**Family Information Service Referral Form**

The Family Information Service can provide a wide range of information/support/ referrals for families in Warwickshire either via our helpline or on a face to face basis.

FIS Brokerage Service is a 1:1 early intervention service which can be used to support families with children age 0 to 25 living in Warwickshire to access services where there are barriers and/or complex needs.

To access the service please send the completed form to the FIS e-mail address where this will be triaged by the helpline and sent to Brokerage should 1:1 support be required to meet the family needs. Any parental enquires to be directed to the FIS Helpline 01926 742 274.

**Important note** if you are requesting support for goods / grants, please be aware:-

* that prior to making applications for grants an income and expenditure will need to be completed to establish need
* there are no guarantees goods will be awarded
* the process often takes 6 – 8 weeks

Requests for Family Support Workers should be made by using the form on the Children and Families pages on the Warwickshire County Council website.

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| --- | --- |
| Date:  |  |
| Referrer’s Name:  | Contact Tel No:  |
| Email:  |
| Organisation:  |
| Client’s Personal Information  |
| Parent/Carer Name: Child/Children’s name:  | Email:  |
| Mosaic number (if known):  |
| Telephone:  | Mobile:  |
| Address:  |
| Please give details of assistance required (tick all that apply)DLA/PIP form [ ]  Housing Support [ ] Childcare [ ] Finances [ ] SEND [ ] Breakthrough [ ] Other (please add details):  |
| Please identify barrier to accessing services if appropriate (tick all that apply)Mental health [ ] Disability [ ] Language [ ] Low income [ ] Crisis point [ ] Other (please add details): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Additional Information: **(this should include any relevant background information/family circumstances)** |
| Identify any presenting risks i.e. lone working:  |
| Please can you confirm the client has given consent for this referral:  |

**Referrals WILL NOT be progressed without all the requested information**

Please e-mail the completed referral form to fis@warwickshire.gov.uk and make the family aware FIS will call from a withheld number - 3 attempts will be made to make contact.

Once the FIS Officer/Brokerage Officer has completed their interventions with the family, correspondence will be sent to the referrer advising of action taken.

