**Dundee City Council - Working for Families Provision**

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| **Specialist Support for: Jobless residents in Dundee, low income families (less than £20,000 pa)** |
| **What are we doing and how are we doing it?** | We provide advice to clients with children about their childcare options and availability including nurseries, registered childminders, breakfast clubs, afterschool clubs, Child Benefit, Tax Credits, etc.We may be able to issue funding to low income families who require support to secure child care places when the client starts new employment. Funding may also be available for families who require childcare whilst they attend employability training and the training being undertaken significantly enhances their chances of employment. If the client is going through a crisis, funding can also be provided if the situation the client is in has a significant impact on their ability to sustain their employment.Funding is available for clients which will assist with removing barriers to employment, i.e. help with travel expenses (provision of bus passes/tickets), work clothes or if they require assistance with living expenses. This funding can also be accessed for those clients who have been signed off from receiving benefits as they are starting work and are waiting for their first wage to be paid and no other funding available.Clients will attend an appointment with a Working for Families Advisor who will assess their eligibility and discuss their individual circumstances and entitlement to funding.  |
| **Who’s Eligible?** | Clients who are unemployed, on low income and reside in Dundee.Clients who are employed but their household income is less than £20,000 and reside in Dundee. |
| **Target Audience:** | Those clients in Dundee who require and are eligible for financial support with childcare costs, living expenses, travel expenses and work clothes. |
| **When can we apply?** | Anytime – Mon-Fri 9am-5pm |
| **Where will it be held?** | Working for Families is based in the Community and in Dundee House, 50 North Lindsay Street Dundee. Please call for further details on when and where we are based in the Community. |
| **How do we refer?** | Use the form at the end of this guide or Click on the link [here](https://www.dundeecity.gov.uk/employability-map/referral-form) for a copy of the referral form and send it to the contact below. |
| **Contact Details** | Name: Carol McKelvie or Sandra KelbieTel: 01382 434519/01382 434106Email: carol.mckelvie@dundeecity.gov.uk or Sandra.kelbie@dundeecity.gov.uk |
| **Stages Covered** | 2 |
| Additional InformationIncome and expenditure checks are done at the initial appointment with the client to check their eligibility **and proof of income, tax credits and ID should be provided by the client at the interview.** If the client information is not provided, another appointment would need to be made which could delay childcare payments etc. and may cause further hardship for the client. We may not be able to assist those who are receiving Universal Credit. |