helped the applicant to complete the form/ completed the form on the applicant's behalf? Valid responses are given below.

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

Benefits

The following information is asked of each benefit that the household is receiving. This information is compulsory for each type of benefit the household is in receipt of.

If the household is not in receipt of benefits then questions 14 and 15 can be left blank.

Where possible, the type of benefits that the household is on should be validated by the DWP's CIS system. For Council Tax Reductions, this should be validated against the local authorities own systems.

14. Which benefits are the household in receipt of?

XML TAG: BENEFIT

The valid responses for this question are:

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
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

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

In receipt of benefit	1
Awaiting outcome of claim	2
Benefit in review/dispute	3
Benefit in subject to sanction	4

Example

A household is in receipt of job seekers allowance (income based), housing benefit and Council Tax Discount / Reduction (formerly known as Council Tax Benefit).

The household is awaiting the outcome of a claim for disability living allowance.

This information would be recorded as follows:

Benefit	Benefit Status
2 (Jobseeker's Allowance (income based))	1 (In receipt of benefit)
13 (Housing Benefit)	1 (In receipt of benefit)
14 (Council Tax Discount)	1 (In receipt of benefit)
8 (Disability Living Allowance)	2 (Awaiting outcome of claim)

16. Assessed Annual Income

XML TAG: INCOME

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

~~It is mandatory for all household in receipt of benefits. For those not in receipt of benefits it can be left blank.~~

This question is now voluntary as the information is not available in the DWP's CIS System.

Vulnerabilities

17. Category of Vulnerability

XML TAG: CAT_VULNERABLE

This is the category of vulnerability which a household member comes under. Please record all vulnerabilities which apply to the household.

The responses for the categories of vulnerability are shown below.

If the response to this question is any one of the following: 1,2,3,4,5 or 15, then the a member of the household has a disability and question 23 (DISABILITY) must be 1, with further information provided in question 24 (DISABILITY_TYPE).

Responses

Frailty or old age, particularly restricted mobility or difficulty performing personal care tasks.	1
Learning difficulties	2
Mental health impairments	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

Referrals

18. Was the claimant referred to any services?

XML TAG: PROVIDER

Please record all types of services which the claimant was referred on to. The valid responses are:

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

Where the response to this question is option 9 (other (please specify)), then question 19 must also be completed. Otherwise question 19 can be left blank.

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

XML TAG: PROVIDER_OTHER

This is a free text field which can be used to record the other type of provider the claimant was referred to. A maximum of 200 characters are allowed. This question is completed only if the response to question 18 is 9.

Religion

20. What is the main applicant's religion?

XML TAG: RELIGION

This question asks about the religion of the main applicant. It is used for equalities monitoring purposes. Valid responses are given below.

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

If the response to this question is 11, then question 21 must also be completed. Otherwise it can be left blank.

21. Further detail on 'other religion'

XML TAG: OTHER_RELIGION

This is a free text field which can be used to record the other religion of the main applicant. A maximum of 200 characters are allowed. This question is completed only if the response to question 20 is 11.

22. What is the main applicant's ethnicity?

XML TAG: ETHNIC

This question asks about the ethnicity of the main applicant. It is used for equalities monitoring purposes. Valid responses are given below.

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

Disabilities

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

This question asks whether any member of the household has a physical or mental health condition or illness lasting or expected to last 12 months or more? It is used for equalities monitoring purposes. Valid responses are given below.

Yes	1
No	2
Refused	3

If the response to this question is 1, then further information must be given in question 24. Otherwise question 24 can be left blank.

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

XML TAG: DISABILITY_TYPE

This question asks about how this condition or illness affect the main applicant, or other members of their household. Multiple disabilities can be recorded for each household.

This question is completed only if the response to question 23 is 1.

Valid responses are as follows:

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 Asperger's syndrome)	9
Other	10

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

XML TAG: RESEARCH

This question asks whether the household is willing to take part in research about the Scottish Welfare Fund. Respondents willing to take part in research may be contacted by Scottish Government Social Researchers or a contractor whom they have appointed. The purpose of this question is to help gain greater understanding of users experiences of the Scottish Welfare Fund.

Yes	1
No	2
Refused	3

Community Care Grants (CCG)

Initial Assessments

This sections covers questions 26 to question 41 which form the monitoring of the initial Community Care Grant (CCG) assessment.

If no CCG assessment has been made, all of these questions can be left blank.

Where a CCG assessment has been made, the table below shows which questions need to be answered.

Question Number	Mandatory to complete
26	Yes.
27	Yes.
28	Complete only if the answer to question 27 is 18 or 20.
29	Yes.
30	Complete only if the answer to question 29 is 2,3,4 or 5.
31	Yes.
32	Yes.
33	Yes.
34	Completion of this question is optional.
35	Yes.
36	Yes.
37	Complete only if an award has been made.
38	Complete only if an award has not been made.
39	Complete only if an award has been made.
40	Complete only if an award has been made.
41	Complete only if an award has been made.

