Universal Credit

get set!

www.getsetnow.co.uk

Knowing us means knowing what to do next

















internet access or Wifi hotspot



help to budget



information and advice



employment support



help to manage your debts



emergency support



improved computer skills

get set!

Are you between 18 and 65, living in Elmbridge and claiming benefits or may need to start claiming benefits?

This guide will help you to get set! for Universal Credit with information on who to contact for support and information.

There are also 3 things you can do now to prepare:

- set up a basic bank account
- register with the Verify service
- talk to Boom! Credit Union

See pages 42-43 for more information.

Not sure whether you're affected? Need help making a claim? Book an appointment or call to chat to one of us.

Elmbridge Borough Council

High Street,

Esher,

Surrey, KT12 1DZ

Tel: 01372 474 474

Mon – Thurs 8.45am – 5pm

PA Housing

Case House,

85-89 High Street,

Walton-on-Thames, KT12 1DZ

Tel: 0300 123 2221

Monday - Friday 9am - 5pm

Weybridge Jobcentre Plus

7-13 Monument Hill,

Weybridge,

KT13 8RX

Tel: 0345 604 3719

Mon, Tues, Thu, Fri 9am – 5pm

Wed 10am - 5pm

Citizens Advice Esher & District

Harry Fletcher House,

High Street,

Esher, KT10 9RN

Tel: 01372 464 770

Mon, Tue, Thu, Fri 10.30am - 3.30pm

Wed 5pm - 7.30pm

MetropolitanThames Valley

Premier House,

52 London Road,

Twickenham,

TW1 3RP

Tel: 020 8607 0607 or

0300 456 2929

Mon - Fri 8.30am - 4.30pm

Elmbridge Rentstart

Charities House,

1 The Quintet.

Churchfield Road,

Walton-on-Thames,

KT12 2TZ

Tel: 0137 2477 167

Mon – Fri 9am – 5pm

Crown Simmons

Aissela.

46 High Street,

Esher.

KT10 9QY

Tel: 01372 461 440

Mon - Fri 9am - 5pm



Citizens Advice Elmbridge (West)

Elmbridge Community Hub, 72 High Street, Walton-on-Thames, KT12 1BU Tel:: 01932 248 660

Mon, Tue, Thu 9.30am – 3.30pm Wed & Fri 9.30am – 12.30pm

1st Wed each month 5 – 7pm drop in

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Introduction

Universal Credit is a payment to help with your living costs. It's paid monthly. You may be able to get help if you're on a low income or out of work. Whether you can claim Universal Credit depends on where you live and your circumstances.

Universal Credit will replace the following benefits: Child Tax Credit, Housing Benefit, Income Support, income-based Jobseeker's Allowance (JSA), income-related Employment and Support Allowance (ESA) and Working Tax Credit. If you currently receive any of these benefits, you cannot claim Universal Credit at the same time.

Universal Credit is being introduced in stages across the UK. You do not need to do anything until you hear from the Department for Work and Pensions (DWP) about moving to Universal Credit, unless you have a change in circumstances.

This get set! guide provides you with contact points to help you claim Universal Credit, whether it is making your claim online or getting advice on money matters.

with internet access or Wifi hotspot



Weybridge Jobcentre Plus

7-13 Monument Hill, Weybridge, KT13 8RX



0800 169 0190

10am - 5pm



9 computers available to use for making a benefit claim.

Free Wifi to use with your own mobile phone, laptop or tablet.

Ask a member of staff at the Jobcentre Plus reception area.

Work Coaches are available to support you.

Other services





Elmbridge Civic Centre

High Street, Esher, Surrey, KT10 9SD



01372 474474



Mon - Thu 8.45am - 5pm Fri 8.45am - 4.45pm

7 computers at three pod areas in the main Civic Centre reception area.

1 computer in the Housing reception area.

Ask at the housing services reception desk.

Housing staff are available to support you.

