**London Councils ESF Programme 2014-2020**

**Frequently Asked Questions –**

**Proof of Address**

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| Q1 | Does evidence of address have to be in the name of the participant? |
| A1 | It does. It can have both the name of the participant and their partner/husband/wife on it as long as the participant’s name is clear. It cannot only have their partner’s name. If this is a problem for a participant we suggest asking the receptionist at the school/GP their family goes to for a letter confirming this address. |

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| Q2 | Can a driving license be used with a date of issue of over 12 months? |
| A2 | No, if a driving license is used as proof of address, the date of issue needs to be less than 12 months old. If this is not the case, please include newer evidence i.e. utility bill, bank statement that is more recent.  However if a participant only has a proof of address that post-dates their enrolment then that, along with the driving license can be used to prove address. It proves the participant was residing at that address over a year ago is still at that address currently, therefore it must have been their address at the time of enrolment too. |

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| Q3 | A participant is down as homeless. Their only proof of address is over the allowed 3 months. Do they need newer evidence? |
| A3 | If a participant is homeless please complete the homeless declaration with them. 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 correct evidence, the participant qualifies for support, document the justification within the homeless declaration. |