

# IS MY ASSESSMENT GOING TO BE FREE

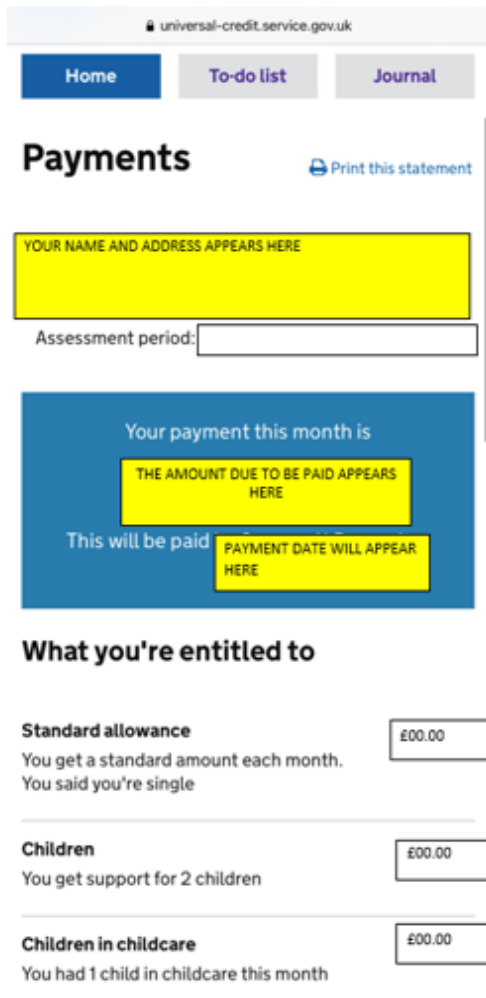
## IF YOU RECEIVE BENEFITS

If you receive Income Support (IS), Universal Credit (UC), Income Related Employment and Support Allowance (IRESA), Income Based Job Seekers Allowance (IBJSA) or Pension Guarantee Credit (PGC) , **please provide the following evidence of your entitlement :-**

- YOUR MOST RECENT NOTIFICATION LETTER FROM THE PAYING AGENCY** i.e. Department for Work and Pensions (DWP), Jobcentre Plus, Pension Service confirming receipt of the passporting benefit / notification of change / confirmation of amount. We will need all pages to this letter and this can be dated up to 5 months old.
- BANK STATEMENT - The statement must show your most recent payment of benefit being credited into your account within a 4 week period prior to your meeting**

If you receive **Job Seekers Allowance (JSA) or Employment and Support Allowance (ESA)** you **MUST provide evidence this is Income Based.**

If you receive **Universal Credit** and have access to the Online Portal, we can accept screenshots being your Home Page (where your name and address appears), your Statements Page and Payments page, in replacement to the notification letter. The images we are looking for are similar to this:-



## Statements

Your statement explains your payment and how we worked it out.  
Select a statement from the list to view.

View statement by pay date	Amount
<a href="#">4 May 2021</a>	
<a href="#">4 April 2021</a>	
<a href="#">4 March 2021</a>	
<a href="#">4 February 2021</a>	
<a href="#">4 January 2021</a>	
<a href="#">4 December 2020</a>	
<a href="#">4 November 2020</a>	

**If you receive Contribution based Job Seekers Allowance (JSA) or Employment and Support Allowance (ESA)** unfortunately, this is not a passporting benefit for FREE Mediation. Please see 'Low Income' below

### **IF YOU ARE ON A LOW INCOME**

If you consider yourself on a low income or you receive a contribution based benefit, a means test of your income can be undertaken to determine whether you would be entitled to Public Funding. We are required to assess your income position 4 weeks prior to your appointment. You will be asked to provide financial information for you (and any partner you are living with) as below: -

