



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Appendix 2

Cherwell District Council RBV Evidence Checklist

Evidence Type	Subcategory	Low Risk	Medium Risk	High Risk
Identity & NINO	Claimant's ID/NINO	If Passported/qualifying benefits: Searchlight If Standard claims: 2 items of ID and 1 NINO originals	If Passported/qualifying benefits: Searchlight If Standard claims: 2 items of ID and 1 NINO originals	If Passported/qualifying benefits: Searchlight If Standard claims: 2 items of ID and 1 NINO originals
Residency & Rent	> Private Tenants	<i>Required to raise risk score to Medium</i>	Originals or Photocopies;	Originals Required
	> Social Landlords/Non-HRA	<i>Required to raise risk score to Medium</i>	Originals, photocopies or electronic files from landlord.	Originals Required or electronic files from landlord
	> Registered	<i>Required to raise risk score to Medium</i>	Originals or Photocopies	Originals Required
Household	> Partner's ID/ NINO	Originals or Searchlight where identity has been verified for a qualifying benefit	Originals or Photocopies Searchlight check	Originals Required or Searchlight check



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	>	Dependents (responsibility for not ID of)		Nothing required	>	Originals or Photocopies or Searchlight check	>	Originals Required or searchlight check
	>	Non-Dependent Working		Nothing required/ Searchlight	>	Originals or Photocopies of wage slips, P45, P60, Searchlight or VEP	>	Originals Required of wage slips, P45 or P60, Searchlight or VEP
	>	Non-Dependent (PB) Non-Dependent no income	>	Nothing required/ Searchlight	>	Searchlight check P45 or statement	>	Searchlight Check P45 or statement
	>	Non-Dependent Student	>	Nothing required	>	Originals or Photocopies	>	Originals Required
	>	Non-Dependent Not Working					>	Originals Required
	>	2AR: Non-Dependents Not Working		Nothing required	>	Originals or Photocopies	>	Originals Required
Income	>	State Benefits or Universal Credit	>	Searchlight	>	Searchlight Check	>	Searchlight or original or photocopies of documents
	>	Earnings, SSP, SMP & SPP	>	Nothing required/ Searchlight	>	Originals, Photocopies of wage slips, P45, P60 or VEP	>	Originals Required of wage slips, P45, P60 or VEP
	>	Self Employed	>	Self-employed proforma original or non-original audited accounts, profit, and loss statements	>	Self-employed proforma or original or non-original audited accounts, profit, and loss statements	>	Self-employed proforma or original audited accounts required – Receipts and Invoices
Childcare Costs				Nothing required	>	Originals or Photocopies	>	Originals Required
Students	>	(Income + Status Required)	>	Originals or photocopies	>	Originals or Photocopies	>	Originals Required
Capital	>	Working Age > Working Age & > £6,000			>	Originals or Photocopies	>	Originals Required; must include last 2 months' transactions
	>	Elderly > Elderly & > £10,000			>	Originals or Photocopies	>	Originals Required; must include last 2 months' transactions
	>	Property	>	LAREV1	>	Originals, Photocopies or LAREV1	>	Originals Required and LAREV1



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Cases in High-Risk Group may also be subject to additional checks in the form of a credit check via NAFN, a telephone call or home visit unless the claim has been ended prior to the check being conducted.

Reference to qualifying benefits relate to the following DWP benefits:

- *Income Support*
- *Job Seekers Allowance (income based)*
- *Pension Credit*
- *Bereavement Benefit*
- *Widows Benefit*
- *Incapacity Benefit*
- *Employment and Support Allowance (income related)*
- *Severe Disability Benefit*
- *Retirement Pension*
- *Maternity Allowance*
- *Employment and Support Allowance*
- *Universal Credit*
- *Personal Independence Payment*
- *Attendance Allowance*