26. Community Care Grants (CCG) Decision Date

XML TAG: CCG_DECISION_DATE

This is the date the initial Community Care Grant decision was made.

This question is mandatory for all households claiming a Community Care Grant. It must not be before the date of application as given in question 3.

27. Community Care Grants (CCG) Reason for Application

XML TAG: CCGREASON

The reason for making a Community Care Grants (CCG) application. Valid responses are given below.

This question is mandatory for all households claiming a Community Care Grant.

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

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

XML TAG: CCGREASON_OTHER

If the response to question 27 is 18 or 20, this free text field should be used to record the other reason for making a Community Care Grant application. A maximum of 1,000 characters are allowed.

If the response to question 27 is a value other than 18 or 20, then this question can be left blank.

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

XML TAG: MOVING

This question is mandatory for all households claiming a Community Care Grant.

This questions records type of tenancy the applicant household is moving to. Valid responses are given below.

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

If the response to this question is 2,3,4 or 5, then question 30 must be completed. Otherwise question 30 can be left blank.

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

XML TAG: POSTCODE_MOV

This question should be completed only if the answer to question 29 is 2,3,4 or 5.

The response to this question is the full postcode of the property which the applicant household is moving to.

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

31. **Item Requested (CCG_ITEM_REQ)**
32. **Priority of Item Requested (CCG_PRIORITY)**
33. **Quantity of Item Requested (CCG_QTYREQ)**
34. **Financial Amount Requested for Item (CCG_AMTREQ)**
35. **Quantity of Item Awarded (CCG_QTYAWD)**
36. **Financial Amount Awarded for Item (CCG_AMTAWD)**

The data formats and valid responses for each of these questions can be found in the data specification available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

Example 1

Suppose a household requests a table and four chairs, a cooker, four towels, a washing machine and a fridge/freezer.

The Local Authority decides to award the table and chairs, the cooker, two towels, a washing machine and a fridge/freezer.

The local authority is able to source these items for the following prices. It assesses everything as high priority with the exception of the towels which are assessed as medium priority.

Table and four chairs	£67.00
Cooker	£169.99
Towels (each)	£11.00
Washing Machine	£159.99
Fridge/freezer	£139.99

This information would be recorded in the Scottish Welfare Fund return as follows:

CCG_ITEM_REQ	CCG_PRIORITY	CCG_QTYREQ	CCG_AMTREQ	CCG_QTYAWD	CCG_AMTAWD
26 (Table and chairs)	3	1		1	67.00
6 (Cooker)	3	1		1	169.99
27 (Towels)	2	4		2	22.00
30 (Washing Machine)	3	1		1	159.99
11 (Fridge/freezer)	3	1		1	139.99

As the financial amount requested for each item is optional, Q34 (CCG_AMTREQ) has been left blank.

The total value of the award, which we'll calculate automatically, is $67.00 + 169.00 + 22.00 + 159.99 + 139.99 = £558.97$.

The total value of the award is greater than zero and so questions 37, 39 , 40 and 41 must be completed.

Important to note

Only two towels were awarded. Whilst the unit cost per towel is £11.00, the variable (CCG_AMTAWD) stores total amount awarded for this item. For the towels this would be £22.00. It is this amount which is recorded in question 36 (CCG_AMTAWD) for the purposes of Scottish Welfare Fund Monitoring, and not the unit cost per item.

Example 2

Suppose a household requests a table and four chairs, a cooker, four towels, a washing machine and a fridge/freezer.

The Local Authority decides to reject the entire application (for a reason which will subsequently be given in question 38). This would be recorded as follows.

CCG_ITEM_REQ	CCG_PRIORITY	CCG_QTYREQ	CCG_AMTREQ	CCG_QTYAWD	CCG_AMTAWD
26 (Table and four chairs)	3	1		0	0.00
6 (Cooker)	3	1		0	0.00
27 (Towels)	2	4		0	0.00
30 (Washing Machine)	3	1		0	0.00
11 (Fridge/freezer)	3	1		0	0.00

The total value of the award is £0.00.

Question 38 must then be completed.

Questions 37, 39 , 40 and 41 can be left blank.

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

XML TAG: CCGPRINCIPLE

This question is mandatory when a Community Care Grant has been awarded. Otherwise it can be left blank.

In certain circumstances, the Community Care Grant may be awarded in principle. For example, before the applicant has obtained a property to move in to.

Valid responses are:

Yes	1
No	2

If can have the value of 1 (yes) if the value of question 29 (MOVING) is 6.

