

Write to a different address given on the back of this sheet

1. Who is the emergency food parcel for?

Name.....

Address.....

Post Code..... Telephone we can ring if necessary.....

Housing status: Gentoo Tenant Private Tenant Owner Occupier Homeless

2. What are your main reasons for needing emergency support? (Please mark all that apply.)

- Bereavement
- One off loss or expenditure
- Sanctioned benefit
- Sickness
- Homelessness
- Delay in benefit
- Delay in wages
- School holidays
- Change from one benefit to another
- Family changes
- Debt
- Fleeing domestic violence
- Working fewer hours
- Loan shark
- Unemployed and no benefit yet
- Other (Please give details.)

3. Do you think this is a long term need?

How many weeks does the referral agency believe support be required for?

4. How many people is the food parcel for? (Please provide age breakdown below.)

Under 2 years	3 – 10 years	11 – 17years
18 – 25 years	26 – 50 years	50 – 69 years
70+ years		TOTAL

5. Who is making this referral?

Name..... Organisation.....

Agency Signature..... Date.....

Address.....

Telephone..... or Email.....

I have approached Washington Community Food Project for assistance and hereby give consent to the Project receiving any information, confidential or otherwise, or disclosing similar information to other agencies, regarding my affairs, which they may require to do in order to further or follow up my case or subsequent cases for a period of six years from the date of signature. This is a request made within the provisions contained within Section 34(b) of the Data Protection Act 1984.

Signature upon receipt of parcel..... **Date**

Washington Community Food Project
REFERRAL AGENCY NOTES March 2017

The Project aims to provide short term help and support for people experiencing difficulties. Your agency can make a referral either via 07450766226 or washingtoncfp@gmail.com

Please try to fill in as much information as possible to help us assess the criteria and need for emergency food in Washington. Data collected will only be shared with third parties in the form of anonymous statistics.

When making a referral please send this form to us by email if at all possible. You can also give a copy to your client. The easiest way is for you to type in the details in place of the dotted lines, adding the client's name to the document name, then, instead of ticking boxes just use BOLD or UNDERLINE the answer in each case.

A list of our opening times and venues is on a separate sheet and is different to all version prior to **August 17**.

Working people - Yes we can give food parcels to people who are employed and struggling. All we ask is that after the first parcel has been given we are shown an up to date bank account printout showing income going into the account with the last 5 weeks, to demonstrate the difficult situation.

Repeat parcels - We can help people for a number of weeks at a time but do not want them to become dependant on the food bank. We would look for new evidence of continued need after four food parcels have been handed out to someone.

Deliveries - Please note we **do not** deliver food parcels except in extreme circumstances. In order to qualify for delivery, you must phone us in advance AND your client must qualify for 2 of these criteria:

2. Have a child under 18 months old.
 3. Have a sick child at home.
 4. Have no friends or no-one *at all* capable of collecting the food *on their behalf*.
 5. Be in receipt of Disability Living Allowance, Personal Independence Payments or Employment and Support Allowance.
 6. If not (4) then you must personally vouch that their disability is such that they cannot travel despite not receiving these benefits.
 7. Live more than a mile from one of our distribution points, namely in *Springwell, Penshaw or Shiney Row only*.
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Lost money - Losing your purse or wallet can be a traumatic experience and we sympathise with anyone who has gone through that experience. However, even if our client provides a Police crime reference number, there is still no evidence that they have indeed lost the money. Such an *emergency* is too open to abusive misuse and so we feel that we should encourage our clients to be careful about their possessions. Therefore we prefer only to help a person once in a lifetime for "lost money".

2nd page for people collecting food

You can use your referral form to collect food from the following locations.
Only one parcel can be obtained in a week. Food parcels are for emergency use.

DAY	TIME	PLACE	MAX SIZE OF PARCELS
Monday	10.00AM – Midday	St Michael's Church, Sulgrave, NE37 3BD:	☺☺☺☺☺
Monday	9.30AM – 3.00PM	Wton Community Furnishings, Barmston, NE38 8HZ	☺☺☺☺☺
Monday	9.00AM – 4.00PM	Washington Mind, Columbia, NE38 7LP:	☺☺☺
Tuesday	10.00AM - 11.00AM	Oxclose Church, NE38 0LA:	☺☺☺☺☺
Tuesday	5.30PM - 6.30PM	Oxclose Church, NE38 0LA:	☺☺☺☺☺
Tuesday	9.30AM – 3.00PM	Wton Community Furnishings, Barmston, NE38 8HZ	☺☺☺☺☺
Tuesday	9.00AM – 4.00PM	Washington Mind, Columbia, NE38 7LP:	☺☺☺
Wed	11.00AM - Midday	St Michael's Church, Sulgrave, NE37 3BD:	☺☺☺☺☺
Wed	9.30AM – 3.00PM	Wton Community Furnishings, Barmston, NE38 8HZ	☺☺☺☺☺
Wed	9.00AM – 4.00PM	Washington Mind, Columbia, NE38 7LP:	☺☺☺
Wed	1.00PM – 2.00PM	St George's Church, Harraton, NE38 9AH:	☺☺
Thursday	9.30AM – 3.00PM	Wton Community Furnishings, Barmston, NE38 8HZ	☺☺☺☺☺
Thursday	10.30AM - Midday	Lighthouse Church, Concord, NE37 2DT:	☺☺☺☺
Thursday	9.00AM – 4.00PM	Washington Mind, Columbia, NE38 7LP:	☺☺☺
Friday	10.00AM - 11.00AM	Oxclose Church, NE38 0LA:	☺☺☺☺☺
Friday	5.30PM - 6.30PM	Oxclose Church, NE38 0LA:	☺☺☺☺☺
Friday	9.30AM – 3.00PM	Wton Community Furnishings, Barmston, NE38 8HZ	☺☺☺☺☺
Friday	9.00AM – 1.00PM	Washington Mind, Columbia, NE38 7LP:	☺☺☺
Saturday	10.00AM - Midday	Wton Community Furnishings, Barmston, NE38 8HZ	☺☺☺☺☺
Sunday	CLOSED		

Our main site is Oxclose church, from which more food is provided in addition to each parcel.