PA Housing

Case House, 85-89 High Street, Walton-on-Thames. **KT12 1DZ**



0300 123 2221



Mon - Fri 9am - 5pm

The reception area at PA Housing has Wifi access and two computers available for public use

For help with using the internet ask to speak to inclusion services on arrival

Other services











Citizens Advice Elmbridge (West)

Elmbridge Community Hub, 72 High Street, Walton-on-Thames **KT12 1BU**



01932 248 660

Free Wifi to use with your own mobile phone, laptop or tablet.

2 self help screens for **Assisted Digital Support** Ask a member of staff at reception.

Walton Library

54 The Heart, (off Hepworth Way) Walton-on-Thames, Surrey, KT12 1GH

7 0300 200 1001

Mon, Wed, Fri 9am – 6pm Tue, Thu 9am – 7pm Sat 9am – 5pm Sun 18 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Ask a member of staff at reception or book a computer in advance by phone 0300 200 1001.

Cobham Library

The Cedar Centre, Cedar Road, Cobham, Surrey, KT11 2AE

11am - 5pm

0300 200 1001

Tue
9am – 7pm
Wed – Sat
9 – 5pm
Closed Mon & Sun

4 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Other services



staff at reception or book a computer in advance by phone 0300 200 1001.

Ask a member of

Dittons Library

Mercer Close, Thames Ditton, Surrey, KT7 0BS

0300 200 1001

Tue 9am – 7pm Wed – Sat

9am – 5pm Closed Mon & Sun 5 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Ask a member of staff at reception or book a computer in advance by phone 0300 200 1001.



Esher Library

Old Church Path, Esher, Surrey, KT10 9NS



0300 200 1001



Tue

9am - 7pm

Wed - Sat

9am - 5pm

Closed Mon & Sun

5 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Other services

Ask a member of staff at reception or book a computer in advance by phone 0300 200 1001.

Molesey Library

The Forum, Walton Road, West Molesey, Surrey, KT8 2HZ

Molesey library is situated next door to Molesey clinic.



0300 200 1001



Tue

9am - 7pm

Wed - Sat

9am - 5pm

Closed Mon & Sun

5 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Ask a member of staff at reception or book a computer in advance by phone 0300 200 1001.

Other services



Weybridge Library

Church Street, Weybridge, **KT13 8DE**



0300 200 1001



Tue

9am - 7pm

Wed - Sat

9am - 5pm

Closed Mon & Sun

8 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Other services



0300 200 1001.

Hersham library is just off the large roundabout between Walton and Esher.



0300 200 1001



Tue
9am – 7pm
Wed & Thu
2pm – 5pm
Fri
10am – 5pm
Sat
9.30am – 4pm

Closed Mon & Sun

3 computers offering public internet access for up to two hours.

Free Wifi to use with your own mobile phone, laptop or tablet.

Ask a member of staff at reception or book a computer in advance by phone 0300 200 1001.

The Heart Shopping Centre

Walton-on-Thames, Surrey, KT12 1GH



internet access or Wifi hotspot

Mon – Sat 9.30am – 6pm Sun 11am – 5pm Free Wifi to use with your own mobile phone, laptop or tablet.

Connect anywhere within the shopping centre.

Hi!

I'm from Citizens Advice (Elmbridge West). I can explain what documents and information you will need to complete your online claim.

with help to budget



Citizens Advice Esher & District

Harry Fletcher House, High Street, Esher, **KT10 9RN**



01372 464 770



Mon, Tue, Thu, Fri 10.30am - 3.30pm. Wed 5pm - 7.30pm

They can support vou with confidential personal budgeting support.

Drop in at any of the times listed.

Other services





Citizens Advice Esher & District in the community

Cobham outreach, Cobham Centre. Oakdene Road. Cobham, Surrey, **KT11 2LY**



Wed 10.30am - 1pm (drop in service)

Molesey outreach, Joseph Palmer Centre, 319a Walton Road. West Molesey, Surrey, KT8 2QG



Tue & Thu 10am - 12.30pm (drop in service)

Claygate outreach, Capelfield Surgery, Elm Road, Claygate KT10 0EH



Wed 9.30am - 12pm (drop in service) They can support vou with confidential personal budgeting support.

Drop in at any of the times listed.