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

XML TAG: CCGREJECT

This questions records the reason for rejection for Community Care Grants (CCG).

It is completed only when no award has been made. Valid responses are given below.

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,	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

CCG Initial Payments

39. Community Care Grants (CCG) Payment Date

XML TAG: CCG_PAYMENT_DATE

This question is mandatory when a Community Care Grant has been awarded. Otherwise it can be left blank.

This is the date the initial Community Care Grant payment was made.

It must be on or after the decision date given in question 26 (CCG_DECISION_DATE).

Where multiple payments are made on different dates the date of the very last payment should be recorded.

Payment Types and Methods

The following information is collected for each payment type for a Community Care Grant (CCG). The payment types and amounts are recorded in pairs.

Questions 40 and 41 are mandatory when a Community Care Grant has been awarded. Otherwise they can be left blank.

40. Community Care Grants (CCG) – Payment Method

XML TAG: CCG_PAYMENT_METHODS1

This is the payment method used to pay Community Care Grant at the initial stage. Valid responses are:

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

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

XML TAG: CCGPAYMENTS1

This question records the amount paid using the payment method specified in question 40.

Example

In our earlier example ([page 28](#)), an award of £558.97 was made. Payments for this award are broken down as follows:

Store Vouchers: £300.00
Purchase Card: £200.00
Payment into bank: £ 58.97

This would be recorded as follows:

CCG_PAYMENT_METHODS1	CCGPAYMENTS1
3 (Store Voucher)	300.00
4 (Purchase Card)	200.00
1 (Payment into bank)	58.97

Note that the sum of all the different payments made is the same as the total value of the CCG award (i.e. £558.97).

Crisis Grants (CG)

Initial Assessments

This sections covers questions 42 to question 54 which form the monitoring of the initial Crisis Grant (CG) assessment.

If no CG assessment has been made, all of these questions can be left blank.

Where a CG assessment has been made, the table below shows which questions need to be answered.

Question Number	Mandatory to complete
42	Yes.
43	Yes.
44	Complete only if the answer to question 43 is 9,13 or 14.
45	Yes.
46	Yes.
47	Yes.
48	Completion of this question is optional.
49	Yes.
50	Yes.
51	Complete only if no award has been made.
52	Complete only if an award has been made.
53	Complete only if an award has been made.
54	Complete only if an award has been made.

42. Crisis Grants (CG) Decision Date

XML TAG: CRISIS_DECISION_DATE

This question is mandatory for all households claiming a Crisis Grant.

This is the date the initial Crisis Grant decision was made. It cannot be before the date of application as given in question 3.

43. Crisis Grants (CG) Reason for Application

XML TAG: CRISISREASON

This question is mandatory for all households claiming a Crisis Grant.

This is the reason for making a Crisis Grants (CG) application. Valid responses are given below.

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

If the response to this question is 9, 13 or 14, then question 44 must also be completed. Otherwise question 44 can be left blank.

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

XML TAG: CRISISREASON_OTHER

If the response to question 43 is 9,13 or 14, this free text field should be used to record the other reason for making a Crisis Grant application. A maximum of 1,000 characters are allowed.

If the response to question 43 is a value other than 9,13 or 14, then this question can be left blank.

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

- 45. **Item Requested (CRISIS_ITEM_REQ)**
- 46. **Priority of Item Requested (CRISIS_PRIORITY)**
- 47. **Quantity of Item Requested (CRISIS_QTYREQ)**
- 48. **Financial Amount Requested for Item (CRISIS_AMTREQ)**
- 49. **Quantity of Item Awarded (CRISIS_QTYAWD)**
- 50. **Financial Amount Awarded for Item (CRISIS_AMTAWD)**

The data formats and valid responses for each of these questions can be found in the data specification available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

All the above questions are mandatory, apart from question 48 which is optional. These questions should be completed for each item requested as part of the Crisis Grant.

Example 1

Suppose a household requests a Crisis Grant for essential heating costs, travel costs and other living expenses.

The Local Authority decides to award all these items.

The local authority is able to source these items for the following prices. It assesses everything as high priority.

Essential heating costs	£30.00
Travel Costs	£30.00
Other living expenses	£70.00

This information would be recorded in the Scottish Welfare Fund return as follows:

CRISIS_ITEM_REQ	CRISIS_PRIORITY	CRISIS_QTYREQ	CRISIS_AMTREQ	CRISIS_QTYAWD	CRISIS_AMTAWD
33 (Essential heating costs)	3	1		1	30.00
36 (Travel Costs)	3	1		1	30.00
37 (Other living expenses)	3	1		1	70.00

As the financial amount requested for each item is optional, Q48 (CRISIS_AMTREQ) has been left blank.

The total value of the award, which we'll calculate automatically, is $30.00 + 30.00 + 70.00 = \text{£}130.00$.

