



EVIDENCING ECO4/GBIS FLEX ELIGIBILITY

For **ALL ROUTES**, the following information is required:

- **Proof of identification**, e.g., copy of driving licence, passport, national ID card, other.
- **Proof of residence**, e.g., recent utility bill, LA Tax bill.
- **Evidence of private tenure**, e.g., land registry entry, deeds or mortgage statement dates within the last 12 months (if land registry unavailable, relevant Ofgem template (if none of the previous documents are available), if privately rented, one of the previous documents plus landlord's permission form/letter.

The below evidential requirements is stipulated in Ofgem guidance, published on the 10th April 2024

<https://www.ofgem.gov.uk/sites/default/files/2023-07/GBIS%20and%20ECO4%20Guidance%20for%20Local%20Authorities.pdf>

Route 1: Household Income

All relevant income sources included in a household's gross annual income should be evidenced.

Suitable evidence types for this include:

- Tax returns, including self-assessment tax returns
- Payslips
- Pension statements
- Benefit statements
- P60 or P45 documentation
- P11D documentation
- L17 Statement of Earnings
- SA302 letter
- A contract of employment which displays an annual salary figure

Confirmation should also be provided for the number of adult residents at the address. Suitable evidence types for this include:

- Council tax letters
- Tenancy agreements
- Mortgage statements
- Electoral register statements
- A combination of the following which demonstrate matching addresses for recipients:
 - Utility bills
 - Benefit letters
 - Financial statements
 - HMRC or DWP letters
 - GP or Dental registration letters

These lists are **not exhaustive** and other evidence types such as **bank statements** can be used if the sources listed above are unavailable. To ensure compliance standards are met, **we recommend that the evidence provided is a combination of different types of documents to corroborate a household's gross annual income, where possible.**

A self-declaration given by a member of the household cannot be relied upon as standalone evidence of gross annual income.

All documentation should be dated no more than 12 months before the day on which the Declaration is signed. The most recently available version of each document should be used, where possible. **If no evidence is available from this period, we recommend using the most recent evidence available from before this time period.**



Route 2: Proxy Targeting

Proxy 1

To evidence this, a screenshot from the LA confirming the consumer's property is situated within an eligible LSOA area can be used, supported by Office for National Statistics (ONS) data.

Proxy 2

To evidence this, suitable evidence types include:

- a copy of council tax bill featuring the reduction (i.e., a photo, email, or PDF with name and address)
- a letter confirming reduction from LA.

Proxy 3

To evidence this, suitable evidence types are:

- **A signed referral letter** from a doctor, GP, or other relevant health professional, shared from a valid NHS email address
- Or at least one of the following evidence types:
 - **An NHS Summary Care Record** that states the patient suffers from, or receives medication for, a health condition listed in the NICE guidance. This must be authenticated by a GP practice stamp.
 - For those with **cardiovascular or respiratory** conditions:
 - Hospital diagnosis letters
 - Social worker referral letters
 - Copies of repeat prescriptions
 - Copies of referral letters to groups that help people with these conditions.
 - For those with **a disability**:
 - Personal Independence Payment (PIP) award notice
 - Disability Living Allowance (DLA) award notice
 - Attendance Allowance award notice
 - For those **aged 65 or above**:
 - Passport
 - Birth certificate
 - Copy of bus pass
 - Pension statement
 - For households with **young children** (aged 5 or under):
 - Child's passport
 - Child's birth certificate
 - **For pregnancy**, a MAT B1 form which demonstrates proof of pregnancy on the date that the LA signed the declaration.

These lists are **not exhaustive and other evidence types can be used** if the sources listed above are unavailable. To ensure compliance standards are met, we recommend that the evidence provided is a **combination of different types of documents**, where possible.

All documentation should be dated no more than 12 months before the day on which the Declaration is signed. The most recently available version of each document should be used, where possible.

Proxy 4

Suitable evidence for this includes **Eligibility Checking Service (ECS) documentation** showing eligibility for free school meals due to low-income provided by the Department for Education or the child's school.

Proxy 5: Not available in Ceredigion



Proxy 6

Suitable evidence for this includes the **signed referral letter, accompanied by proof of gas and / or electricity debt.**

Route 3: Medical Referrals

To evidence that a referral has been made, a declaration must be provided by a relevant healthcare provider. A template NHS Healthcare Professional letter can be found on the Ceredigion County Council ECO4 Flex webpage <https://www.ceredigion.gov.uk/resident/housing/financial-assistance/energy-efficiency-schemes/eco-flexibility-funding/>

A relevant healthcare provider refers to:

- **A person listed in the General Practitioner Register:** This includes any GP employed in an NHS or private practice (GBIS and ECO4 Local Authority Administration Guidance)
- **An employee of an NHS Trust or NHS Foundation Trust:** This includes health practitioners working within a hospital or clinic owned by an NHS Trust or NHS Foundation Trust
- **An employee of an NHS Health Board**

This declaration can be provided via either:

- **An email** shared directly from a valid NHS email address by the relevant healthcare provider
- **A letter** which is:
 - Printed on headed paper, indicating the practice, clinic or hospital making the referral, and
 - Authenticated with a GP surgery stamp (where relevant)

The declaration must state that the **relevant healthcare provider signing the letter considers someone in the household to be suffering from one of the four relevant health conditions** (a cardiovascular condition, a respiratory disease, immunosuppression, limited mobility) and that the **health of the person is adversely affected by living in a cold home. The General Medical Council (GMC) Medical Registration Number of the practitioner must be provided in the letter.**