Citizens Advice Elmbridge (West)

Elmbridge Community Hub, 72 High Street, Walton-on-Thames, Surrey, KT12 1BU



01932 248 660



Mon, Tue, Thu 9.30am - 3.30pm. Wed & Fri 9.30am - 12.30pm 1st Wed each month 5 – 7pm (drop in)

www.caew.org.uk

They can support vou with confidential personal budgeting support.

Advice by telephone (01932 248 660),

Advice by email (via www.caew.org.uk)

Drop in and appointments.

Home visits offered to anvone who is housebound.

Other services





Citizens Advice Elmbridge (West) in the community

Weybridge Community Centre. Churchfield Place Off Churchfield Road, Weybridge, Surrey, KT13 8DB



Thu 10am - 12pm (drop in)

Hersham Community Centre, Queens Road, Hersham, Surrey, KT12 5LU



Wed 10am - 12pm (drop in)

They can support you with confidential personal budgeting support.

Drop in at any of the times listed.





Elmbridge Borough Council

High Street, Esher, Surrey, KT10 9SD



01372 474 474



Mon - Thu 8.45am - 5pm. Fri 8.45am - 4.45pm Personal budgeting support following referral from Jobcentre, by appointment only.

Ask at the housing services reception desk.

Other services



PA Housing

Case House. 85-89 High Street, Walton-on-Thames, KT12 1DZ



0300 123 2221



Mon - Fri 9 am - 5 pm

If you are a PA Housing resident you can access budgeting support.

Made of money service. Comprehensive budgeting advice and more general drop in sessions for PA Housing residents.

Call PA Housing on 0300 123 2221 and ask to speak to the Inclusion Team.

Other services











A2 Dominion

Spelthorne House, Thames St, Staines, Middlesex, TW18 4TA



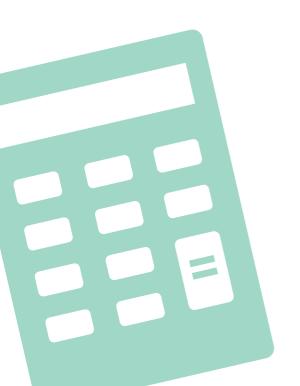
0800 432 0077

If you are an A2 **Dominion Housing** Association resident you can access budgeting support.

Call 0800 432 0077 and speak to the **Tenancy Sustainment** Department.



with help to manage your debts



Citizens Advice Esher & District

Harry Fletcher House, High Street, Esher, KT10 9RN

- - 01372 464 770
- Mon, Tue, Thu, Fri 10.30am - 3.30pm Wed 5pm - 7.30pm

Cobham outreach. Cobham Centre, Oakdene Road, Cobham, Surrey, **KT11 2LY**

- - Wed 10.30am - 1pm (drop in service)

Molesey outreach, Joseph Palmer Centre, 319a Walton Road. West Molesey, Surrey, **KT8 2QG**

- Tue & Thu 10am - 12.30pm (drop in service)

Claygate outreach, Capelfield Surgery, Elm Road, Claygate KT10 0EH

- - Wed 9.30am - 12pm (drop in service)

They help you to manage your debts. Drop in service.

Other services





Debtscape

Home visits in Walton-on-Thames, Weybridge and Hersham.

- 01932 245 536

Debt advice on debt relief orders, bankruptcy, debt management & negotiation with creditors

Home visits

advice@debt scapeshepperton. org

Citizens Advice Elmbridge

Elmbridge Community Hub, 72 High Street, Walton-on-Thames, Surrey KT12 1BU



01932 248 660



Mon, Tue, Thu 9.30am – 3.30pm. Wed & Fri 9.30am – 12.30pm 1st Wed each month 5 – 7pm (drop in)

www.caew.org.uk

They can support you with confidential personal budgeting support and help you to manage your debts.

Advice by telephone (01932 248 660),

Advice by email (via

www.caew.org.uk)

Drop in and appointments.

Home visits offered to anyone who is housebound.

Other services





Citizens Advice Elmbridge (West) in the community

Weybridge Community Centre, Churchfield Place, Off Churchfield Road, Weybridge KT13 8DB



Thu 10am – 12pm (drop in) They can support you with confidential personal budgeting support and help you to manage your debts.

