**Duty to refer referral form**

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| **Referrals to Sheffield City Council** | | | | |  | |
| NOTE: Service users can chose which local housing authority they wish to be referred to. However, it is advisable for them to choose a local authority with which they have a local connection. In general, a service user is likely to have a local connection to an area if they live or have lived there, wok there or have a close family connection. However, a service user should not be referred to an area where they would be at risk of violence.  A guide to the Duty to Refer is available from [www.gov.uk](http://www.gov.uk), and includes advice on the duty to refer and local connection. | | | | | | |
| **(1A) Written Consent to share information**  I agree to the information on this form being shared with Sheffield City Council. I understand that the Council may use this information to contact me, and to help assess my needs for assistance with housing and that I am not making a homelessness application.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NOTE: The service user must give consent to the referral. Referrers are advised to obtain signed consent to the referral; however, oral consent can be provided. With oral consent, the referrer must complete box **1B**. | | | | | | |
| **(1B) Oral Consent to share information**  Having discussed the accommodation status of \_\_\_\_\_\_\_\_\_ (*insert service user name)* the service user, I can confirm that they provided me with oral consent to refer their case to \_\_\_\_\_\_\_\_ Council. I explained to the Service User that the Council may use this information to contact them and to help assess their needs for assistance with housing and that this is not a homelessness application. | | | | | | |
| **Signed** | **Public authority** | | | | | **Date** |
| **(1C) Written consent for Sheffield City Council to feedback to referrer**  **Service user:** Do you want Sheffield City Council to provide feedback on the outcome of this referral to the person / organisation which has made the referral.  Yes / No  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Referrer** – please indicate if you would like this feedback to be provided, if consent is indicated above. Yes / No | | | | | | |
| **Core information** Please note that sections 2 – 4 must be filled in. | | | | | | |
| **(2) About the referring professional (to be completed by the professional)** | | | | | | |
| Public authority referring (e.g. prison, hospital, etc.) | | | |  | | |
| Role of person referring (e.g. social worker) | | | |  | | |
| Name of referrer | | | |  | | |
| Address of referrer | | | |  | | |
| Email address of referrer | | | |  | | |
| Phone number of referrer | | | |  | | |
| Name and contact details of any other person who could be contacted for further information, if not the referrer (e.g. a support provider) | | | |  | | |
| **(3) Information and contact details for the service user being referred** | | | | | | |
| Name | | |  | | | |
| Household composition (e.g. single person, couple, family with X children/X adults) | | |  | | | |
| Current address (if applicable) | | |  | | | |
| Home telephone number | | |  | | | |
| Mobile number | | |  | | | |
| Email address | | |  | | | |
| Gender | | |  | | | |
| Date of birth | | |  | | | |
| Language and communication needs (identify any assistance the service user will need for an assessment to be completed) | | |  | | | |
| **(4) Main reason for referral** | | | | | | |
| What is the main reason you are referring the individual? | | | I believe they are homeless / I believe they are threatened with homelessness | | | |
| Please explain your answer (e.g. “they are facing eviction from their home”) | | |  | | | |
| **Additional information**  Please provide any additional information you are aware of which may help housing options officers support the individual. | | | | | | |
| **(5) Current accommodation** | | | | | | |
| What type of accommodation is the individual currently living in? | |  | | | | |
| If the service user is threatened with homelessness, on what date are they likely to become homeless? | |  | | | | |
| If the service user is due to leave prison or hospital, or is leaving the armed forces, with no accommodation available, please state when the release/ discharge will take place. | |  | | | | |
| **(6) Are there any additional needs/risks to be aware of?** | | | | | | |
| Additional needs/risks might include:   * previous history of sleeping rough * lack of support from family/friends * history of substance misuse * risk of domestic or other abuse | |  | | | | |
| **(7) Relevant medical information** | | | | | | |
| Please provide information on any physical or mental health needs that the service user has, and any treatment that they are receiving | | |  | | | |
| **(8) Other information** | | | | | | |
| Please provide any additional information. In particular, are there any known risks to staff visiting the service user at home or any other issues that we need to be aware of prior to initial contact? | | |  | | | |
| Sending the referral | | | | | | |
| Referrals can be made by sending this referral form to Sheffield City Council’s Housing Advice and Options team at the following email addresses:  [dutytorefer@sheffield.gov.uk](mailto:dutytorefer@sheffield.gov.uk)  This is **not** a secure email address. You must password-protect the referral form attachment, and send a subsequent email with the password.  [dutytorefer@sheffield.gcsx.gov.uk](mailto:dutytorefer@sheffield.gcsx.gov.uk)  This is a secure email address. However, the contents of the email will only be secure if the referral is sent from a secure email address, too. | | | | | | |