The total value of the award is greater than zero and so questions 52, 53, 54 must be completed.

Example 2

Suppose a household requests a Crisis Grant for essential heating costs, travel costs and other living expenses.

The Local Authority decides to reject the entire application (for a reason which will subsequently be given in question 51). This would be recorded as follows.

CRISIS_ITEM_REQ	CRISIS_PRIORITY	CRISIS_QTYREQ	CRISIS_AMTREQ	CRISIS_QTYAWD	CRISIS_AMTAWD
33 (Essential heating costs)	3	1		0	0.00
36 (Travel Costs)	3	1		0	0.00
37 (Other living expenses)	3	1		0	0.00

The total value of the award is £0.00.

Question 51 must then be completed.

Questions 52, 53 and 54 can be left blank.

51. Crisis Grants (CG) – Reason for Rejection

XML TAG: CRISISREJECT

This question is completed if and only if no award is made. i.e. the total value of the award is £0.00.

Valid responses for the reason for rejection of a Crisis Grant are given below.

Application incomplete/evidence not provided.	1
Not resident in the Local Authority	2
Not in receipt of a qualifying benefit,	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

CG Initial Payments

52. Crisis Grants (CG) Payment Date

XML TAG: CRISIS_PAYMENT_DATE

This question is mandatory when a Crisis Grant has been awarded. Otherwise it can be left blank.

This is the date the initial Crisis Grant payment was made.

It must be on or after the decision date given in question 42 (CRISIS_DECISION_DATE).

Where multiple payments are made on different dates the date of the very last payment should be recorded.

Payment Types and Methods

The following information is collected for each payment type for a Crisis Grant (CG). The payment types and amounts are recorded in pairs.

Questions 56 and 57 are mandatory when a Crisis Grant has been awarded. Otherwise they can be left blank.

53. Crisis Grants (CG) – Payment Method

XML TAG: CRISIS_PAYMENT_METHODS1

This is the payment method used to pay Crisis Grant at the initial stage. Valid responses are:

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

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

XML TAG: CRISISPAYMENTS1

This question records the amount paid using the payment method specified in question 53.

Example

In our earlier example ([page 36](#)), an award of £130.00 was made. Payments for this award are broken down as follows:

Cash: £100.00
Travel Warrants: £30.00

This would be recorded as follows:

CCG_PAYMENT_METHODS1	CCGPAYMENTS1
7 (Cash)	100.00
2 (Travel Warrants)	30.00

Note that the sum of all the different payments made is the same as the total value of the Crisis Grant award.

Community Care Grants

Tier 1 Reviews

This sections covers questions 55 to question 65 which form the monitoring of the tier 1 review of the Community Care Grant (CCG) assessment.

If no initial CCG assessment has been made – i.e. questions 26 to 41 are all blank, then all of questions 55 to 65 must also be left blank.

Where a CCG tier 1 assessment has been made, the table below shows which questions need to be answered.

Question Number	Mandatory to complete
55	Yes.
56	Yes.
57	Yes
58	Yes.
59	Questions 59 to 65 need only be completed if the answer to question 58 is not 6. i.e. the initial decision has been revised.
60	
61	
62	
63	
64	
65	

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

XML TAG: CCG_TIER1_DATE

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

This is the date the Community Care Grant Tier 1 Review was requested.

It must not be before the CCG_DECISION_DATE given in question 26.

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

XML TAG: CCG_TIER1_REASON

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

The questions asks for the reason for making a Community Care Grant (CCG) Tier 1 Review. Valid responses are given below.

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

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

XML TAG: CCG_DECISION_DATE_TIER1

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

This question asks for the date the Community Care Grant Tier 1 review was decided.

The review decision date must not be before CCG_TIER1_DATE given in question 55.

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

XML TAG: CCG_TIER1_DECISION

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

This questions gives the Community Care Grant Tier 1 review decision. The valid responses are given below.

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

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.

- 59. Item in Tier 1 Review (CCG_ITEM_TIER1)
- 60. Priority of Item Requested (CCG_PRIORITY_TIER1)
- 61. Quantity of Item Awarded (CCG_QTYAWD_TIER1)
- 62. Financial Amount Awarded for Item (CCG_AMTAWD_TIER1)

The data formats and valid responses for each of these questions can be found in the data specification available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

All the above questions are mandatory if the original CCG assessment has been revised.

Example

In our original example on [page 28](#), the following items were awarded.

CCG_ITEM_REQ	CCG_PRIORITY	CCG_QTYAWD	CCG_AMTAWD
26 (Table and chairs)	3	1	67.00
6 (Cooker)	3	1	169.99
27 (Towels)	2	2	22.00
30 (Washing Machine)	3	1	159.99
11 (Fridge/freezer)	3	1	139.99

The applicant has requested a review of the decision as new information has been provided. After considering the evidence, the local authority has decided that a furniture package should be provided rather than the table and four chairs. All the other items continue to be awarded with the same amounts and quantities.