Drop in service.

Other services





Citizens Advice Elmbridge (West) in the community

Hersham Community Centre, Queens Road, Hersham KT12 5LU



Wed

10am - 12pm (drop in)

They can support you with confidential personal budgeting support.

Drop in service.





Hi!

I'm from Citizens Advice and I can help you work out your monthly income and outgoings.

with emergency support



Surrey Local Assistance Scheme

Apply by visiting Citizens Advice or online.

www.surreycc.gov.uk/ localassistancescheme

Emergency support of cash payment or essential household items (such as for food, emergency travel, emergency provision for families, those fleeing domestic violence, bed, cooker, fridge/freezer.)

Visit your local Citizens Advice or apply online.

Universal Credit helpline



0800 328 5644

Textphone: 0800 328 1344



Mon – Fri 8am – 6pm For advance payment of Universal Credit to help you get by while you're waiting for your first payment. Otherwise it will take around 5 weeks after you apply for Universal Credit to get your first payment.

The advance payment is a loan – you'll have to pay it back. The repayments will be automatically deducted from your Universal Credit payments until the advance is fully paid back.



Walton Charity

Charities House, 1-2 The Quintet, Churchfield Road, Walton-on-Thames KT12 2TZ



0203 328 0246



Mon - Tue

9am - 4.30pm

Wed - Fri

9am - 1pm

waltoncharity.org.uk

Household funding (essential household items) Transport funding (public transport, bicycles) Children and young people (school uniform, trips and clubs) Vocational funding (course

fees for vocational training, expenses linked to training) By referral from another agency to the Walton Charity or call 0203 328 0246

Other services









Elmbridge Rentstart

Charities House, 1 The Quintet, Churchfield Road, Walton-on Thames KT12 2TZ



01372 477 167

elmbridgerentstart. org.uk

If you are facing homelessness we can give help & advice including possible referral to emergency hostels

Call 01372 477 167 or email: enquiries@ elmbridgerent start.org.uk

Other services



PA Housing

Case House. 85-89 High Street, Walton-on-Thames. KT12 1DZ



0300 123 2221



Mon - Fri 9am - 5pm

PA Housing Hardship fund. If you are a PA Housing resident, you can access an emergency fund.

To find out more call 0300 123 2221 or email info@ pahousing. co.uk

Who

The Trussell Trust Foodbanks

Cobham

Fri 12pm – 1.30pm Methodist Church Hall. Cedar Road, KT11 2AA

Esher



Tue 10 – 11.30am



07398 195151

Esher Green Baptist Church, 6 Park Road, **KT10 8NP**

Hersham



Mon 3 – 5pm Tue 2 - 4pm



07745 256753

St Peter's Church. **Burwood Road KT12** 4AA

Walton-on-Thames



Thu & Fri 11 am - 1 pm

07745 256748

St John's Church. The Furrows (off Ambleside Avenue), KT12 3JQ

West Molesey



Thu & Fri 11 am - 1 pm



07398 195151

3rd Molesey Scout Hall, St Peter's Road, KT8 2QE

You can get an emergency package of food.

You need a referral to access this service.

Referrals from Citizens Advice, housing providers (for their residents), Elmbridge Borough Council, health providers. schools, churches, CAP debt centres and other local agencies/ charities

with information and advice



Universal Credit helpline

0800 328 5644

Textphone: 0800 328 1344

gov.uk/universalcredit

Advice on Universal Credit applications and changes.

For advice call 0800 328 5644 or text on 0800 328 1344

Other services



Citizens Advice Esher & District

Harry Fletcher House, High Street, Esher, **KT10 9RN**



01372 464 770



Mon, Tue, Thu, Fri 10.30am – 3.30pm Wed 5pm - 7.30pm

Cobham outreach. Cobham Centre, Oakdene Road. Cobham, Surrey, **KT11 2LY**



Wed 10.30am - 1pm (drop in service)

Molesey outreach, Joseph Palmer Centre, 319a Walton Road. West Molesey, Surrey, KT8 2QG



Tue & Thu 10am - 12.30pm (drop in service)

Independent and impartial information and advice on benefits. work, debt, tax, housing or consumer protection.

