

St Helens Council – Supporting People

Quick guide to subsidy applications for SP Providers



Complete application form with client

- Ensure you include as much information as you can such as date of birth, National Insurance number. Etc.
- Ensure the weekly support amount is correct. Please email us if you are unsure.
- Ensure client has signed and dated the form. NB: If there is an appointee who signs on their behalf, evidence of this must also be sent.
- Ensure provider has signed and dated the form.
- Tick on page 2 to tell us if client is in receipt of Housing Benefit (HB) or Universal Credit with housing element.
- **OR** if they do not receive HB or UC and would like a financial assessment to be completed to see if they are eligible for SP.



Submit Form

- Send over a scanned document or photo of the application to supportingpeople@sthelens.gov.uk
- Also send a signed Tenancy Agreement – for accommodation services.
- If there is a delay in submitting the application and you want payment back-dated, please tell us why and explain the circumstances so that we have all the information.
- We will send an acknowledgement letter to say we have received the application.



Financial Checks

- If clients are in receipt of HB, they will be eligible for SP also. We will check this with our colleagues in the benefits department.
- If clients are in receipt of Universal Credit (UC) we will check this also. It is helpful if you can supply proof of this from clients' journal. A screenshot is adequate for this.
- Once we have completed the check and put the client into service, we will write again and let you know, with a copy for the client that we ask you to pass to them.



Let us know

As soon as any circumstances change, please email us or submit the changes on Spocc.net. This might be:

- Tenancy abandoned.
- Client moves on to another address.
- Client passes away (including for joint application and one person dies)
- Client no longer needs or wants to receive the support.

- Client goes into hospital, respite care or prison.