From 28th September 2020 to 31 January 2021 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 on or after 28 September 2020.
* You have responded to messages received from NHS Test and Trace (which will have been received via a combination of email, text, letter or phone call) in which you have provided your contact details and where you have tested positive, the details of your contacts.
* 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.

If you are not receiving one of these 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. You must provide proof of your property related costs eg. Rent/mortgage when applying

You are not eligible if:

* You are quarantining after travelling abroad (unless you tested positive during the 14 day quarantine period)
* You continue to receive full wages or self-employed income whilst you self-isolate
* You can work from home during the period of self-isolation
* You are no longer required to self-isolate i.e. Your period of self-isolation ends before the scheme launches on 28 September 2020
* You have not received a notification from NHS Test and Trace asking you to self-isolate

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

Eligible individuals can make a claim up to 14 days after their period of self-isolation ended. Local authorities should not accept applications after this point: for example, if someone was told to self-isolate until 10 December, they would have until 24 December to make a claim.

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

**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.

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 20/21 Self-Assessment tax return.

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-V1-0.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.

Support Payments Team
supportpayments@tameside.gov.uk

Please indicate correct responses in the box provided

|  |
| --- |
| Self-Isolation Details |
| 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** |
| Income Details |
| 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 DetailsThis 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** |
| 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** |
| 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-V1-0.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. |