

How to ask for an **Independent Review** on Social Fund Grants and Loans

Find out more inside

IMPORTANT CHANGE

If you are unhappy with your
decision you can now apply
direct to the Inspector
at the Office of the
Social Fund Commissioner



INVESTOR IN PEOPLE



OSFC 1 (APP)

Application Form

Part A – Personal details

Your full name

National Insurance number

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Address

Postcode

Telephone no.

Part B – Why do you want a review?

Please use the space below to let the Inspector know why you disagree with the decision of the Reviewing Officer.

Application Form (continued)

Part C – Do you have a representative?

Do you have a representative who will deal with your case on your behalf? (please tick one box)

No The Inspector will send the paperwork on your case to you.

Yes The Inspector will send the paperwork on your case to you and your representative. Please provide their contact details below:

Representative's name

Representative's address

Postcode

Representative's telephone no.

Part D – Your signature

Your signature

Date

Now please send this form to:

Freepost OSFC

You do not need a stamp.

You have a right to an Independent Review when:

- you have had a decision about your Social Fund application; and
- that decision has been looked at again by a Reviewing Officer; and
- you are still not satisfied with it.

The Inspector's review

- The independent review process is quick and easy.
- The whole process should take no longer than 12 working days or 24 hours for urgent crisis loans.
- The Inspector will change the Reviewing Officer's decision if it is wrong; or will confirm if it is right; or in rare cases ask the Reviewing Officer to look at it again.

To contact us

e-mail: sfc@osfcni.org.uk
Website: www.osfcni.org.uk
Freephone: 0808 1270417
Freepost: FREEPOST OSFC

Office of the Social Fund Commissioner
24-26 Arthur Street
Belfast
BT1 4GF

If English is not your first language, we aim to provide an alternative service to help meet your needs. Please ask us for details.