1. **Third Party Verification Letter**

Third party verification needs to provide assurance from the date of enrolment. The letter has been written to ensure that it meets the National ESF requirements for eligibility.

If you wish to amend the letter please seek approval from London Councils of revisions to ensure that the letter maintains its eligibility and compliance.

The letter **must**:

* have the full name, organisation name, department/team, position and full address of both recipient and sender - **this helps show separation of duties**.
* State the date the participant was registered on the programme. Failure to do so will result in the enrolment date moving to the date the template is signed. This in turn will invalidate INA/AP/6 or 12hr support/left programme and education/ employment results that occurred prior to the actual enrolment date.
* State that the recipient of the letter has been assisting the participant and is therefore aware of their circumstances in the letter

Third party verification letters **must not** be backdated by Partners. Letters should be dated with the date they are sent.

Third party verification must be:

* authentic i.e. from an organisation that has been assisting the individual and so understands their current circumstances, and
* must be independent of this ESF programmes project management and delivery team.

The onus on checking eligibility rests ultimately with partners and therefore it is important that third party verification letters and templates submitted clearly show the separation of duties.

1. **Third Party Verification Template**

Third party verification template should be on the organisations own headed paper, or stamped with a company stamp, which in turn should be signed and dated by the signatory.

To ensure headed paper can be used, remove the header and footer logos have been removed from the template so that it can be copied onto the recipients headed paper.

The third party verification template **must not** be backdated by verifiers. Templates should be dated (by hand) with the date careers advisers/JCP officers/social workers/housing officers etc., with the date that they sign it.

Third party verification must be:

* authentic i.e. from an organisation that has been assisting the individual and so understands their current circumstances, and
* must be independent of this ESF programmes project management and delivery team.
* accompanied by the third party verification letter to be eligible.

The onus on checking eligibility rests ultimately with partners and therefore it is important that third party verification letters and templates submitted clearly show the separation of duties.