**E-Voucher Template**

 **Email completed voucher to:** vouchers@westberks.foodbank.org.uk

FAIR PROCESSING NOTICE (please read to clients): *We use your personal information to help understand your needs and provide you with emergency food & support. Basingstoke Foodbank and the Trussell Trust are data controllers and have a legitimate interest to use the information about you for statistical and research purposes to show how foodbanks are being used, and why they are needed. Access to your information is restricted and can only be seen by the agencies who refer you, and authorised people in Basingstoke Foodbank and the Trussell Trust Foodbank Network who need to do so for foodbank reasons. To find out more about your rights or about how we keep your information safe, visit* [*http://trusselltrust.org/privacy*](http://trusselltrust.org/privacy) *or please ask the Foodbank. (Reg. Charity 1151996)*

This voucher has no monetary value, cannot be used by another person, and should be used within **1 week** of issue.

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| **Clients first & last names:** **(Include NAMES of all dependant adults in household)** | **Agency name:**  |
| **Client address:** | **Agency contact phone:**(We will use this number if there is a query) |
| **Postcode:** |  | **Person issuing:**  |
| **Client phone:** (We will use this number if we need to confirm anything with the client) | **Date of issue:**  |

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| **Number of people the voucher is for (by age group)** (Write in words e.g. two or if none put cross. Include temporary guests) |
| 0-4 | 5-11 | 12-16 | Children not specified age | 17-24 | 25-34 | 35-44 | 45-54 | 55-64 | 65-74 | 75+ | Adults not specified by age |
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| **Is the person referred a partner or spouse of Is the person referred a parent or carer for any of** **Anyone in the household?** (please click on **ONE** option)  **the household?** (please click on **ONE** option) [ ]  Yes [ ]  Yes [ ]  No [ ]  No [ ]  Prefer not to say [ ]  Prefer not to say [ ]  Unable to ask [ ]  Unable to say |
| **Ethnic group of persons being referred** The ethnicity entered here is not visible to the foodbank or the Trussell Trust after the voucher has been issued, and individuals are not identified in any reports. Collecting this data enables the foodbank to look at trends and create reports on the ethnicity of people referred to them compared to the local area.Please ask for the explicit consent of the person being referred to record this information.**White Mixed** [ ]  White [ ]  Mixed or multiple ethnic groups **Asian**[ ] Indian [ ]  Pakistani [ ] Bangladeshi [ ]  Chinese [ ]  Any other Asian background**Black** [ ]  African [ ]  Caribbean [ ]  Any other black background**Other ethnic group** [ ]  Irish traveller [ ]  Arab [ ]  Any other ethnic group**No answer** [ ] Prefer not to say [ ] Not asked. Page 1 of 2 |

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| **Source of income in the household** (please click on ONE option if relevant) [ ]  Earnings, no benefits [ ]  Benefits, not earning [ ]  No income [ ]  Unable to ask. Includes pension income.  [ ]  Earning and benefits. [ ]  Income but no or insufficient access to it. [ ]  Declined to answer. Includes child benefit. For example, no access to a bank account |

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|  **Reasons for referral** (please click up to FOUR options)**Financial-earnings related Financial-benefits related.** [ ] Change in work hours. [ ] Benefit delay.  [ ] Unemployment following permanent work. [ ] Benefit deduction due to overpayment or [ ] Unemployment following temporary work. benefit advance. [ ] Delay in or awaiting other income. [ ] Benefit reduction due to change in eligibility. [ ] Benefit reduction due to sanction.**Financial-debts, costs and expenses** [ ] Awaiting first benefit payment for less than a [ ] Priority debt month. Priority debts will cause you serious problems [ ]  Awaiting first benefit payment for more than a If you don’t do something about them soon. Month. For example, rent or mortgage, gas or electricity Bills, court fines. [ ] Non-priority debt. Non-priority debts include credit cards, Unsecured loans, loans from friends and family. [ ] Cost of dependants has increased. For example, if costs Increased due to summer holidays. [ ] Rising costs of essentials. [ ] Other unexpected expense.**Personal circumstances Health No Answer** [ ] Insecurely housed. [ ] New physical or mental health condition. [ ]  None applicable. [ ] No access to financial support [ ] Ongoing impact of physical or mental health [ ] Declined to answer. due to immigration status. condition. [ ]  Unable to ask. [ ] Loss of support from friends [ ]  Change in existing physical or mental health or family. condition.  [ ] Change in relationship status.  [ ] Domestic abuse. [ ] Change in dependants.  |
| **Any other relevant information to help with processing and collection of items:** |
| **Referrers checklist:** |
| 1. Client is aware they can collect their 7-days’ food, toiletries, washing items from any of our 4 centres within

one week of voucher issue date. |
| 1. Client will take ID or proof of address, & carrier bags if available.
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| 1. If client has arranged for others to help collect on their behalf. **Please give name:**
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**For locations & opening times see:** https://westberks.foodbank.org.uk; West Berks Foodbank Facebook page or our information leaflet. Registered Charity 1151996 Page 2 of 2