From 28th September 2020 if you have been contacted by NHS Test & Trace and have been told to self-isolate, you may be entitled to financial support.

**It is illegal to continue to work if you have been instructed by the NHS to self-isolate unless you can work from home.  You could face a fine of £10,000.**

If you meet all the following eligibility criteria, you will be entitled to a payment of £500 if you cannot work and have to stay home if:

* You have been told to self-isolate by NHS Test and Trace either because you have tested positive for COVID-19 or have recently been in close contact with someone who has tested positive
* You have responded to messages received from NHS Test and Trace and have provided any legally required information
* You are employed or self-employed.
* You cannot work from home and will lose income as a result.
* You are currently receiving at least one of the following benefits: Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker’s Allowance, Income Support, Housing Benefit and/or Pension Credit.

From 8 March 2021, parents or guardians may be eligible if all of the following apply:

* You are a parent or guardian of a child or young person in the same household and need to take time off work to care for them while they self-isolate
* Your child or young person has been told to self-isolate on or after **8 March 2021** (applications can be backdated to this point only)
* You are employed or self-employed but you cannot work from home while undertaking caring responsibilities and will lose income as a result
* You meet all the other means-tested eligibility criteria (listed above) for a Test and Trace Support Payment or discretionary payment
* Your child or young person is aged 15 or under or 25 or under with an Education, Health and Care Plan (ECH) and normally attends an education or childcare setting, and has been told to self-isolate by NHS Test and Trace or by their education or care setting **Proof will be required and this information will be verified with your child or young person’s education or care setting**
* You make one applicationper household for each child or young-person’s self-isolation period (you can claim more than once, provided your child or young person’s self-isolation periods do not overlap)

Discretionary payments

If you are not receiving one of the eligible benefits but are on a low income now or for the self-isolation period, have property related costs and self-isolation will cause you exceptional financial hardship, you may still be entitled under a special discretionary scheme. This scheme is also open to parents and guardians of children and young people. You can apply for the discretionary scheme using the same online form. You must provide proof of your property related costs e.g. rent/mortgage when applying and proof of your partner’s income (if applicable)

You are not eligible if:

* You continue to receive full wages or self-employed income whilst you self-isolate
* You are not employed or self-employed
* You can work from home during the period of self-isolation
* You have not received a notification from NHS Test and Trace asking you to self-isolate (unless you are a parent or guardian as above)
* You are quarantining after travelling abroad unless you tested positive or have been told to self-isolate by NHS Test and Trace
* You are no longer required to self-isolate i.e. Your period of self-isolation ends before the scheme launches on 28 September 2020

There is no right to request a review of the decision or to appeal as Central Government has set the policy.

Eligible individuals, parents and guardians can make a claim up to 42 days after the first day of the individual’s period of self-isolation (updated March 2021). Local Authorities should not accept applications after this point.

Please see <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> for more information about NHS Test and Trace.

This application is for one person only. Each individual must make any further applications within the same household.

Please ensure that you have the below information available before starting the application:

* Your national insurance number
* A notification from NHS Test and Trace asking you to self-isolate with your unique 8 digit reference number
* Your most recent bank statement
* Proof of self-employment e.g. recent business bank statement, evidence of latest self-assessments returns, recent trading income and proof your business delivers services which cannot be undertaken without social contact
* Proof of your employment and  latest payslip
* Proof of residency
* Proof of property related costs
* Proof of your partners income for the discretionary scheme

In addition, for parents and guardians who are applying for their child or young person, you will need to provide supporting evidence, as either:

* The notification form NHS Test and Trace asking your child or young person to self-isolate with their unique 8 digit reference number

**Or**

* A communication from the child or young person’s education setting confirming that they have to self-isolate. This is for parents and guardians of children or young people who have been told to self-isolate by their education or childcare setting because they have been identified as a close contact or someone who has tested positive

**Or**

* A screen shot of a young person’s NHS COVID-19 app notification telling them to self-isolate AND evidence that the young person has an Education, Health and Care plan. This is for young people who have additional support needs and who have been notified to self-isolate by the NHS COVID-19 app.

