

Transition Assessment Tool

Budgeting:

Has a better off calculation been carried out?

If so, how much better off per week will you be?

Income	Amount
Wages	
Working Tax Credits/Universal Credit	
Housing Benefit	
Council Tax Benefit	
Total	
Expenditure	
Rent	
Council Tax	
Gas/Electricity	
Water	
Travel to Work	
Total	
Money left (Income - Expenditure)	

Considering factors:

How are you going to get to work?

Do you have 2 sets of suitable work clothing?

What are your home life responsibilities?

Benefit transition:

Do you have a clear bank account ready to start work?

Have you applied for Working Tax Credits?

When will you be paid?

How are you going to manage for travel to work and food?

What do I do if my job doesn't work out?

In work support:

When you start work, Groundwork will contact your employer to confirm your start date.

Your Employment Advisor will reach out to you on your first day to check how it went and will follow up again at the end of your first week.

Please provide the phone number you would like to be contacted on:

How often would you like to be contacted after your first week?

Is there any additional support you need to successfully start work?