### 1. Background

1.1 In September 2020 the government announced a grant payment for those in financial difficulties who had been asked to self-isolate from 28 September 2020. This included mandatory and discretionary grant schemes.

1.2 The discretionary grant is aimed at people who work, and would suffer Financial hardship, as a result of being asked to isolate by test and trace

These grants are aimed at adults that:

* have been told to stay at home and self-isolate, on or after the 28 September by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive
* are employed or self-employed.
* are unable to work from home and will lose income as a result
* are not currently receiving Universal Credit, Working Tax Credit, Employment and Support Allowance, Jobseeker’s Allowance, Income Support, Housing Benefit and/or Pension Credit; and
* are on low incomes and will face financial hardship as a result of not being able to work while they are self-isolating.

Local authorities can introduce additional criteria to determine eligibility for discretionary payments in their area, as long as these operate in addition to, rather than instead of, the criteria set out above.

Eligible individuals will receive their £500 payment on top of any Statutory Sick Pay (SSP) that they may receive.

### 2. Basic Eligibility Criteria

2.1 This scheme covers Test and Trace payments for those people ineligible from receiving a grant because they are not in receipt of benefits.

2.2 The grant criteria are as follows. Individuals must

* have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive.
* have signed up and completed the test and trace journey. Receiving the initial notification to isolate will not qualify for the grant.
* be employed or self-employed.
* be unable to work from home and will lose income as a result.
* not be currently receiving Universal Credit, Working Tax Credit, Employment and Support Allowance, Jobseeker’s Allowance, Income Support, Housing Benefit and/or Pension Credit.

2.3 In addition to the above criteria the following criteria have been determined by the

Council.

Individuals will only be eligible for the award of one grant per period of isolation, overlapping periods of isolation will not qualify.

2.3.1 For periods of isolation from 28 September 2020 to 30 April 2021

Individuals must satisfy both of the following criteria:

* Annual income must be less than £20,000 a year gross
* Savings must be less than £1000

And one of the following

* Be on Statutory Sick Pay
* Have applied for benefit (Universal Credit, Working Tax Credit, Employment and Support Allowance, Jobseeker’s Allowance, Income Support, Housing Benefit and/or Pension Credit.) that has not yet been assessed. Applicants will need to explain the change that resulted in them making the application. Single full-time students will not generally qualify for benefit, and will therefore be ineligible for a discretionary payment even if they have applied. Applying for benefit simply to access Discretionary Test and Trace support is also ineligible.
* Have no recourse to public funds.

2.3.2 In response to additional funding for periods of isolation from 1 May 2021 onwards

Individuals should not be single full time students and must satisfy both of the following criteria:

* Annual income must be less than £20,000 a year gross
* Savings must be less than £6000

### 3. Taxation

These payments will be subject to income tax, but they will not be subject to National Insurance Contributions (NICS). The Council will provide information to Her Majesty’s Revenues and Customs (HMRC) in relation to any payments made.

### 4. Fraud

4.1 By accepting a grant payment, the individual confirms that they are eligible for the grant scheme

4.2 The Council and the government will not accept deliberate manipulation and fraud and any individual caught falsifying their records to gain grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

4.3 The Council will use all available tools to identify potential fraud before and after payment, by submitting an application you are consenting for the Council to share the data on the application form for the purposes of validating the claim with any appropriate organisations. If you do not consent to the sharing of the information the claim will be deemed invalid.

### 5. Funding

5.1 The government are only providing limited funding to the scheme, and the individual elements of the scheme will be prepared to maximise the funding to the individuals in Guildford.

5.2 The government have not explicitly stated that additional funding will be available should any Council exceed its allocation.

5.3 The government initially intended this scheme to run until 31 January 2021, but it was subsequently extended

5.4 Partially completed applications will be deemed invalid, or applications which do not clearly provide the information required will be deemed invalid.

5.5 The Council reserves the right to reject an application if it does not meet the criteria listed.

5.6 If government funding permits, the scheme may be extended or re-opened for additional applications.

### 6. Right of Appeal

6.1 There will be no right of appeal.

6.2 A challenge to a grant decision can only be made on a point of law through the courts.

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