



How to Apply for Food Aid

Please complete this referral form if you wish to refer someone for assistance from Highams Park Food Aid. We do not accept direct applications from Clients and all applications must be referred by a referee; a list of people who can act as a referee is detailed below.

Or scan and send to highamparkfoodaid@gmail.com

Your referee can be any one of the people listed below, such as your:

- Social Housing Officer
- GP
- Midwife or Doctor
- London Borough of Waltham Forest Officer
- School Staff
- An Officer of any Religious Institution
- Citizens Advice
- Rehab worker
- Probation Officer
- Refuges
- Credit Union Officer
- Trades Union Officer
- Local Political Party Officer
- Migrant Organisation
- Officer of any other Welfare Institution

If you do not have anyone who can refer you, please contact us on highamparkfoodaid@gmail.com and we will advise you what to do.

Please read the guidance below and answer the questions in the following pages. When you have completed the form, please post, or deliver a signed copy to:

Highams Park Food Aid
All Saints Church
Church Avenue
London
E4 9QZ



Highams Park Food Aid Referral Form

Section 1: Introduction

Welcome to the referral form for applicants in need of "food aid" from the Food Hub managed by Highams Park Food Aid (HPFA) at All Saints Church, Church Avenue, London E4 9QZ.

Please read the following information below before completing the form:

- To be eligible, clients must be resident in Waltham Forest and live in Highams Park (North of the A406)
- Clients must be referred by a referee or by another food hub who cover a different locality or who do not have the resources to support this applicant. We do not accept self-referrals.
- The client must be aware and agree to you making this referral on their behalf. Quite detailed information is required, so you may find it easiest to complete this form with the client.
- A mobile phone number for the client is essential for us to provide information on how to collect food aid. If the applicant does not have a mobile phone, we will need an alternative contact mobile phone number.
- Under the General Data Protection Regulation (GDPR) provisions, by making this referral it is assumed you (the referee) give permission for your personal data entered on the form to be held by HPFA whilst the client is receiving support from HPFA. If you do not wish your details to be retained, please email highamparkfoodaid@gmail.com

Please make the prospective client aware of the following:

We do not charge or 'means test' for this service, as it is for anyone finding themselves in need at this time. If they are already receiving food from another food bank they are not eligible to apply unless the other food bank is no longer able to support them. In such cases we will only take referrals directly from the other food bank as we will need to understand why they can no longer meet their needs.

Process

The Food Hub operates between 11am – 1pm on Tuesdays and Thursdays at All Saints Church. We will contact the applicant to check their details with them within a week of a referral being received. At that point they will be asked to make a GDPR declaration so we can retain their personal data and share it with other food banks, if appropriate.

- The applicant will be issued with a time slot on either Tuesday or Thursday to collect their food.
- If an applicant cannot make their allocated slot time, they can ask for it to be rearranged.
- We encourage all clients to attend in person so they can choose the items they require. We do not issue 'standard' food packages.

Please complete every section. If a question does not apply please write N/A or enter the number zero ("0") on the answer line.

On completion, please return this form to:

Highams Park Food Aid,
All Saints Church, Church Avenue, Highams Park, London E4 9QZ

Section 2: Client Information

Data Protection information to be read to the Client:

Under the GDPR regulations we must have your (the Client's) consent to hold and use the information you have provided on this form. We would like to hold your information on our database to be able to provide you with food aid and inform you of other services provided by the Hub. We may share your name and address with other food banks in the Borough. By entering information on this form and sending it to us you (the Client) consent to the above. You can remove this general permission, or any part of it, at any time by emailing us at highamparkfoodaid@gmail.com

If you wish to find out more, you can view a copy of Highams Park Food Aid's GDPR policy by clicking on this link tinyurl.com/HPFA-GDPR-Policy

Please enter below the details of the Client you are referring to us.

Client's First Name:		Surname: (Second Name)	
Address: (including Postcode)			
Email Address:			
Contact Numbers:	Landline	Mobile	

Section 3: Alternative Contact Details

Just in case we have difficulty contacting the client at any time, please provide us with alternative contact details, eg a carer, close friend or relative. The alternative contact person must be over eighteen years old and agree to their details being given to us.

Relationship with Client: (eg Sister, Carer, Son etc)			
Contact's First Name:		Surname: (Second Name)	
Address: (including Postcode)			
Email Address:			
Contact Numbers:	Landline	Mobile	

Section 4: Family Information

How many adults in the Client's household (over 16 years old)?	
How many children in the household (below 16 years old)?	
How many people in the household will require meat/non-vegetarian food?	
How many people in the household will require vegetarian food?	
How many people in your household will require vegan food?	

Section 5: Referee Information

First Name:		Surname: (Second Name)	
Organisation			
Address: (including Postcode) – please stamp to verify organisation if possible			
Email Address:			
Contact Numbers:	Landline	Mobile	

Section 6: Reason for Emergency Food Aid Referral (Please tick all the boxes which apply to the Client)

Unemployed		COVID - 19	
Benefit Delay		Debt	
Benefit Changes		Salary Delay	
No Recourse to Public Funds		Illness	
Low Income		School Holidays	
Other (please enter reason)			