**Fraud**
You may face prosecution if you have manipulated or falsified your position in order to obtain these payments, including failure to self-isolate which puts others at risk. Any payment made because of fraud may be subject to prosecution and recovery as may any payments paid in error.
The Government is supporting Local Councils to make the necessary checks to ensure payments can be verified and have been made correctly.

**Data sharing**
The information you submit here will be processed by Tameside Council. We need your consent so that we can access your records in the NHS Test and Trace system to confirm that you are eligible for the Self-Isolation / Test and Trace Payment Scheme.
You can find more information on this via the NHS Test and Trace Privacy Notice
<https://contact-tracing.phe.gov.uk/help/privacy-notice>

We will carry out checks with the Department for Work and Pensions (DWP), for verification purposes, Her Majesty’s Revenue and Customs (HMRC), for tax and national insurance purposes, and with your employer. If claiming for a child or young person, we will carry out checks with their education and care setting.

The Test and Trace Payment is taxable if you are a taxpayer but it is not subject to National Insurance Contributions. HMRC will automatically collect tax from your pay through your tax code, or self-employed recipients should report the payment on their Self-Assessment tax return.

To validate your bank account details, we need to share relevant information you have given us with TransUnion. This will be used to ensure your support payment is paid to the correct bank account and to help prevent fraudulent use of support payments. **This is not a credit check and will not impact your credit rating.**

For more information on how TransUnion may use your data, please visit <https://www.transunion.co.uk/legal-information/privacy-centre>.

All information is processed in accordance with the Council’s data protection policy

<https://www.tameside.gov.uk/TamesideMBC/media/Data-Protection/Self-Isolation-Payment-Scheme-V3-0.pdf>

In submitting an application, you must confirm that you have read, understood and consented to your data being processed in this way for the purposes of assessing your eligibility for a Self-Isolation / Test and Trace Payment.

**Overdrawn bank accounts**

If you are overdrawn you can exercise the first right of appropriation on the £500 support payment. You can tell your bank the payment should only be used to support you as you are unable to work from home and you have been told to self-isolate.  This protection is called a 'first right of appropriation of funds order'.

You need to contact your bank as soon as you put in an application for a NHS Test and Trace support payment, making it clear that a deposit may be due of £500, which is for financial support for you during your self-isolation period. You will need to provide your bank with the self-isolation dates and advise them that you are exercising your first right of appropriation of these funds.

Send all applications to the Support Payments Team:

supportpayments@tameside.gov.uk

Please indicate correct responses in the box provided

|  |
| --- |
| Your Details |
| Title | * Mr
* Mrs
* Miss
* Ms
* Other, please state.
 |
| Forename |  |
| Surname  |  |
| Date of Birth | Day Month Year |
| National Insurance Number |  |
| Contact Number |  |
| Email address |  |
| Address | Post code: |
| What date did you become resident at your address? | Day Month Year |
| Are you liable for Council Tax at this address? | * Yes
* No
 |
| Council Tax reference number (if applicable) |  |
| **Please provide proof of residency** |
| Self-Isolation Details\*If you are the parent or guardian of a child or young person who has been told to self-isolate please go the next section  |
| Have you tested positive for COVID-19 and received notification from NHS Test & Trace? | * Yes
* No - You will not be eligible for a Test & Trace Payment
 |
| Have you been in contact with someone who has tested positive for COVID-19 and received notification from NHS Test & Trace to self-isolate? | * Yes
* No - You will not be eligible for a Test & Trace Payment
 |
| Is the person who tested positive a member of your household? | * Yes
* No
 |
| Please provide your 8 digit NHS Test & Trace ID Number | If you have not received this number you will not be eligible for a Test & Trace Payment |
| Please provide the start date of your isolation period |  |
| Please provide the end date of your isolation period |  |
| **You must supply a copy of your NHS Test & Trace notification** |
| Self-Isolation Details for parents or guardians (on or after 8 March 2021 only) |
| Are you the parent or guardian living in the same household as a child aged 15 or young person under or aged 25 or under with additional support requirements who attend an education or childcare setting\*Only one claim per household | * Yes
* No - You will not be eligible for a Test & Trace payment
 |
| Child or young person’s name |  |
| Child or young person’s date of birth |  |
| Child or young person’s **main** address |  |
| Name of child or young person’s education or care setting and year group. |  |
| Name of contact, email and telephone details for the education or childcare setting. **The self-isolation information will be verified with your child or young person’s education or care setting** | Contact:Email:Telephone number: |
| Has your child or young person been told to self-isolate by NHS Test & Trace?If yes, please provide the 8 digit NHS Test & Trace ID Number | * Yes
* No

