

## Annex 1: Home Office pro-forma letter to refuges



UK Visas  
& Immigration

[Insert postal and e-mail addresses and phone number of relevant Safeguarding Hub team]

By Fax or Email

Name and PO box address of refuge

[Date]

Dear [name]

**[Full names, DoBs and AS references of household members]**

This is to confirm our agreement to fund refuge accommodation from **[date]** for the above household, who are not eligible for mainstream benefits but are eligible for asylum support.

UKVI will fund:

- The amount that the refuge would normally receive in Housing Benefit for a household of this size to occupy the accommodation you have allocated. You have confirmed this figure as **[amount]** per week
- Any utility costs you would normally collect by way of a charge to the resident, as the cash allowance for asylum seekers does not cover these. You have confirmed this figure as **[amount]** per week
- An additional contribution of up to £80/week in recognition of extra costs that refuges may occur in supporting asylum seeking victims of domestic abuse.

**[Insert if victim is not the asylum support claimant:** Please note that the existing asylum support in payment is following an application in the other party's name. Your new resident will need to make an application in her own right. She can do this by calling Migrant Help on 0808 8000 631.

This arrangement also involves the understanding:

- that you will notify us promptly if the household ceases to reside at the refuge, and that funding will cease on the day the household ceases to reside at the refuge;
- if the household remains eligible for asylum support when they are ready to move on, you will notify us in advance to arrange suitable move-on accommodation which we will then provide in accordance with our usual procedures;
- if the household is granted status conferring eligibility for mainstream benefits whilst residing at the refuge, our funding will cease on the day of the grant, as eligibility for Housing Benefit will commence (though the household will still receive their cash allowance for a further 28 days); and
- if the household cease to be eligible for asylum support, or if UKVI needs to terminate the arrangement for any other reason, we will give you 21 days' notice of cancellation.

Please do contact us at the Safeguarding Hub, as above, if you need to discuss any issues in relation to asylum support matters, or to let us know if a household for which we are responsible is ready for us to start lining up move-on accommodation.

If you are not already set up as a supplier on the Home Office financial system, you will need to contact the **Accommodation Reconciliation Team** by e-mailing **[ARTInvoices@homeoffice.gov.uk](mailto:ARTInvoices@homeoffice.gov.uk)** to make arrangements to set this up so that we can process payments to you.

You will then need to submit invoices for the funding as agreed above to the Accommodation Reconciliation Team at **ARTInvoices@homeoffice.gov.uk**. Your invoices will need to quote your supplier number, the purchase order number, the name and asylum support reference number of the lead resident, but you do not need to submit any supporting information with your invoices as to costs incurred.

Thank you for your assistance in this matter, and I do hope you have every success in your work with this household.

Yours sincerely,

[Name]

[Safeguarding team details]