The tier 1 decision would then be recorded as follows:

CCG_ITEM_TIER1	CCG_PRIORITY_TIER1	CCG_QTYAWD_TIER1	CCG_AMTAWD_TIER1
12 (Furniture Package)	3	1	200.00
6 (Cooker)	3	1	169.99
27 (Towels)	2	2	22.00
30 (Washing Machine)	3	1	159.99
11 (Fridge/freezer)	3	1	139.99
26 (Table and chairs)	3	0	0.00

Notes

All items that make up the award are included in the Tier 1 decision, not just those items which have changed.

CCG_AMTAWD_TIER1 is the total amount awarded against the item recorded in CCG_ITEM_TIER1. It is not the unit cost of the item.

The total value for the this award at Tier 1 is
 $200.00+169.99+22.00+159.99+139.99=£691.97$

CCG TIER 1 Payments

63. Community Care Grants (CCG) Payment Date

XML TAG: CCG_PAYMENT_DATE_TIER1

This question is mandatory when a Community Care Grant at Tier 1 has been awarded. Otherwise it can be left blank.

This is the date the Tier 1 Community Care Grant payment was made.

It must be on or after the decision date given in question 57 (CCG_DECISION_DATE_TIER1).

Where multiple payments are made on different dates the date of the very last payment should be recorded.

Payment Types and Methods

The following information is collected for each payment type for a Community Care Grant (CCG). The payment types and amounts are recorded in pairs.

Questions 64 and 65 are mandatory when a Community Care Grant has been awarded. Otherwise they can be left blank.

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

XML TAG: CCG_PAYMENT_METHODS_TIER1

This is the payment method used to pay Community Care Grant at the tier 1 review. Valid responses are:

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

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

XML TAG: CCGPAYMENTS_TIER1

This question records the amount paid using the payment method specified in question 64.

Example

The tier 1 review ([page 45](#)), increased the original award from £558.97 to £691.97.

The original decision which had a value of £558.97 (see [page 28](#)). This £558.97 was awarded using a combination of store vouchers, purchase cards and payments into a bank account as follows

CCG_PAYMENT_METHODS1	CCGPAYMENTS1
3 (Store Voucher)	300.00
4 (Purchase Card)	200.00
1 (Payment into bank)	58.97

Following the tier 1 review, an additional £133 is to be awarded via store vouchers.

This would be recorded as follows:

CCG_PAYMENT_METHODS_TIER1	CCGPAYMENTS_TIER1
3 (Store Voucher)	433.00
4 (Purchase Card)	200.00
1 (Payment into bank)	58.97

Note that the sum of all the different payments made is the same as the total value of the CCG award (i.e. £691.97).

Community Care Grants

Tier 2 Reviews

This sections covers questions 66 to question 76 which form the monitoring of the tier 2 review of the Community Care Grant (CCG) assessment.

If no tier 1 CCG assessment has been made – i.e. questions 55 to 65 are all blank, then all of questions 66 to 76 must also be left blank.

Where a CCG tier 2 assessment has been made, the table below shows which questions need to be answered.

Question Number	Mandatory to complete
66	Yes.
67	Yes.
68	Yes
69	Yes.
70	Questions 70 to 76 need only be completed if the answer to question 69 is not 6. i.e. the tier 1 decision has been revised.
71	
72	
73	
74	
75	
76	

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

XML TAG: CCG_TIER2_DATE

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

This is the date the Community Care Grant Tier 2 Review was requested.

It must not be before the CCG_DECISION_DATE_TIER1 given in question 57.

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

XML TAG: CCG_TIER2_REASON

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

The questions asks for the reason for making a Community Care Grant (CCG) Tier 2 Review. Valid responses are given below.

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

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

XML TAG: CCG_DECISION_DATE_TIER2

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

This question asks for the date the Community Care Grant Tier 2 review was decided.

The review decision date must not be before CCG_TIER2_DATE given in question 66.

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

XML TAG: CCG_TIER2_DECISION

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

This questions gives the Community Care Grant Tier 1 review decision. The valid responses are given below.

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

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

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.

- 70. **Item in Tier 2 Review (CCG_ITEM_TIER2)**
- 71. **Priority of Item Requested (CCG_PRIORITY_TIER2)**
- 72. **Quantity of Item Awarded (CCG_QTYAWD_TIER2)**
- 73. **Financial Amount Awarded for Item (CCG_AMTAWD_TIER2)**

The data formats and valid responses for each of these questions can be found in the data specification available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

All the above questions are mandatory if the tier 2 CCG assessment revises the tier 1 CCG assessment decision.

