

**EMPLOYMENT GRANT ELIGIBILITY CRITERIA**

As well as being either registered unemployed or out-of work, the recruit, if supported through the grant must have a minimum **TWO** additional criteria as detailed in this document. The evidence must be received as soon as possible and at the latest, by the first claim. The list and evidence at first may appear daunting however please discuss with the employability team as it is not as complicated as it first looks! We can assist you in gathering the evidence of eligibility.

Employability Team Telephone 01463 702771 or email [employability@highland.gov.uk](mailto:employability@highland.gov.uk)

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| **As well as being either unemployed or out of work, the recruit (to qualify for the grant) must fit in to AT LEAST TWO of the following criteria. Evidence is required to be provided of these. Please do not hesitate to contact the Employability Team (01463 702771) or** [**employability@highland.gov.uk**](mailto:employability@highland.gov.uk) **if you require any further clarification. Where the evidence refers to ‘referral form from recognised agency’ please contact the Employability Team.** | | |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **1** | **Recruit from a remote rural area**  **Geographical areas are classified as one Eligibility Criteria.**  **By selecting Remote and Rural area can not select deprived areas.** | Living in a defined rural area: PLEASE CHECK THE POSTCODE LISTS AT [WWW.HIGHLAND.GOV.UK/EMPLOYGRANTS](http://WWW.HIGHLAND.GOV.UK/EMPLOYGRANTS)  Or call the employability Team on 01463 702771 email [www.employability@highland.gov.uk](http://www.employability@highland.gov.uk)  **Evidence Required:** Evidence of address such as utility bill, driving licence etc.  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants address. (DWP, Local Authority Service etc). **Speak to the Employability Team about this.** |
| **2** | **From Employment deprived areas**  **Geographical areas are classified as one Eligibility Criteria.**  **By selecting employment deprived area can not select Remote Rural area.** | Residing in the Scottish Index of Multiple Deprivation most employment deprived geographies. PLEASE CHECK THE POSTCODE LISTS AT [WWW.HIGHLAND.GOV.UK/EMPLOYGRANTS](http://WWW.HIGHLAND.GOV.UK/EMPLOYGRANTS)  Or call the employability Team on 01463 702771 email [www.employability@highland.gov.uk](http://www.employability@highland.gov.uk)  **Evidence Required:** Evidence of address such as utility bill, driving licence etc.  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants address. (DWP, Local Authority Service etc). **Speak to the Employability Team about this.** |
| **3** | **Long Term Registered Unemployed** | Individuals who are registered as unemployed and in receipt of Jobseekers Allowance, ESA (Work Related Activity Group or Universal Credit.   * More than 6 months continuous unemployment (under 25) * More than 12 months continuous unemployment (25 and over)   **Evidence Required:** Recent (within 6 months) award letter detailing benefits payments  **OR** Copy of the individual’s recent bank statement show benefit payments  **OR** Signed referral form DWP/Job Centre  **OR** ES40 (job seekers Card)  **OR**Local Authority account information eg: Citizens Account. (Where data has supplied or verified by DWP.) |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **4** | **No Work Experience** | Individuals who have no experience of paid employment  **Evidence Required:** Evidence should be provided by the participant to confirm whether they have any work experience (in this case, a signed registration form is acceptable).  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants address. (DWP, Local Authority Service etc). **Speak to the Employability Team about this.** |
| **5** | **Low Skilled** | Individual’s highest level of qualification is at ISCED Level 2 or below. Eg National 4, Intermediate 1 or general standard grade or below.  **Evidence Required:** Evidence should be provided by the participant to confirm whether they are low skilled (in this case, a signed registration form is acceptable).  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (DWP, Local Authority service, SDS, specialist services, etc) **Speak to the Employability Team about this.** |
| **6** | **Living in a Jobless Household** | Households where no member is in employment i.e. all members are either unemployed or inactive. A household is defined as having common arrangements, sharing household expenses or daily needs and is a shared common residence.  **Evidence Required:** Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (Housing Association, Local Authority Service etc). **Speak to the Employability Team about this.**  **OR**  Evidence should be provided by the participant to demonstrate that they are living in a jobless household – in this case a signed registration form is acceptable. |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **7** | **Living in a jobless household with dependent children** | Jobless" and "households" are defined above. “Dependent children refers to individuals aged 0-17 years and 18-24 years if inactive and living with at least one parent.”  "Jobless" and "household" are defined above.  **Evidence Required:** Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (Housing Association, Local Authority Service etc). Speak to the Employability Team about this.  Or  Evidence should be provided by the participant to demonstrate that they are living in a jobless household with dependant children – in this case a signed registration form is acceptable.  Or  If in receipt of benefits an award letter detailing benefits i.e. Child Benefit or copy of the individual’s bank statement showing benefit payments |
