

Guidance for completing statement of spend Template for the Household Support Fund

Before completing this template, please refer to the 'Reporting Requirements' section of the Please complete all five tables in the template.

Both the July and October returns should cover the actual value of grants made to vulnerable households. Net of (not including) any under or late spend.

You need to return two tranches of MI as shown in the table below.

Reporting Period		Deadline for Return
01/04/2022	30/06/2022	22/07/2022
01/04/2022	30/09/2022	21/10/2022

Please name the tab of your MI return as follows:

Look up the reference number (RRR) for your Authority under the 'LA involved' tab

For the July return add your LA reference number (RRR) and add name to the tab 'July Template'. For example, Bedford Unitary Authority should rename the tab "July Template

Similarly when making the October return, Bedford should rename the tab "October

When making your return to DWP; please attach and name the excel spreadsheet as follows -

Filename HSFMIRRR_YYMM (where RRR is your LA reference number and date of return

Send the completed MI, **including the name of your LA in the 'subject line'** to:

lawelfare.pdt@dwp.gov.uk

Notes

Each MI return must include your Chief Finance Officer / Section 151 Officer's name and email address and to provide assurance on validation of funding spend. **We also require**

you to copy the email of your Chief Finance Officer / Section 151 Officer into the

Reasonable administration costs are funded as part of the grant.

At least one third of the funding must be awarded to families with children.

At least one third of the funding must be awarded to pensioners.

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