

Important steps to remember when assessing an NRPF family

Mash checks should ensure

1. Are the family TH residents or have they been placed in TH by another LA? Where a local authority accepts the duty to provide services and places a family with NRPF in another local authority's area, the original local authority retains responsibility for supporting the family. In the event that there is connection of school/ GP/housing with another borough the family need to be referred to that borough ASAP.

2. Is this an unborn or is there a child/children.

Mother with unborn is referred to adults for accommodation and subsistence support (this doesn't stop CSC from carrying out the required assessment). The subsistence and accommodation support can be transferred to CSC when the child is born if the family continue presenting as destitute.

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- 3 Email nrpf.enquiries@towerhamlets.gov.uk with details of the adult and child (full name/ DOB/ address and nationality + date referral received) for checks on NRPF connect. Please remember the two SWs have their own caseloads and the NRPF connect check from the Home Office can take 12 working days.
- 4 If the family is seeking asylum, please direct them to support from the Home Office who will be able to offer them subsistence and accommodation [Asylum support: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/asylum-support-overview)
- 5 Establish the family have a live application before the Home Office and that the application/ acknowledgement of application, biometric cards where there is indication that family have NRPF have been seen by the SW. If the family don't have a live application, they need to be given timeframes by when they are required to make the application (preferably prior to the completion of the assessment).
- 6 If the support is requested by a partner who is fleeing domestic abuse please establish whether they have entered the UK as the partner of a British Citizen in which case they will be able to apply for DDV concession [Apply for destitution domestic violence \(DDV\) concession - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-destitution-domestic-violence-ddv-concession)

- 7 All details of bank statements as well as previously known addresses where the family may have lived to be obtained and financial assessment to be complete. Declaration of truth form to be completed and signed by parents for the Fraud Team to carry out checks. Assessor to establish how the family have been able to sustain themselves prior to coming to CSC and whether there is family support available.

- 8 Assessor to ensure that they are satisfied that the family do not have the means to support themselves, this should include but is not limited to:
 - How they pay their phone bills
 - What kind of phones/ televisions/gadgets they have and how they have obtained these
 - Any recent travel history abroad and how was this funded
 - Checking cupboards and fridge to see availability of food and how the fridge may have been stocked.
 - Where bank account documents are available question any large transactions in or out
 - Establish how the family are paying their legal fees for their application to the HO

- 9 Referral to the NRPF panel for ratification of the decision to support the family under NRPF. Cases will not transfer to FSP or be assisted under the NRPF budget until decision for NRPF support is ratified by panel. Refer at the earliest for panel advice to assist with conclusion of the assessment. Any decision for financial assistance/accommodation prior to coming to the panel is provided through section 17 budget.

- 10 Ensure case notes clarify the date the accommodation was provided with the weekly/monthly costs of this accommodation. Clarity about subsistence support, ensure all payments made are recorded. Ensure that bank transfers, pre-paid cards are set up at the earliest where decision for ongoing support is made.

If providing the accommodation/subsistence support whilst the checks are undertaken, please clarify to the family that the support is being provided without prejudice and that the assessment will identify the need for ongoing support.

Panel referral to be sent to Sharon Bailey - sharon.bailey@towerhamlets.gov.uk and nrpf.enquiries@towerhamlets.gov.uk