

AIDE-MEMOIRE - OBTAINING EVIDENCE

- Health** Does the applicant or family member have any health problems? If so, what are they? What is the extent of these health problems and how long have they had them? How do they impact on their day to day lives? Do they take any medication - if so, what is the name of it, how often is it taken, and for what reason? Have they ever been hospitalised because of their health problems? If so, when and for how long?
- Bedding/Clothing** Exactly what items is the applicant applying for? What items does the applicant have? What is their condition? If the applicant's weight has changed, by how much and over what period of time? If the applicant has recently been released from prison, was he offered any clothing on release?
- Household Items** What is the condition of the items? Are they still in use? If not, what is the applicant using at present to meet the need?
- Cooker/Washing Machine** Has a qualified person examined the item? What is wrong with it? Can it be repaired? If so, at what cost? Is there a launderette nearby? If so, can the applicant use it? Can anyone else help with the laundry?
- Carpets/Curtains** Which rooms are the items needed for? What is the existing floor covering/curtains, if any? What condition are the items in? If the applicant has moved home did he/she bring any floor covering or curtains from the previous home? If not, why?
- Decorating Materials** What areas of the home need decorated? What is the condition of the existing decor?
- Change of Address** Why is the applicant moving? If the applicant has already moved, how has he been managing in the new home?
- Previous Awards** What item was awarded? When was the award made? How much was awarded? Did the applicant buy the item with the award? If not, why? If so, why does the item need replaced?

The questions listed above might not be the only ones that need to be asked