

Referral and Assessment Guidance



1. Wood Street Mission's main aim is to **reduce child poverty**, and we will consider all families where the referring worker believes that family income falls below the family's basic needs and where other factors apply.

Other factors could include;

- Lone parenthood
- Large numbers of children
- More than one year in poverty
- Sudden crisis
- Zero hours contracts
- Sub minimum wage employment
- Benefits
- Disabilities
- Hunger and Inappropriate clothing
- Unhealthy/unsafe housing and many others

2. We offer a **time-limited support service** (see points 5 and 6), to help families get back on their feet.

3. Families must meet all the following criteria;

- **Referred by a professional worker-** Referrals must come from a professional worker with good knowledge of the family's circumstances and families must have given consent for the referral.
- **Live in Manchester and Salford Cities. We are unable to accept referrals from other areas and boroughs of Greater Manchester**
- **Have children under 16 or be expecting a child.**
- **Be on low income, struggling to afford basics and experiencing the negative impact of child poverty.**

4. Low Income is a priority for Wood Street Mission. The service is open to both **working families** and **families in receipt of benefits**. To assess a family's level of need we require a clear picture of the balance between income, expenditure and debt. Having a car is not necessarily a problem.

We also need to understand what **multi-agency steps** are being taken to reduce the family's experience of poverty.

5. Where a referral is approved, a family will be able to attend all our services for a 12-month period.

Services include;

- Family Basics (clothes, toys, books, toiletries, bedding, books)
- Baby Equipment (prams, buggies, cots, baths, highchairs, gates)
- School Uniform and related equipment (coats, backpacks, stationery, revision guides)
- Christmas Presents

Please highlight which services would most help in the help requested box. This can be amended at any stage.

6. Support can be extended to 24 months where a clear poverty reduction plan is underway (benefits checks, debt counselling, supported job applications, rehousing, training courses etc)

7. Forms will initially be checked by our admin team, then assessed by a **regular weekly panel, and referrers will be updated within ten working days.** Please complete all parts of the form. Incomplete forms will be returned to the referrer and will cause delay.

8. All information will be treated confidentially, in line with the Data Protection Act and GDPR guidance

9. Panel decisions are final, **but we will accept re-referrals where circumstances change.**

10. We do not provide any form of cash payment.

Please return the completed form to referrals@woodstreetmission.org.uk

Household Income Comparisons 11/02/25

Income level	2023 value
2023 Median Household Disposable Income before housing costs https://www.gov.uk/government/statistics/households-below-average-income-for-financial-years-ending-1995-to-2023	£32,500
Real Living wage 2025- Voluntary, based on living costs. https://www.livingwage.org.uk/what-real-living-wage	£24,242
National Living Wage/Minimum Wage (April 25 on) (£12.21 x 37 x 52) https://www.gov.uk/government/publications/minimum-wage-rates-for-2025	£23,492
60% of Median Household Disposable Income An official definition of relative poverty https://cpag.org.uk/child-poverty/what-poverty	£19,396
50% of Median Household Disposable Income Deep Poverty https://www.jrf.org.uk/uk-poverty-2024-the-essential-guide-to-understanding-poverty-in-the-uk	£16,250
Universal Credit (Couple 25+ with 2 children, no additions) https://www.citizensadvice.org.uk/benefits/universal-credit/on-universal-credit/check-how-much-universal-credit-youll-get/	£14,321
40% of Median Household Disposable Income Very deep poverty https://www.jrf.org.uk/uk-poverty-2024-the-essential-guide-to-understanding-poverty-in-the-uk	£13,000

‘When a person’s resources (mainly their material resources) are not sufficient to meet their minimum needs (including social participation).’ <https://www.jrf.org.uk/deep-poverty-and-destitution/a-definition-of-poverty>

“The child poverty rate in the North West of England is higher than it is across the country as a whole. <https://www.resolvepoverty.org/poverty-and-deprivation/>