**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](mailto: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.

