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**Universal access to CLAS - fast track details for professionals**

**Professional referrals to Cambridge & District CAB**

* Professionals can fast track clients by emailing Joanna Wagner ([joannaw@cambridgecab.org.uk](mailto:joannaw@cambridgecab.org.uk)) to request an appointment.
* Support Workers will be sent Client Registration & Income/Expenditure forms. To be completed and returned prior to appointment.
* Fast tracked appointments given within 24 hours
* For Clients attending drop in requesting CLAS help – appointment offered within 2 to 3 working days. If urgent (food voucher or utility voucher (non CLAS), aim to see them & deal with it immediately.

**NB:** Professionals should ensure that their client is aware they will to be required to:

* Complete an initial assessment.
* Provide proof of income/benefits to ensure they meet the eligibility criteria.
* **This information must be supplied before an award is granted**.
* Clients should be encouraged to bring documents with them.

**Professional referrals to Citizens Advice Rural Cambs**

* Professionals (and clients) can call the advice line (0344 245 1292 Monday – Friday 9.30am to 3.30am) – professionals must have the client with them to give consent.
* Depending on urgency and appointment availability, they will be given an appointment or invited to a drop in.
* Gateway assessors at CARC are supported by their ASL (Advice Service Lead) and endeavour to deal with CLAS referrals at drop ins. If this is not possible, alternative solutions are sought. Awards are signed off by CLAS lead at CARC.

**NB:** Professionals should ensure that their client is aware they will to be required to:

* Complete an initial assessment.
* Provide proof of income/benefits to ensure they meet the eligibility criteria.
* **This information must be supplied before an award is granted**.
* Clients should be encouraged to bring documents with them.

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**CABx locations**

**Cambridge & District CAB – Drop Ins**

* Cambridge (centre) – [Cambridge City Council, Mandela House, 4 Regent Street, Cambridge CB2 1BY](https://goo.gl/maps/6rSwCE8WbWM2) - **Tuesday & Thursday 11am – 3pm**
* Cambridge (north) – [Meadows Community Centre, 1 St Catherine’s Road, Cambridge CB4 3X](https://www.google.co.uk/maps/place/The+Meadows+Community+Centre/@52.2307025,0.115951,17z/data=!3m1!4b1!4m5!3m4!1s0x47d870de46c3bab1:0x71f20a8f4386932!8m2!3d52.2306992!4d0.1181397)[J](https://goo.gl/maps/DJZiJJykNQH2) - **Wednesday 11am – 3pm**
* Girton – [Girton Community Centre, St Vincent Close, Girton CB3 0PE](https://www.google.com/maps/d/viewer?mid=1uaOkLoXrLbqbcyD8xqLEn0q-Csw) - **Wednesday 1pm – 4pm**
* Sawston – [John Huntingdon Centre, 189 High Street, Sawston CB22 3HJ](https://goo.gl/maps/FBiywR8dxt72) - **Friday 9.30am – 12.30pm**
* Trumpington – [Trumpington Pavilion, Paget Road, Cambridge CB2 9JF](https://goo.gl/maps/PA67Jki596v) - **Thursday 11.30am – 2.30pm**

**Appointments only & for registered patients at following surgeries:**

* Arbury - [Arbury Road Surgery, 114 Arbury Road, Cambridge, CB4 2JG](https://www.google.co.uk/maps/place/Arbury+Road+Doctors+Surgery,+114+Arbury+Rd,+Cambridge+CB4+2JG/@52.2258258,0.1259588,17z/data=!4m5!3m4!1s0x47d870e44a7cf05b:0xa440f1782b2e7804!8m2!3d52.2258258!4d0.1281401) - **Thursday - 2pm-5pm**
* Chesterton - [Nuffield Road Medical Centre, Nuffield Road, Cambridge, CB4 1GL](https://www.google.co.uk/maps/place/Nuffield+Road+Medical+Centre/@52.2254995,0.1490922,17z/data=!3m1!4b1!4m5!3m4!1s0x47d8705127aeb0e1:0x7170866419da187c!8m2!3d52.2254962!4d0.1512809) - **Thursday - 1pm - 4pm**
* Fen Ditton - [East Barnwell Health Centre, Ditton Lane, Cambridge, CB5 8SP](https://www.google.co.uk/maps/place/East+Barnwell+Health+Centre/@52.2147955,0.1668066,17z/data=!4m5!3m4!1s0x47d8709dc5555555:0x156ed180a0706a4c!8m2!3d52.2147922!4d0.1689953) - **Friday - 8.30am - 1pm**

**Citizens Advice Rural Cambs – Drop in sessions**

* Wisbech – 9 Church Mews – **Monday to Thursday 9.30 to 12.30pm**
* Ely – 70 Market Street, Ely – **Monday, Wednesday & Thursday 9.15 to 12pm**
* Huntingdon – Pathfinder House, St Mary’s Street, Huntington – **Monday, Tuesday & Wednesday 9.30 to 12.30pm**
* St Neots, Huntingdon – The Portacabin, The Yard Car Park, St Neot, Hunts – **Monday, Tuesday & Thursday 9.30 to 12.30pm**

***Outreach* Drop In Sessions**

* East Cambs – Soham, Town Council, The Walter Gidney Pavilion, Fountain Lane - **2nd & 4th Wednesday of every month 10.00am – 12.00pm**
* Fenland - March Library, City Road PE15 9LT - **Monday 9.30am - 12.00pm**

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*(Please note as of July 2017 the March service will be a specialist service offering support with Financial Skills and Money help only)*

* Whittlesey - Library, 31-35 Market Street PE7 1BA - **Friday 9.30am - 12.00pm**
* Wimblington - Parish Hall -**3rd Wednesday of every month - 2.00pm – 4.00pm**