

Intervention or Employment/Training Budget

Intervention Budget £200	Employment and Training for Work Budget (Personal Budget) £200
<ul style="list-style-type: none"> • Comes with every participant ready to use • Purpose: to enable the participant to achieve their action plan. • Includes – ID cost if required for signing up evidences, travel costs for meetings with PN etc, DRO costs, any cost associated with financial capability courses/ learning, other courses such as ESOL, IT • The list is not exhaustive but anything beyond the above, please email to check if expenditure may be eligible. 	<ul style="list-style-type: none"> • Only for those participants moving into employment or training related to employment. • Purpose: costs related to employment or training that will help someone to get employment. • Includes – workwear, haircuts, travel costs for course or interview, training costs. • Beyond the above, please email to ask. • <i>Separate authorisation required</i> If using this budget, if over £50 please complete app F Employment & Training (Pers Budget) form and send to Emma for authorisation first. Under £50 you can go ahead and spend it.

Intervention Budget up to £200

Please fill the Annex N and I and should be signed by PN and Participants

Employment and Training up to £200

Spend under £50 go ahead and make spend as normal.

Spend more than £50 please fill the personal budget claim form and send to Emma to authorise
(Please write Personal budget on Annex N)

For either spend ensure that expenses can be justified and traced back to PFRP.

Please fill separate form if expenses don't occur on
same day.

Update participant intervention excel sheet- all the
evidence must be retained and attached to Annex N.

End of the Quarter please pass details to finance department to
report actual spend on the participant expenses.

Any questions regarding intervention budget or personal
budget please email Emma.bates@stannadvice.org.uk

OR

Sheetal.sharma@stannadvice.org.uk