Example

In our tier 1 example on [page 45](#), the outcome of the tier 1 review awarded the following items:

CCG_ITEM_TIER1	CCG_PRIORITY_TIER1	CCG_QTYAWD_TIER1	CCG_AMTAWD_TIER1
12 (Furniture Package)	3	1	200.00
6 (Cooker)	3	1	169.99
27 (Towels)	2	2	22.00
30 (Washing Machine)	3	1	159.99
11 (Fridge/freezer)	3	1	139.99
26 (Table and chairs)	3	0	0.00

The applicant has requested a further review of the decision as new information has been provided. As the application has already been reviewed at tier 1, a further review is held at tier 2.

After considering the evidence, the local authority has decided that, in addition to the items the household has already been awarded, a microwave is also necessary.

The tier 2 decision would then be recorded as follows:

CCG_ITEM_TIER2	CCG_PRIORITY_TIER2	CCG_QTYAWD_TIER2	CCG_AMTAWD_TIER2
12 (Furniture Package)	3	1	200.00
6 (Cooker)	3	1	169.99
27 (Towels)	2	2	22.00
30 (Washing Machine)	3	1	159.99
11 (Fridge/freezer)	3	1	139.99
18 (Microwave)	3	1	34.99

Notes

All items that make up the award are included in the tier 2 decision, not just those items which have changed.

Local authorities can decide themselves whether to continue to record zero value items (such as the table and chairs in the above example).

CCG_AMTAWD_TIER2 is the total amount awarded against the item recorded in CCG_ITEM_TIER2. It is not the unit cost of the item.

The total value for the this award at tier 2 is
200.00+169.99+22.00+159.99+139.99+34.99=£726.96

CCG TIER 2 Payments

74. Community Care Grants (CCG) Payment Date

XML TAG: CCG_PAYMENT_DATE_TIER2

This question is mandatory when a Community Care Grant at Tier 2 has been awarded. Otherwise it can be left blank.

This is the date the Tier 2 Community Care Grant payment was made.

It must be on or after the decision date given in question 68 (CCG_DECISION_DATE_TIER2).

Where multiple payments are made on different dates the date of the very last payment should be recorded.

Payment Types and Methods

The following information is collected for each payment type for a Community Care Grant (CCG). The payment types and amounts are recorded in pairs.

Questions 75 and 76 are mandatory when a Community Care Grant has been awarded. Otherwise they can be left blank.

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

XML TAG: CCG_PAYMENT_METHODS_TIER2

This is the payment method used to pay Community Care Grant at the tier 2 review. Valid responses are:

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

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

XML TAG: CCGPAYMENTS_TIER2

This question records the amount paid using the payment method specified in question 75.

Example

In our tier 2 review example ([page 53](#)), an award of £726.96 was made. This was £34.99 more than in the tier 1 review following the inclusion of a microwave. An additional award of £34.99 was made in store vouchers.

CCG_PAYMENT_METHODS_TIER1	CCGPAYMENTS_TIER1
3 (Store Voucher)	433.00
4 (Purchase Card)	200.00
1 (Payment into bank)	58.97

Payments for this award are broken down as follows:

Store Vouchers: £433.00+£34.99 =£467.99
Purchase Card: £200.00
Payment into bank: £58.97

This would be recorded as follows:

CCG_PAYMENT_METHODS_TIER2	CCGPAYMENTS_TIER2
3 (Store Voucher)	467.99
4 (Purchase Card)	200.00
1 (Payment into bank)	58.97

Note that the sum of all the different payments made is the same as the total value of the CCG award (i.e. £726.96).

Crisis Grants

Tier 1 Reviews

This sections covers questions 77 to question 87 which form the monitoring of the tier 1 review of the Crisis Grant (CG) assessment.

If no initial Crisis Grant assessment has been made – i.e. questions 42 to 54 are all blank, then all of questions 77 to 87 must also be left blank.

Where a Crisis Grant tier 1 assessment has been made, the table below shows which questions need to be answered.

Question Number	Mandatory to complete
77	Yes.
78	Yes.
79	Yes
80	Yes.
81	Questions 81 to 87 need only be completed if the answer to question 80 is not 6. i.e. the initial decision has been revised.
82	
83	
84	
85	
86	
87	

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

XML TAG: CRISIS_TIER1_DATE

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

This is the date the Crisis Grant Tier 1 Review was requested.

It must not be before the CRISIS_DECISION_DATE given in question 42.

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

XML TAG: CRISIS_TIER1_REASON

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

The questions asks for the reason for making a Crisis Grant (CG) Tier 1 Review. Valid responses are given below.

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

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

XML TAG: CRISIS_DECISION_DATE_TIER1

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

This question asks for the date the Crisis Grant Tier 1 review was decided.