- BANK STATEMENTS** for **ALL personal accounts / joint accounts (and business accounts if you are self-employed) covering 1 full month up to the date of your Assessment** for yourself (and any partner you are living with)
- Wage Slips** –last calendar month or your last 4 consecutive weekly wage slips for yourself (and any partner you are living with). If you are self-employed. Please provide Tax Calculation Sheet form SA302
- Evidence of rent or mortgage paid** within the last calendar month. Please highlight on your Bank Statement or provide Rent Book / Tenancy Agreement / Mortgage Statement.
- Evidence of any Childcare Costs.** Please highlight on your Bank Statement amount paid during the last calendar month. If the amount is in excess of £600.00 per month i.e. 35 hours a week, please provide copy of agreement / contact in addition.
- Evidence of any Child Maintenance** received / paid within the last calendar month Please highlight on your Bank Statement or provide Maintenance Receipts or a copy of the Maintenance Order
- If you receive Child Tax/Working Tax Credit** – Your most recent Tax Credit Award Notice
- If you receive **BENEFITS IN KIND** form P11D tax form will be required for yourself (and any partner you are living with).
- If you are self-employed** - Confirmation of Amounts drawn
- If you are self-employed** - Most recent Complete financial account
- If you are self-employed** - Last Self Assessment Tax Return
- If you are self-employed** - Workings Cash Book (3 months)

If you elect for a means tested assessment, you will be given a meeting time and date and all the information requested above must be providing at least 24 hours before your meeting, providing a further screenshot/image of all bank account/s on the morning of your meeting to bring the calculation period up to date. The Assessment of your income will take place prior to your meeting time. You will be contacted to confirm the outcome. If you are not eligible for Public Funding, your meeting can be aborted, rearranged or you can elect to pay privately.

**Please note** receipt of benefits does not automatically mean you will be entitled to Public Funding. During your meeting your Mediator may request further information regarding your **CAPITAL** to comply with the Legal Aid Regulations before being able to complete your MIAM. If you are asked to provide additional information regarding your **CAPITAL**, you may be asked to produce the following:-

- Property** – up to date property estimates

- Savings** - Evidence of balance in ALL ACCOUNTS on the date or date before your Assessment
- Premium Savings Bond or Bond Record**
- Share Certificate**
- National savings certificate/passbook**

**Please note** you can access the legal aid eligibility calculator for yourself at

<http://civil-eligibility-calculator.justice.gov.uk> or [www.gov.uk/check-legal-aid](http://www.gov.uk/check-legal-aid)

### **IF YOU DO NOT WISH TO BE ASSESSED**

If you DO NOT wish to be Assessed for FREE Mediation offered by the Legal Aid Agency or you CANNOT obtain the financial evidence requested, you will be asked to pay the fee of **£125.00 + VAT (£150.00)** for your Assessment Meeting. This payment will be required upfront at the time of booking your meeting. Payments can be made over the telephone by credit or debit card or by Bacs.

### **IF YOU HAVE NO INCOME**

You will need to prove to the Legal Aid Agency that you have no form of income.

Please provide ALL BANK STATEMENT you hold in your sole name including any savings accounts need to be provided to support any of the situations below. These must cover the date of your appointment and the previous 4 weeks.

The questions below are to help you considered what evidence you will need to provide to prove your current income position.

#### ***Question: Are Family or Friends Supporting you?***

Please ask your friend and/or family member to complete the attached No Income Cases- 3<sup>rd</sup> Party Evidence Form confirming they provide support to you. This must be completed in full and signed. They need to confirm by what means they support you i.e do you live with them? do they pay your bills, do they provide you with food, do they pay your bills or do they provide you with cash for you to purchase food, pay bills?

#### ***Question: Are you a Student? Do you live off your Student Grant?***

Evidence of your Student Grant Loan or any other Loan is necessary

#### ***Question: Do you live off a Private/Occupational Pension?***

Pension documentation is required

#### ***Question: Do you receive and live off rental Income?***

Evidence of this income is require by way of bank statement or tenancy agreement

#### ***Question: Do you live off any Trust income.***

Evidence by way of bank statement or letter from Trustees

#### ***Question: Are you living off savings?***

Evidence by way of a Bank Statement is required to confirm this

For pensions and any income that is subject to income tax, evidence must show the gross amount before tax is deducted

**NO INCOME CASES - To be completion by the third party as evidence for Means Assessment**

<b>Client Name</b>	
<b>Name of person providing support</b>	
<b>Address of person providing support</b>	

Type of Support	Yes	No
Accommodation only		
Basic needs/subsistence non-financial		
Financial		

If financial support is provided, please confirm the value and frequency of the payments.

<b>Amount</b>	£
<b>Frequency: Weekly, Monthly etc</b>	

<b>Please state relationship to client</b>	
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<b>Date support started</b>	
<b>Signed:</b>	
<b>Dated:</b>	