**Universal Access to CLAS Awards**

**Ways in to the CABx**

Existing clients i.e. referred by casework staff

New clients i.e. drop in’s and outreach

Referrals from Professionals

**Eligibility & Assessment**

* **Means tested benefits & no savings**
* **OR**
* **Income <£16k & no savings**
* **Lived in Cambridgeshire for at least 6 months**
* **Aged 16 and above**
* **Must be facing unexpected financial difficulties and hardship**

**NB: Applications may be completed without proof of eligibility however NO AWARDS WILL BE CONSIDERED UNTIL DOCUMENTS ARE PROVIDED**

**Eligibility for CLAS**

**Appointment**

Client invited to drop-in or given an appointment

If all documentation is complete, need is urgent, and person delivering is competent & experienced, application maybe completed at drop in – **supported by ASL**

Eligibility ascertained & referred for award

NO

What other support available?

YES

**Champion approval/sign off**

Completed docs and CLAS award referral are emailed to Champion for approval and sign off.

This includes proof of identity/benefits e.g. Benefits letter, UC letter, HB letter, bank statement

**Clients with all paperwork** **Clients with no paperwork**

If client doesn’t have the right paperwork when CLAS application is completed, it is their responsibility to provide copies. Either bring to the office/email it or text it.

No aw**ards are considered until these documents are provided.**

Champion looks through docs and contacts the referee at CAB to confirm if award has been successful.

3 month follow up inc. Social Value Assessment