



St Vincent
de Paul Society
England and Wales
Turning Concern into Action

Leyland Foodbank Registration

Food banks are designed to provide short term support with food during a crisis. They aim to relieve the immediate pressure by providing food. We are only able to support clients in crisis situations, and for up to a maximum of 16 visits (No more than 1 visit per week).

By completing our registration form agencies should be supporting our clients to resolve their crisis situation. We do not accept follow-on registrations for the same client. If a client is still in need of food after 16 visits, they should ask at the foodbank and the SVP will arrange a reassessment visit.

Some information is required for statistical purposes when we apply for grants and to help us improve our service. All special category personal information is only used to determine need and anonymously used for statistical purposes. It is not available to the counter staff at the foodbank.

To be completed by Referrer

ID Checked []

(Internal use only)

Name of client:

Address:

Phone Number (or email):

Number in Household:

Age of Adults:

Children: Number and DoB:

Cause of current crisis?:

Is the issue being addressed:

Why do they need the foodbank?:

Please advise that unless this issue is addressed during the next 4 months, then it may mean they are no longer eligible for further food parcels.

Has your agency worked with this client before? Yes / No

Are you making a follow up appointment with the client? Yes / No

From your assessment is this individual / family in crisis now? Yes / No

Signature:

Date:

Job / Role Title:

Email :

Tel.:

Issues	How is this being addressed?	Ongoing? (How long?)
Physical Health		
Mental Health		
Addiction		
Debt		
Benefits situation		
Employed/unemployed		
Housing issues		
Domestic violence		
Special food needs e.g. allergies		
Other relevant information e.g. Rehoused, New born		

Client declaration (To be completed by the client)

I am working with the above agency, or will seek support as advised, to try to resolve my need to use the foodbank.

I agree to my information being stored securely on a computer system. It will not be shared with other agencies. Any information used for statistical purposes will be anonymised.

I understand that from time-to-time foodbank may share client names with other local food agencies.

Client Signature:

Date:

Please be aware that until this form is completed and signed by the client, and the client's ID has been verified, clients will receive 1 emergency parcel only. ID (Photo ID or official letter) is requested and may be presented at the first or second visit. We reserve the right to ask for ID at every visit if required.

The foodbank is operated by the St. Vincent de Paul (SVP) Society from:
St Mary's Community Centre, Broadfield Drive, Leyland. PR25 1PD.

Opening hours: Monday to Friday 10.00-11.30, excluding Bank Holidays.