

Means assessment form **CLSMEANS2**

For people who receive Income Support, income-based Jobseeker's Allowance, income-based Employment and Support Allowance or Guarantee Credit

- Fill in this form if you, your partner or the person you are applying for (or their partner) get any of the 4 state benefits listed above. Do not fill in this form if you or your partner get Working Tax Credit or purely contribution-based Jobseeker's Allowance or Employment and Support Allowance. Fill in form CLSMEANS1 instead.
- By 'partner' we mean someone you are married to or live with as a couple.
- If you already get public funding you can use this form to tell us that you or your partner now get any of the 4 state benefits listed at the top of this form and ask us to look again at what you pay towards your costs.
- If you are not sure which benefit you get, ask the office paying the benefit. They will be able to tell you.
- If you cannot find your National Insurance number on your order book, or the form which explains your right to benefit (award notice or benefit award notice), your local benefit office will be able to help you.
- You must answer all the questions on this form. Otherwise we will not be able to accept your application for funding.
- If you are applying for someone else, please give us their name and address, not your own.
- We will check the information you give with the Social Security office or Jobcentre.
- **If you are applying for public funding, you must send us this form within two months of signing it. Otherwise we will reject your application. You must report changes in your financial circumstances as soon as possible.**

LSC Reference Number: _____ (Only give us this reference if you are reporting a change in financial circumstances)

Surname: *Mr/Mrs/Miss/Ms* _____

Date of Birth: / / _____

Other names: _____

Address: _____

Daytime phone number _____ Postcode: _____
(Please include the STD code)

Which benefit is being received? Income Support Income-based Jobseeker's Allowance
(Tick relevant box) Guarantee Credit Income-based Employment and Support Allowance

What is the name of the person receiving the benefit? _____

What is the date of birth of the person receiving the benefit? / / _____

What is the National Insurance Number of the person receiving the benefit? **You must tell us this so that we can check information provided in this application.**

What is the full address of the Social Security office or Jobcentre paying the benefit? **You must tell us this to help us to check the information provided in this application.**

If you are currently not working what was your last job? _____ When did the person first get the benefit? / / _____

➤ Please read and sign the declaration on page 2

Declaration and authority by person receiving the benefit

The additional declaration should be signed by the person receiving the benefit if they are not the person applying for public funding.

- I consent to the Legal Services Commission disclosing information about me to the Department of Work and Pensions and making such enquiries as may be necessary to check the information provided in this application. The Department of Work and Pensions may carry out such processing as is necessary to check this information remains correct and may inform the Legal Services Commission of any relevant changes.

Signature: _____ Date: ____ / ____ / ____

Declaration and authority by applicant

Please check that you have answered all the questions, as there will be a delay in considering your application if all the information needed is not provided. Please read each of the following statements carefully.

- I, my partner, the person I am applying for or their partner get Income Support, income-based Jobseeker's Allowance, income-based Employment and Support Allowance or Guarantee Credit.
- I have given correct and complete information on this form.
- I understand that if the information I have provided is not correct and complete any certificate granted to me may be revoked i.e. cancelled at which point I will become liable to pay all the costs that have been incurred.
- I understand that if I have failed to provide correct and complete information I may be prosecuted and, if convicted, receive a fine or a period of imprisonment.
- I understand that complete checking of the information provided by applicants for public funding is regularly undertaken to ensure the information provided is correct and complete.
- I understand that I must tell you immediately if there are any changes in my or my partner's financial circumstances.
- I understand that I must tell you immediately if my or my partner's Income Support, income-based Jobseeker's Allowance, income-based Employment and Support Allowance or Guarantee Credit stops.
- I understand that the Legal Services Commission can make any enquiries and get any information it needs to deal with this application. I agree to the Legal Services Commission checking these facts with others such as the Department of Work and Pensions and the HM Revenue and Customs and I authorise those people/organisations to provide the information they are asked for.
- I understand that I must co-operate fully and immediately with any enquiry into my financial circumstances by the Legal Services Commission and that, if I do not, any certificate granted to me may be revoked i.e. cancelled at which point I will become liable to pay all the costs that have been incurred.
- I understand that the Legal Services Commission will confirm my and/or my partner's receipt of and continuing entitlement to benefit with the Department for Work and Pensions or their agents.

Please now sign and date the form and give it to your solicitor

Signature: _____ Date: ____ / ____ / ____

Data Protection Act - access to personal data

The information you provide in this form and any subsequent information we may receive will be used to process your application for Legal Aid. It will be kept in accordance with the Principles of the Data Protection Act 1998 and any relevant confidentiality provisions.

If necessary, we may verify or share the information you provide with other organisations, such as: the Department for Work and Pensions, HM Revenue and Customs, Land Registry, Companies House and on occasion Credit Reference Agencies. We will only share the information if it is necessary to protect public funds or where we are lawfully required to do so.

The Legal Services Commission may also process your information to produce management or research information. The results of our research will only be published in a statistical or anonymised form.

The information will be kept for as long as is necessary in order for the Legal Services Commission to fulfil its functions under the Access to Justice Act 1999. You have the right to make a formal request in writing for access to personal data held about you, to inspect it, and have it corrected if it is wrong.