

Applying for NHS Healthy Start - No Recourse to Public Funds

How to apply

Complete and return this application form for NHS Healthy Start if you have no recourse to public funds and meet **all** the below criteria:

- you have a British child, or more than one British child, who is aged under four years old
- your family's total take-home pay is £408 or less per month; and
- you cannot claim public funds because of your immigration status or your lack of immigration status.

In order to process your application, please send copies of all the below relevant supporting documents to demonstrate you meet the eligibility criteria:

- your passport
- your Home Office share code, if you have one
- proof of your address. This could be a recent bank statement or utility bill
- your child's birth certificate
- your child's British passport
- proof that you have no recourse to public funds, for example a Home Office letter
- proof of your earned income from the previous month, for example a recent bank statement*

*If you do not have a bank statement, please provide documents that demonstrate you meet the financial criteria. This could be a Home Office letter dated within three months, about your immigration status, stating there is a no work control in place, or a scanned copy of your biometric residence permit that has not expired, which shows work is not allowed.

The copies can either be scans, photocopies or photos of the original documents. Please do not send original documents as these are not accepted and will be returned.

We will contact you as soon as possible if we need more information to help process your application.

Sending your application form to us

Send your completed application form with copies of your supporting documents by email to ***healthystartNRPF@nhsbsa.nhs.uk*** or by post to:

NHS Healthy Start scheme, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle upon Tyne, NE1 6SN

What you can expect from us

We will check your application. If you're eligible, we will send your Healthy Start payments every four weeks to the bank account you provide in this application form.

If you need any help with completing your application form, please contact us at ***healthystartNRPF@nhsbsa.nhs.uk***.

Your personal information will be used to check your eligibility and to administer your application. Information about what we do with your data under the NHS Healthy Start scheme is available at **www.nhsbsa.nhs.uk/our-policies/privacy/healthy-start-privacy-notice**. All personal information will be processed in compliance with Data Protection law.

You can find more information about NHS Healthy Start payments on the website at:
www.healthystart.nhs.uk

Your data

Your claim will be assessed for the NHS Healthy Start scheme by the NHS Business Services Authority (NHSBSA).

By submitting this form to the NHS Healthy Start scheme and NHSBSA, you confirm that you have read and understood the privacy notice at the end of this form. All personal information will be processed in compliance with Data Protection law.

If you have any questions about the use of your information, please contact us, by email at **healthystartNRPF@nhsbsa.nhs.uk**, or in writing to NHS Healthy Start scheme, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle upon Tyne, NE1 6SN.

Authorise a third party to discuss your application

You must complete and submit this application yourself. You can authorise another person to discuss your application with us. To authorise a third party to discuss your application, you must send a letter of authority with:

- your full name
- your full address and postcode
- your signature
- the date the letter was signed
- the full name of the person being authorised to act on your behalf

This can be sent as an email attachment to: **healthystartNRPF@nhsbsa.nhs.uk**, or posted to NHS Healthy Start scheme, NHSBSA, Bridge House, 152 Pilgrim Street, Newcastle upon Tyne, NE1 6SN.

Tell us if you are granted recourse to public funds

You are entitled to Healthy Start payments as long as you meet the eligibility criteria above and you have no access to public funds.

You must tell us if your circumstances change and you are granted access to public funds. You can do this by emailing: **healthystartNRPF@nhsbsa.nhs.uk**

If you are granted access to public funds, you may still be eligible for the NHS Healthy Start payments. You will need to meet the standard NHS Healthy Start eligibility criteria and apply online at **www.healthystart.nhs.uk/how-to-apply**.

NHS Healthy Start application form

Please fill in the details of the person applying (this is you, if you're applying for a British child or children aged under four years old):

Your first name:

Your last name:

Date of birth:

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Your national insurance number (if you have one):

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Your Home Office share code (if you have one):

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The Home Office share code is nine digits long

Address (including postcode):

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| Postcode | | | | | | | | | |
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Email address:

Mobile phone number (optional):

We will use your email address and phone number to send notifications about your application.

If you have children under four

You can only claim for children you're responsible for. This means children who live with you all the time, or they normally live with you and you're the main carer.

Your child's first name:

Your child's last name:

Your child's date of birth:
(day/month/year)

Bank details:

If you do not have a bank account, you can nominate a third party to receive the payments on your behalf. The NHS Business Services Authority is not responsible for ensuring that the third party pays you the money from their account if you nominate a third party bank account.

Name on bank account:

Account number:

Sort code:

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Building society roll number (optional):

Terms and conditions

By submitting this application, I acknowledge that I have read and understood the following terms and conditions:

- I declare that the information provided on this form and in supporting documents is complete and accurate.
- I declare that the information given on this form and in supporting documents provided is complete and accurate. I understand and accept that if I provide false or misleading information that my application and potential payment may be withdrawn, and I may be liable to prosecution and/or civil proceedings.
- I agree to update the NHSBSA if any of the details given in this application change, including if I move address, or I am granted recourse to public funds.
- I understand the NHSBSA will use the information provided in this application and supporting documents to check my application and eligibility for NHS Healthy Start payments. Where appropriate, the NHSBSA may share the information I submit in this application with other public bodies or organisations in confidence in order to make a decision on my application and/or to prevent or detect fraud.
- I have read, understood, and will follow the rules of the NHS Healthy Start scheme described on ***www.healthystart.nhs.uk/scheme-rules***

Declaration

I agree to the terms and conditions listed above: ☐

Date:

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Privacy notice

The NHSBSA is responsible for the NHS Healthy Start scheme through which eligible applicants can get help to pay for specified food items as well as free vitamins.

Why we process your information

We'll use the information you give in your NHS Healthy Start application to:

- manage your NHS Healthy Start payments
- help plan and make improvements to NHS services, and/or direct patient care

By law, we must process this information to be able to provide this service.

We will ask you for:

- information to identify you (for example, your name, address, date of birth, Home Office share code)
- your child's name and date of birth, if you have children under four
- details to help make your payment

We may use your information to:

- verify your identity
- analyse the uptake of the NHS Healthy Start scheme
- analyse with other user information to understand patterns and trends that will be used to plan and make improvements to NHS services
- confirm your entitlement to free Healthy Start vitamins if you live in Northern Ireland

Your information will not be transferred outside the UK or European Economic Area.

Sharing your personal information

To support more effective planning and improvements to NHS services and patient care, we may share our understanding of patterns and trends gained from patient information with:

- NHS Commissioners and service providers
- Department of Health and Social Care (DHSC)
- Department of Health Northern Ireland and Business Services Organisation
- NHS Counter Fraud Authority
- Social Security Scotland (Best Start)

To prevent, detect and investigate fraud and error, we may share your information with:

- NHS service providers
- DHSC
- DHSC Counter Fraud Authority
- NHS Counter Fraud Authority
- DHSC Anti-Fraud Unit
- Cabinet Office

Keeping your personal information

We will keep your personal data on our systems and files for as long as you are eligible for the scheme. We will delete your personal data from our systems and files no later than seven years after you leave the scheme.

Unsuccessful paper applications to the NHS Healthy Start scheme will be retained, along with copies of any supporting documents, no longer than 24 months from the date we received the paper application.

Your rights

The information you provided will be managed as required by Data Protection law.

You have the right to:

- receive a copy of the information the NHSBSA holds about you
- request your information be changed if you believe it was not correct at the time you provided it
- request that your information be deleted if you believe we are keeping it for longer than necessary
- request a review of the automated decision on whether or not you are eligible for the NHS Healthy Start scheme.

Find out more about your data rights and how we use your information at **www.nhsbsa.nhs.uk/yourinformation**