**‘Money Sorted in D2N2’ Referral form**

‘Money Sorted in D2N2’ is a project for people in Derby, Derbyshire, Nottingham, Nottinghamshire, of working age, who are not working. We help people improve their skills, knowledge and confidence with money and their financial well-being.

1. **Is the person unemployed** [ ]  **or economically inactive** [ ]  **neither** [ ]

**NAME:**

2.

**Address:**

3.

4.

**NI No:**

**Phone no:**

**Date of birth:**

5. Reason for referring the person to the project and how it fits with our project purpose?

6. Please confirm you have explained the project to the person or given them a leaflet [ ]

7. Is the person receiving support from elsewhere? yes [ ]  no [ ]

 If yes please give details? …………………………………………………………………………………………………..

8. Are there any safeguarding issues the worker should be aware of? yes [ ]  no [ ]

 If yes, please detail below in full all risk assessment info.

 NB Our staff may meet people one to one in the community or sometimes at home, so all details required.

9. As part of our project, we have resources to support participants towards future employment opportunities. Is this something the person is interested in?

**Yes/No/Maybe (please circle)** If no, please give reasons why:

10. Signature consent of person being referred:

11. Date of referral:

12. **Referrer’s Details:**

Referrer’s Name (print) and Organisation:

Referrers email address: Referrer’s Telephone number:

Please tell us how you are connected to the participant.

13.

Please complete form in full before sending to Personal Navigator

Head Office Neighbourhood Centre, Robin Hood Chase, St Ann’s, Nottingham. NG3 4EZ

Telephone: 0115 908 1534 E-mail: info@moneysortedind2n2.org

 