You can drop in at the times listed.

Advice available at citizensadvice.org.uk





Who

Citizens Advice Elmbridge (West)

Elmbridge Community Hub, 72 High Street, Walton-on-Thames, Surrey, KT12 1BU



01932 248 660



Mon, Tue, Thu 9.30 am – 3.30 pm. Wed & Fri 9.30 am – 12.30 pm 1st Wed each month 5 – 7 pm (drop in)

www.caew.org.uk

Independent and impartial information and advice on benefits, work, debt, tax, housing or consumer protection.

Advice by telephone (01932 248 660),

Advice by email (via www.caew.org.uk)

Drop in and appointments.

Home visits offered to anyone who is housebound.

Advice available at citizensadvice.org.uk

Other services





Elmbridge Rentstart

Charities House, 1 The Quintet, Churchfield Road, Walton, KT12 2TZ



01372 477 167

Advice for single people and childless couples facing homelessness. Rent Deposit scheme to help you move into private rented accommodation or possible referral to supported housing if appropriate.

Call 1372 477 167 or email: enquiries@ elmbridgerent start. org.uk

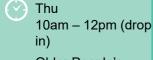
elmbridgerentstart. org.uk

Other services (1931)



Citizens Advice Elmbridge (West) in the community

Weybridge Community Centre. Churchfield Place Off Churchfield Road, Weybridge, Surrey, KT13 8DB



Older People's **Advisory Service** Mon & Fri 9.30 am - 12.30 pm

www.caew.org.uk

Independent and impartial information and advice on benefits. work, debt, tax, housing or consumer protection.

You can drop in at the times listed

Information available at citizensadvice.org.uk

You can drop in at the

Information available at

www.citizensadvice.

times listed.

org.uk

Other services





Citizens Advice Elmbridge (West) in the community

Hersham Community Centre, Queens Road. Hersham, Surrey KT12 5LU



Wed 10 am - 12 pm (drop in)

Independent and impartial information and advice on benefits, work, debt. tax. housing or consumer protection.

Other services





PA Housing

Case House, 85-89 High Street, Walton-on-Thames, **KT12 1DZ**



0300 123 2221



Mon - Fri 9am - 5pm

If you are a PA Housing resident you can get access to information. welfare and benefits advice and other support.

You can ask at reception at Case House.

Information available at pahousing.co.uk









with employment support



Weybridge Jobcentre Plus

7–13 Monument Hill, Weybridge, KT13 8RX



0800 169 0190



Mon, Tue, Thu, Fri 9am – 5pm Wed 10am – 5pm Personalised employment support from a work coach.

Ask a member of staff at the Jobcentre Plus reception area.

Work coaches are available to support you.

Other services





ETHOS Advice service

Employment, Training and Housing Options Support (ETHOS).

Personal advisor available by prior arranged appointment located at the Esher Civic Centre every Tuesday and for PA Housing tenants at Case House, Walton every Thursday. You can refer yourself at

www.surreyllp.org.uk/

Or ask for a referral from your Jobcentre Plus, Elmbridge Borough Council, Citizens Advice or Housing Association for more information.

Walton Charity

Mayfield, 74 Hersham Road, Hersham, Walton-on-Thames KT12 5NU



0203 328 024



Mon – Fri 9am – 5pm Learning and development grant. Support with identified learning and development needs including training,

accreditation, transport

costs and childcare.

For more information call 0203 328 024









PA Housing

Case House, 85-89 High Street, Walton-on-Thames, **KT12 1DZ**



0300 123 2221



Mon - Fri 9 am - 5 pm

Back 2 Work Fund. If you are a PA Housing resident you may be able to get help with interview and travel or working clothes costs.

To apply, call us on 01932 235 830 or email welfarebenefits@ pahousing.co.uk and type 'b2wf' in the subject box.









Hi!

