**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 | Yes, it does. It can have both the name of the participant and their partner, housemate or children on it as long as the participant’s name is clear. It cannot just have their partner’s name. If this is a problem for a participant, we suggest asking another organisation such as their GP or their children’s school 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 – this can post-date the enrolment date as long as it matches the address on the driving license. |

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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 risk exemption form 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 form. |