| **8** | **Living in a single adult household with dependent children** | “An ‘adult’ is a person above 18 year of age” "Jobless" and "household" are defined above  **Evidence Required:** Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (Housing Association, Local Authority Service etc). Speak to the Employability Team about this.  **OR**  Evidence should be provided by the participant to demonstrate that they are living in single adult household with dependent children – in this case a signed registration form is acceptable.  **OR**  If in receipt of benefits an award letter detailing benefits i.e. Child Benefit or copy of the individual’s bank statement showing benefit payments |
| **9** | **Primary Carer of older person** | Primary carer for a person over the age of 65 (this is the threshold used to qualify for Attendance Allowance).  **Evidence Required:**  In receipt of benefits: Award letter detailing benefits e.g. Carers Credit, Carers Allowance **OR** Copy of the individual’s bank statement showing benefit payments.  Not in receipt of benefits: Evidence should be provided by the participant to demonstrate that they are the primary carer of an older person. (in this case, a signed registration form is acceptable)  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. **Speak to the Employability Team about this.** |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **10** | **Primary Carer of a child/children**  Please note this relates to a young person with specific support needs. | Primary carer of a child/children (under 18) or adult.  **Evidence Required:**  In receipt of benefits: Award letter detailing benefits e.g. Carers Credit, Carers Allowance **OR**  Copy of the individual’s bank statement showing benefit payments **OR** Signed referral from DWP.  Not in receipt of benefits: Evidence should be provided by the participant to demonstrate that they are the primary carer of a child/children (under 18) or an adult. (in this case, a signed registration form is acceptable)  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (DWP, Local Authority service, specialist services, etc) **Speak to the Employability Team about this.** |
| **11** | **Disability** | “Participants with disabilities” are people who are registered disabled according to national definitions.  **Evidence Required:** Evidence that the individual is registered disabled where available.  In receipt of benefits: Award letter detailing benefits e.g. Disability Living Allowance **OR** Copy of the individual’s bank statement showing benefit payments  Not in receipt of benefits: Evidence that the participant can demonstrate that they have a disability. (in this case , a signed registration form is acceptable)  **OR**  Signed referral from recognised agency/ service who can reasonably be considered to have an accurate knowledge of the participants circumstances (DWP, Local authority service, Specialist 3rd Sector Agency, etc  **Speak to the Employability Team about this.** |
| **12** | **Mental health issues** | Mental Health issues affect the way an individual thinks, feels and behaves, often has an impact on their day-to-day life and their ability to relate to others.  The following list is indicative, but not inclusive, of the range of mental health issues that may be experienced:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Depression** | **Anxiety** | **Phobias** | **Eating Disorders** | **Personality Disorders** |   **Evidence Required:**  Evidence should be provided by the participant to confirm whether they have any mental health issues  (in this case, a signed registration form is acceptable).  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. **Speak to the Employability Team about this.** |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **13** | **Long- term physical illness condition** | “long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.”  The Equality Act (2010) states that ‘long-term’ is defined as a period of 12 months or more.  **Evidence Required:**  In receipt of benefits: Award letter detailing benefits e.g. Disability Living Allowance, Employment Support Allowance, Personal Independence Payment etc ORCopy of the individual’s bank statement showing benefit payments.  Not in receipt of benefits: Evidence should be provided by the participant to demonstrate that they are underemployed. (in this case, a signed registration form is acceptable)  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (DWP, Local Authority service, NHS, specialist services, etc). **Speak to the Employability Team about this.** |