I'm a Weybridge Jobcentre Plus Work Coach. I can give personalised employment support.

with improved computer skills



Surrey Libraries - Digital Buddies

Cobham library



10am – 12 noon

Dittons library



Fri 10am – 12 noon

Esher library



Tue 10am – 1 pm

Weybridge library



Tue 10am – 12 noon



0300 200 1001

Support learners to use computers/laptops independently.

File management
– opening, closing, editing, saving and printing files.

Navigating and searching the internet.

Using email and attachments.

Basic use of MS Word.

Other services

Speak to a member of library staff or call 0300 200 1001.

Surrey Libraries – Training courses

www.surreycc.gov. uk/people-andcommunity/libraries

and click on 'Learning and Research'



0300 200 1001

You will learn how to use the mouse and keyboard, how to search the internet and how to use email.

To book your place or for more information pop into the library or call 0300 200 1001.

Other services



Henrietta Parker Trust - courses



0300 200 1044

Subsidised computer courses

Visit henriettaparkerti

henriettaparkertrust.

PA Housing

Case House, 85–89 High Street, Walton-on-Thames, KT12 1DZ



0300 123 2221



Mon – Fri 9 am - 5 pm If you are a PA Housing resident you can get help through the Learn Digital Skills scheme.

To find out more about digital support available please contact the **Customer Contact** Centre on 0300 123 2221.

Other services









A2 Dominion

Spelthorne House Thames St. Staines, Middlesex, TW18 4TA



0800 432 0077

If you are an A2 Dominion resident you can access a Digital DIY course.

A digital champion will teach you how to:

- use a computer and get the most out of it
- get on the internet and use search engines
- set up and use an email account to stay in touch with family or friends
- · pay bills online or manage your bank account
- access our online services, including My Account, which lets you check your statement, request and track repairs, pay bills online and more.

If you are interested in finding out more about getting online, or know someone who may benefit from this scheme, please call our friendly course leaders directly on 020 3056 6865 auotina 'A2Dominion'.



Hi!

I'm a Digital Buddy from Surrey Libraries. I can support you to use a computer/laptop independently.

More information

Basic bank accounts

As Universal Credit can only be paid into bank accounts which receive automated payments, it's important to have an account open in advance. The following banks all offer basic bank accounts:

- Barclays
- HSBC
- Lloyds
- Nationwide
- Santander
- Natwest
- Halifax

Local contact details for these banks are available at **elmbridge.gov.uk/universalcredit** or find out how to set up a basic bank account at **citizensadvice.org.uk/debt–and–money/banking/getting–a–bank–account/**

Boom credit union bank accounts

Bank accounts with budgeting tools. For more information visit **boomcu.com** or call Catherine on 01483 917958, Mon-Thurs.

Verify

You can prove who you are online with GOV.UK's Verify service. With Verify, you don't need to prove your identity in person or wait for something to arrive in the post. Signing up can help you with your Universal Credit application.

Visit gov.uk/verify to sign up.

Visit the get set website Go to: www.getsetnow.co.uk

Apply for Universal Credit online

Go to: gov.uk/apply-universal-credit

Understanding Universal Credit

Information on what Universal Credit means for you at understandinguniversalcredit.gov.uk

Universal Credit eligibility

Check whether you can claim for Universal Credit: gov.uk/universal-credit/eligibility

Documents for applications

Find out what documents you need for an application at **gov.uk/apply-universal-credit** (lower part of the page)

Citizens Advice information

Get information about Universal Credit from Citizens Advice: citizensadvice.org.uk/benefits/universal-credit/

Other sources of help and support:

Weybridge Charity

For financial assistance for Weybridge residents. Howard Turner CPFA, Treasurer and Clerk to the Weybridge Charity, Weybridge Land Charity, PO Box 730, Woking GU23 7LL

The Mayor of Elmbridge Trust Fund

The fund can help Elmbridge residents, especially young people under the age of 25, who are in need. Complete an application form at elmbridge.gov.uk/council/mayor-of-elmbridge-trust-fund.

Henry Smith Charity

Assistance for the elderly, sick, disabled, unemployed and one-parent families.

Contact john@johnsandison.plus.com, 07545 331 988.

Turn2Us

National charity helping people in financial hardship: turn2us.org.uk

