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| **Project ID** |  |  | **Participant ID** |  |

To access a programme of support funded by the European Social Fund we need you to provide evidence that shows you can live and work in the UK and evidence that shows your employment status i.e. whether you are employed, unemployed (and your length of unemployment) or if you are economically inactive. We must see an original and we will make a photocopy for our records.

**Attempts must be made to obtain an item from this preferred evidence list.**

**Living and working**

* Full passport (EU Member)
* Full passport (not EU Member State):
  + Passport either endorsed `indefinite leave to remain – proceed (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met
  + Some non-EEA nationals have an Identity Card issued by the Home Office in place of a visa, confirming the individual’s right to stay, work or study in the UK – these cards are acceptable
* National insurance number, either the plastic card or letter from HMRC (you must have the right to work or study in the UK to get a NINO)
* Letter from UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status)
* Birth/adoption certificate (EU Member State) (London Councils requires additional evidence to a birth/adoption certificate as outlined on the enrolment form)
* Residency permits for foreign nationals (usually in a passport)
* Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced)

**Employment status**

* DWP/Jobcentre Plus benefits decision notification letter - new claims award/decision or change of circumstances decision letter
* Referral/introduction letter from a ‘Statutory’ provider (DWP, Jobcentre Plus, National Careers Service or local authority)

**If all avenues to obtain evidence from the preferred list are exhausted the project officer must work with you to try to obtain other credible evidence.**

* Documents from ‘preferred evidence’ list that have recently expired
* Documents with partial information e.g. Surname but no first name
* Where you are not engaged with DWP/Jobcentre Plus: written confirmation from a third party that has been assisting you and understands and can verify your circumstances (e.g. NGO, voluntary organisation, charity, third sector/not for profit organisation, social services or other professional providing support and guidance etc.)
* As an alternative to written confirmation, sight of original case notes and support records are acceptable

**Project Officer**

**Alternative Evidence**

Where satisfied with alternative evidence, record the justification for proceeding, including:

* Reasons why the participant does not have any preferred evidence available and confirmation that credible and plausible reason has been provided and are accepted
* Explain why the alternative items provide evidence that the participant meets the criteria

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**Risk-based exception – self declaration rationale**

If no credible alternative documents are available, consider whether an exception to the evidence requirements can be justified (for audit) and is low risk. Where satisfied that, despite the absence of any evidence, the participant qualifies for support, document the justification for proceeding:

* Reasons why the participant does not have any preferred or alternative evidence available
* Document how the beneficiary/delivery partner has attempted to collect the required evidence
* Explain how/why the project is satisfied that the reasons provided by participant are credible/plausible

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**Risk based exception declaration**

**This approach must never be used for ease or speed instead of obtaining preferred or alternative evidence**

Ensure the project officer declaration includes:

* an explanation of why you are satisfied that the reasons provided by the participant are credible/plausible
* An explanation of why no preferred or alternative evidence is available

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| **Participant Declaration** | | | |
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| I confirm that I am legally able to live and work in the UK during the period of ESF support. I confirm that the Employment, Household and Barriers to employment sections of the London Councils ESF enrolment form are a true and accurate statement | | | 🞏 |
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| **Participant signature** |  | | |
|  |  | | |
| **Signature date** |  |  | |

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| **Project Declaration** | |
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| I confirm that I have worked with the participant to attempt to gather preferred and/or alternative evidence as noted above | 🞏 |
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| The information provided in the Employment, Benefits, Household and Barriers to employment sections of the London Councils ESF enrolment form is, to the best of my knowledge, accurate | 🞏 |
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| I confirm that the project will support the participant to apply for and gain the required preferred evidence to help them access work opportunities (copies will be kept for audit purposes) | 🞏 |
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| **Staff name** |  | |
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| **Job title** |  | |
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| **Staff signature** |  | |
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| **Signature date** |  |  |