The review decision date must not be before CRISIS_TIER1_DATE given in question 77.

80. Crisis Grants (CG) Tier 1 Review Decision

XML TAG: CRISIS_TIER1_DECISION

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

This questions gives the Crisis Grant Tier 1 review decision. The valid responses are given below.

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

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.

- 81. Item in Tier 1 Review (CRISIS_ITEM_TIER1)
- 82. Priority of Item Requested (CRISIS_PRIORITY_TIER1)
- 83. Quantity of Item Awarded (CRISIS_QTYAWD_TIER1)
- 84. Financial Amount Awarded for Item (CRISIS_AMTAWD_TIER1)

The data formats and valid responses for each of these questions can be found in the data specification available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

All the above questions are mandatory if the original Crisis Grant assessment has been revised.

Example

In our original example on [page 36](#), the following items were awarded.

CRISIS_ITEM_REQ	CRISIS_PRIORITY	CRISIS_QTYAWD	CRISIS_AMTAWD
33 (Essential heating costs)	3	1	30.00
36 (Travel Costs)	3	1	30.00
37 (Other living expenses)	3	1	70.00

The applicant has requested a review of the decision as new information has been provided. After considering the evidence, the local authority has decided that nappies also need to be provided. All the other items continue to be awarded with the same amounts and quantities.

The tier 1 decision would then be recorded as follows:

CRISIS_ITEM_TIER1	CRISIS_PRIORITY_TIER1	CRISIS_QTYAWD_TIER1	CRISIS_AMTAWD_TIER1
33 (Essential heating costs)	3	1	30.00
36 (Travel Costs)	3	1	30.00
37 (Other living expenses)	3	1	70.00
33 (Nappies, etc..)	3	1	20.00

Notes

All items that make up the award are included in the Tier 1 decision, not just those items which have changed.

CRISIS_AMTAWD_TIER1 is the total amount awarded against the item recorded in CRISIS_ITEM_TIER1. It is not the unit cost of the item.

The total value for the this award at Tier 1 is 30.00+30.00+70.00+20.00=£150.00

CCG TIER 1 Payments

85. Crisis Grants (CG) Payment Date

XML TAG: CRISIS_PAYMENT_DATE_TIER1

This question is mandatory when a Crisis Grant at Tier 1 has been awarded. Otherwise it can be left blank.

This is the date the Tier 1 Crisis Grant payment was made.

It must be on or after the decision date given in question 57 (CRISIS_DECISION_DATE_TIER1).

Where multiple payments are made on different dates the date of the very last payment should be recorded.

Payment Types and Methods

The following information is collected for each payment type for a Crisis Grant (CG). The payment types and amounts are recorded in pairs.

Questions 86 and 87 are mandatory when a Crisis Grant has been awarded. Otherwise they can be left blank.

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

XML TAG: CRISIS_PAYMENT_METHODS_TIER1

This is the payment method used to pay Crisis Grant at the tier 1 review. Valid responses are:

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

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

XML TAG: CRISIS_PAYMENTS_TIER1

This question records the amount paid using the payment method specified in question 86.

Example

In our earlier tier 1 example ([page 59](#)), an award was revised to new value of £150.00 was made.

This tier 1 example revised the original decision which had a value of £130.00 (see [page 36](#)). This £130.00 was awarded using a combination of travel warrants and cash as follows:

CCG_PAYMENT_METHODS1	CCGPAYMENTS1
7 (Cash)	100.00
2 (Travel Warrants)	30.00

However, at the tier 1 review, the local authority decides to award £20.00 of store vouchers for the purchase of nappies.

Cash: £100.00
Store Vouchers: £20.00
Travel Warrant: £30.00

This would be recorded as follows:

CRISIS_PAYMENT_METHODS_TIER1	CRISIS_PAYMENTS_TIER1
7 (Cash)	100.00
3 (Store Voucher)	20.00
2 (Travel Warrants)	30.00

Note that the sum of all the different payments made is the same as the total value of the Crisis Grant tier 1 award (i.e. £150).

Crisis Grants

Tier 2 Reviews

This sections covers questions 88 to question 98 which form the monitoring of the tier 2 review of the Crisis Grant (CG) assessment.

If no tier 1 Crisis Grant assessment has been made – i.e. questions 77 to 87 are all blank, then all of questions 88 to 98 must also be left blank.

Where a Crisis Grant tier 2 assessment has been made, the table below shows which questions need to be answered.

Question Number	Mandatory to complete
88	Yes.
89	Yes.
90	Yes
91	Yes.
92	Questions 92 to 98 need only be completed if the answer to question 91 is not 6. i.e. the tier 1 decision has been revised.
93	
94	
95	
96	
97	
98	

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

XML TAG: CRISIS_TIER2_DATE

This question is mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted.