| **14** | **Homeless or affected by housing exclusion** | * Rootlessness (people living rough and people in emergency accommodation) * Houselessness (people in accommodation for the homeless, in women’s shelters in accommodation for immigrants, people due to be released from institution and people receiving long-term support due to homelessness) * Insecure accommodation (people living in eviction or violence), and * Inadequate housing (living in unfit housing, nonconventional dwellings e.g. in caravans without adequate access to public utilities such as water, electricity or gas or in situations of extreme overcrowding). * Adults living with their parents should not be registered under this indicator unless they are all homeless or living in insecure or in inadequate housing   **Evidence Required:**   * Confirmation from Local Authority Housing Service   **OR**   * Signed referral from recognised agency/ service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (housing Association, Local Authority Service, etc)   **Speak to the Employability Team about both of these.** |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **15** | **Above 54 years of age** | The age of the participant is calculated from the date of birth and determined on the date of starting the job supported through the grant.  **Evidence Required:** Official documentation showing date of birth such as birth certificate, driving licence, passport, etc. **OR** Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants age. (DWP, Local Authority Service etc). **Speak to the Employability Team about this.** |
| **16** | **Looked after young person** | 'Looked After Children' are defined as those in the care of their local authority. The majority will come into one of these categories: Looked after at home, Looked after away from home  **Evidence Required:**  Confirmation from Local Authority.  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (DWP, Local Authority service, specialist services such as Barnardos, Scottish Through care and Aftercare Forum, etc) **Speak to the Employability Team about this.** |
| **17** | **Substance related conditions** | The continued misuse of substances (typically alcohol or drugs) that severely affects an individual’s physical and mental health, social situation and responsibilities.  **Evidence Required:**  Evidence should be provided by the participant to confirm whether they have any substance related conditions (in this case, a signed registration form is acceptable). **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (DWP, Local Authority service, NHS, specialist services, etc) **Speak to the Employability Team about this.** |
| **18** | **Armed Forces Veteran** | Former member of the UK Armed Forces  **Evidence Required:**  Discharge papers.  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. **Speak to the Employability Team about this.** |
| **Eligibility Criteria** | | **Details about the Criteria and Evidence Required** |
| **19** | **Criminal Convictions** | This relates to any crime that an individual has been convicted of that has not been ‘spent’ or is exempt from becoming ‘spent’.  **Evidence Required:**  Evidence should be provided by the participant to confirm whether they have any criminal convictions.  (in this case, a signed registration form is acceptable)  In addition, evidence should be retained to demonstrate that the Operation (e.g. a Project Key Worker) has assessed whether the information provided in the Registration Form is accurate. (For example a description of the participants circumstances as part of a more detailed assessment.)  **OR**  Signed referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participants circumstances. (DWP, Local Authority service, Criminal Justice, specialist agencies etc). **Speak to the Employability Team about this.** |
| **20** | **Migrants** | Non-national permanent residents in a country people with a foreign background or national from a minority (according to national definitions).  **Evidence Required:**  Copy of passport/ Visa/ work permit to confirm nationality and that the individual has the right to reside and work in the UK |
| **21** | **Asylum Seeker** | An individual who ‘has applied for asylum and is waiting for a decision as to whether or not they are a refugee.  An asylum seeker is someone who has asked a government for refugee status and is waiting to hear the outcome of their application.  **Evidence Required:**  Copy if individual’s application registration Card (ARC) |
| **22** | **Refugee** | An individual who owing to a well- founded fear of being persecuted for reason of race, religion, nationality, membership of a particular social group, or political opinion, is unable to or, owing to such fear, is unwilling to avail himself of protection of that country.  **Evidence Required:**  Proof of Refugee Status, Humanitarian protection, Discretionary leave to Remain or Indefinite Leave to Remain in the UK including   * A Home Office letter confirming status and permission to work * A Home Office Certificate of Identity * A benefits notification letter * An Immigration Status Document |