If No, see below |
| Have you had communication from your child or young person’s education or care setting confirming that they have had to self-isolate? | * Yes
* No

If No, see below |
| Has your young person aged 16-25 received a NHS COVID-19 notification telling them they have to self-isolate AND has an Education, Health and Care plan?If yes, please provide the 8 digit NHS Test & Trace ID Number | * Yes
* No
 |
| Please provide the start date of their isolation period |  |
| Please provide the end date of their isolation period |  |
| **You must supply either ;*** **a copy of your child or young person’s NHS Test & Trace 8 digit ID number and notification telling them to self-isolate OR**
* **a communication from their education or child care setting confirming they have to self-isolate OR**
* **a screen shot of the young person’s (aged 16-25) NHS COVID-19 app notification telling them to self-isolate AND evidence that the young person has an Education, Health and Care Plan.**
 |
| Income Details (all applicants) |
| What is your employment status? | * Employed
* Self-employed
* Not working - You will not be eligible for a Test & Trace Payment
 |
| **If you are self-employed, please provide proof of your self-employed status** |
| What is your job role? |  |
| **Answer if you are employed:** |
| What is your Employer’s name? |  |
| What is your Employer’s address? | Post code: |
| What is your Employer’s contact telephone number? |  |
| **Please provide your most recent pay slip** |
| **Answer if you are self-employed:** |
| What is the name of your business? |  |
| What is your business address? | Post code |
| **All applicants:** |  |
| Are you able to work from home? | * Yes - You will not be eligible for a Test & Trace Payment.
* No
 |
| Will you have a reduction in earned income? | * Yes
* No - You will not be eligible for a Test & Trace Payment.
 |
| Are you in receipt of any of the following benefits?Universal Credit, Working Tax Credit, Income-Related Employment and Support Allowance, Housing Benefit, Income Support, Income based Job Seekers Allowance, Pension Credit.If you are waiting for a decision, please select NO | * Yes
* No
 |
| If you have answered YES:Which benefits do you receive?If you are not in receipt of any of these benefits or you are waiting for a decision, please select NONE. | * Universal Credit
* Working Tax Credit
* Income-Related Employment and Support Allowance
* Housing benefit
* Income Support
* Income based Job Seekers Allowance
* Pension Credit
* NONE
 |
| If you do not receive any of the above benefits, you may still qualify for a discretionary payment if you will face financial hardship as a result of not being able to work while self-isolating and you have property related costs. |
| **Please provide proof of any property related costs (mortgage or rental agreement)** |
| **Please provide the most recent proof of your partner’s income (if applicable) as the discretionary payment will be assessed on your joint income.** |
| Bank Details (all applicants)This should be the account that you wish the payment to be sent to. |
| Account Holders name |  |
| Account number |  |
| Account sorting code |  |
| Name of Bank / Building Society |  |
| **Please provide your last 2 months bank statements for this account** |
| Submission |
| * **By submitting this application I confirm that the information is true and**

 **accurate.*** **I agree to stay at home and self-isolate for the required period.**
* **I understand that if I fail to do so, I will be required to pay the funds back and my contact details may be passed on to the police for further action.**

**The authority relies on your consent to access your records contained in NHS Test and Trace data system, for the purposes of confirming your eligibility for this scheme of payment.** **Please be aware that if you do withdraw your consent, you will no longer be entitled to the payments under this scheme.****Further information is available at:**<https://contact-tracing.phe.gov.uk/help/privacy-notice> **Your data will be processed under the terms of Tameside Metropolitan Borough Council Privacy Notice. You can view this here**<https://www.tameside.gov.uk/TamesideMBC/media/Data-Protection/Self-Isolation-Payment-Scheme-V3-0.pdf>**I agree with the above declaration:**Signed : Date:**Please send your signed application and supporting evidence to** supportpayments@tameside.gov.ukThank you for your application.A member of our team will check and verify all details in your application. You will receive email notification to notify you if your application has been successful. |