This is the date the Crisis Grant Tier 2 Review was requested.

It must not be before the CRISIS_DECISION_DATE_TIER1 given in question 79.

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

XML TAG: CRISIS_TIER2_REASON

This question is mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted.

The questions asks for the reason for making a Crisis Grant (CG) Tier 2 Review. Valid responses are given below.

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

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

XML TAG: CRISIS_DECISION_DATE_TIER2

This question is mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted.

This question asks for the date the Crisis Grant Tier 2 review was decided.

The review decision date must not be before CRISIS_TIER2_DATE given in question 88.

91. Crisis Grants (CG) Tier 2 Review Decision

XML TAG: CRISIS_TIER2_DECISION

This question is mandatory for cases where a Crisis Grant tier 1 review has been decided on and a tier 2 review is being conducted.

This questions gives the Crisis Grant Tier 1 review decision. The valid responses are given below.

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

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

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.

- 92. Item in Tier 2 Review (CRISIS_ITEM_TIER2)
- 93. Priority of Item Requested (CRISIS_PRIORITY_TIER2)
- 94. Quantity of Item Awarded (CRISIS_QTYAWD_TIER2)
- 95. Financial Amount Awarded for Item (CRISIS_AMTAWD_TIER2)

The data formats and valid responses for each of these questions can be found in the data specification available at:

<http://www.scotland.gov.uk/Topics/Statistics/15257/1529/swf-dataspec>

All the above questions are mandatory if the tier 2 Crisis Grant assessment revises the tier 1 Crisis Grant assessment decision.

Example

In our tier 1 example on [page 59](#), the outcome of the tier 1 review awarded the following items:

CRISIS_ITEM_TIER1	CRISIS_PRIORITY_TIER1	CRISIS_QTYAWD_TIER1	CRISIS_AMTAWD_TIER1
33 (Essential heating costs)	3	1	30.00
36 (Travel Costs)	3	1	30.00
37 (Other living expenses)	3	1	70.00
33 (Nappies, etc..)	3	1	20.00

The applicant has requested a further review of the decision as new information has been provided. As the application has already been reviewed at tier 1, a further review is held at tier 2.

After considering the evidence, the local authority has decided that, in addition to the items the household has already been awarded, additional money for living expenses is required. An additional £30 is provided.

The tier 2 decision would then be recorded as follows:

CRISIS_ITEM_TIER2	CRISIS_PRIORITY_TIER2	CRISIS_QTYAWD_TIER2	CRISIS_AMTAWD_TIER2
33 (Essential heating costs)	3	1	30.00
36 (Travel Costs)	3	1	30.00
37 (Other living expenses)	3	1	100.00
33 (Nappies, etc..)	3	1	20.00

Notes

All items that make up the award are included in the tier 2 decision, not just those items which have changed.

CRISIS_AMTAWD_TIER2 is the total amount awarded against the item recorded in CRISIS_ITEM_TIER2. It is not the unit cost of the item.

The total value for the this award at tier 2 is $30.00+30.00+20.00+20.00=£180.00$

CCG TIER 2 Payments

96. Crisis Grants (CG) Payment Date

XML TAG: CRISIS_PAYMENT_DATE_TIER2

This question is mandatory when a Crisis Grant at Tier 2 has been awarded. Otherwise it can be left blank.

This is the date the Tier 2 Crisis Grant payment was made.

It must be on or after the decision date given in question 90. (CRISIS_DECISION_DATE_TIER2).

Where multiple payments are made on different dates the date of the very last payment should be recorded.

Payment Types and Methods

The following information is collected for each payment type for a Crisis Grant (CG). The payment types and amounts are recorded in pairs.

Questions 97 and 98 are mandatory when a Crisis Grant has been awarded. Otherwise they can be left blank.

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

XML TAG: CRISIS_PAYMENT_METHODS_TIER2

This is the payment method used to pay Crisis Grant at the tier 2 review. Valid responses are:

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

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

XML TAG: CCGPAYMENTS_TIER2

This question records the amount paid using the payment method specified in question 97.

Example

In our earlier example ([page 66](#)), an award of £180.00 was made. This was £30.00 more than in the tier 1 review following the inclusion of additional other living expenses. An additional award of £30.00 was made in cash.

Payments for this award are broken down as follows:

Store Vouchers: £20.00
Travel Warrants: £30.00
Cash: £100.00 + £30.00

This would be recorded as follows:

CRISIS_PAYMENT_METHODS_TIER1	CRISIS_PAYMENTS_TIER1
3 (Store Voucher)	20.00
2 (Travel Warrants)	30.00
7 (Cash)	130.00

Note that the sum of all the different payments made is the same as the total value of the Crisis Grant Tier 2 award (i.e. £180.00).