

Date:

Name of Referrer:

Contact Number:



Food Parcel Support

Once completed, please return to Shirley Children's Centre. If you have any queries, please contact the Children's Centre on 020 8777 2119. **Please read the guidance notes overleaf**

Parent/Carer Name	
Address	
Postcode	
Contact Number	
Please state the ages of all children under 16 years living in the home	
Have the family completed a children's centre registration form (please attach the form if they have)	
Does this family need any on-going support from the children's centre? Please specify	
Please state the reason why a food parcel is needed i.e. debt, delayed wages, delayed benefits etc.? <u>Please provide proof where possible</u>	<u>Support Workers - Please initial if you have seen or know there is need</u>
Please state any allergies or intolerances	
Please state if you need any essential items? i.e. toiletries etc. <u>Please be specific</u>	

Please let the family know that you are passing this information onto the children's centre and that we may contact them to offer additional support and invite them to attend our services. Thank you.

For office use only – **PLEASE ENSURE ALL INFORMATION IS INPUTTED ON THE SERVER**

Which food parcel was issued? (Please circle the relevant ones)	SEP	S	CFB
Date the last food parcel voucher was issued on			
SOA			
Including this one, how many food parcel vouchers have been issued?			
Signed (SCC Staff only)			

Guidance for completing a Food Parcel Form

This guidance is to help practitioners complete this food parcel form when children's centre staff are not available. It is designed to give information about how the process works and to ensure that those who need the service most receive the help they need. We recognise that it can be very upsetting and embarrassing applying for a food parcel, but we aim to be as sensitive as possible and not ask any unnecessary questions.

The food parcel service is a partnership between The Shrublands Trust, Shirley Children's Centre and Croydon Foodbank. Our primary focus is reaching those who have a child under the age of 5 years, but families from across the area can be referred to the centre as well as those who have no children. The aim of the food parcel service is to provide short term temporary help to those who are in crisis. Families can be referred from across the borough, although the majority of families live in the Shirley area. With the introduction of Universal Credit, we recognise that some families may have to wait up to 6 weeks for a decision and so it is important for the children's centre to be flexible.

Food parcels are available as follows:

The Shrublands Trust – 1 parcel per month

Shirley Children's Centre – 1 parcel per fortnight

Croydon Foodbank – 1 parcel per month

Completing the form

Please complete the form with as much detail as possible so that The Shrublands Trust will have a good idea of what is needed by the family. Please be clear about anything a family does not like or have an allergy/intolerance to. It is important that the form is specific as possible to ensure a family's needs are met. If there is a child under the age of 5 years, could you please ask the family to complete a children's centre registration form, so the centre can make contact and discuss all the services on offer. Please write all details clearly or use the word version of the form and type on the form.

We ask that family's provide proof of need to ensure we can signpost to other services which may also be of help. Proof of need can include:

- Official DWP letter
- Receipts for any additional money being paid
- Any other official letter which helps to explain why help is needed

Without proof, it may not be possible to proceed with the application. If the application is being completed by a support worker, please indicate that you have seen or you know proof of need by initialling that column which will be sufficient for the centre to pass the form on to The Shrublands Trust.

Once completed, the form will be taken over to The Shrublands Trust and they will contact the applicant when the parcel is ready for collection.

If you have any queries, please contact Shirley Children's Centre on 020 8777 2119.