Guidance for completing the MI report for Household Support Fund 7 V2

Before completing this template, please refer to the 'MI reporting requirements' section of the detailed guidance document.

Please ensure you complete the following tabs:

1 - Governance

2 - Spend

3 - Volumes

4 - Households helped

Each MI return should cover the actual value of grants made to vulnerable households, net of (in other words, not including) any under or late spend

You need to return four tranches of MI as detailed in the table below.

Period	Deadline
01/04/2025 – 30/06/2025	1st August 2025
01/04/2025 – 30/09/2025	31st October 2025
01/04/2025 – 31/12/2025	6th February 2026
01/04/2025 – 31/03/2026	8th May 2026

When making your return to DWP; please attach and name the excel spreadsheet as follows -

Filename: HSF7MI_RRR_MMYY (where RRR is your LA code and date of return is in MMYY format) for example Brighton & Hove Unitary Authority's August 2025 return would be labelled **HSF7MI_007_0825 xlsx.**

Send the completed MI, **including the name of your LA in the subject line** to the DWP to:

lawelfare.pdt@dwp.gov.uk

Your MI return must be signed off by your Section 151 Officer / Chief Finance Officer. Please ask them to complete Table 3 to provide assurance on the correctness of the reported spend. We also require you to copy your Section 151 Officer / CFO into your return email when submitting your MI return to DWP

Reasonable administration costs are funded as part of the grant.

Traffic Light Guidance System

The Traffic Light Guidance System is used throughout this workbook to help inform the user and the Section 151 Officer (Chief Finance Officer) of any outstanding required inputs.

The green circle with a white tick indicates that the adjacent table is compliant:

The red circle with a white cross indicates that the adjacent table is non-compliant:

HSF7 MI return

Department for Work & Pensions

1) LA details

Local authority	LA code	Has the return been completed in full?
Kent	LA034	✗

Notes
To complete the Governance tab, please ensure to:
a) choose your Local Authority name in Table 1
b) choose the reporting period to which your return applies in Table 2
c) enter the return date in Table 2 (dd/mm/yyyy)
d) complete all cells in Tables 3 and Table 4
e) There is the option to provide any relevant information or details regarding your MI return in Table 6.
A summary and explanation of the traffic light system is included below and in the guidance tab. It details how the system is applied throughout the template.

When a green circle with a white tick appears next to Tables 1 to 4, the adjacent tables are compliant.

When a green circle with a white tick appears in Table 1 'Has the return been completed in full?', the report is compliant and ready for submission.

2) Reporting period

Reporting period	Report type	Return date (dd/mm/yyyy)
01/04/2025 - 31/03/2026	Final MI Return	13/03/26

3) Section 151 officer sign off

I have reviewed the financial procedures in place and I am satisfied that they are robust enough to protect public funds and that the total Grant amount claimed by the Grant Recipient in this template was exclusively used for the purposes set out in the Grant Determination Letter between the Grant Recipient and the Secretary of State for Work and Pensions in respect of the delivery of the Household Support Fund:

Section 151 officer signature	Section 151 officer's email
[redacted]	[redacted]

4) Governance

Is the Section 151 officer / CFO copied into the return email? (dropdown)	LA's single point of contact (SPOC)
Yes	[redacted]

5) Totals

Total amount provided to vulnerable households (£)	Admin costs (£)	Total LA spend (£)	Allocation (£)	Percentage of allocation spent (%)
£ 288,366.83	£ 49,016.67	£ 337,383.50	£ 19,502,405.12	2%

6) Notes

N/A

Traffic Light Guidance System	
The traffic light guidance system is used throughout this workbook to help inform the user and the Section 151 Officer/Chief Finance Officer of any outstanding required inputs. The icons can be found next to each	
The green circle with a white tick indicates that the adjacent table is compliant:	
The red circle with a white cross indicates that the adjacent table is non-compliant:	

For LA-PED use only:	
Governance	
Spend	
Volumes	
Households helped	

End

HSF6 Spend

Notes

The totals cells which auto populate have been greyed out and locked for editing. Please only input into the green cells.

The totals in the auto populated cells of tables 7, 8 and 9 must be the same. The totals for tables 10 and 11 combined must equal the separate sums of tables 7, 8 and 9 for the return to be compliant.

Please ensure that any spend figures you provide are presented to 2 decimal places, please input values in full (e.g. 120,000.00) to enable us to process the return accordingly. Only numbers (eg 123) can be entered into each cell. If any other format is inputted an error message will appear. If this is not followed your MI return will be returned for completion.

The traffic light system will help you ensure the template is compliant. For the return to be compliant, all traffic lights must be green with a white tick.

If there is no spend to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out "NIL", for example). This will help us process the return promptly for you.

"Has the spend tab been completed correctly?" - the traffic light will turn green with a white tick once Tables 7 to 12 are compliant.

7) Admin and evaluation spend

Admin spend (including evaluation spend)	Evaluation spend only
£ 49,016.67	

Traffic light check
Has the spend tab been completed correctly?

8) Total spend (£) split by household composition

Households with children (£)	Households with pensioners (£)	Households with a disabled person (£)	Other households (£)	Total amount provided to vulnerable households (by household composition) (£)
£ 47,903.53	£ 125,110.44	£ 30,691.75	£ 84,661.11	£ 288,366.83

9) Total spend (£) split by types of support

Vouchers (£)	Cash awards (£)	Third party organisations (£)	Tangible items (£)	Other (£)	Total amount provided to vulnerable households (by types of support) (£)
£ 39,614.46	£ 3,274.45	£ 27,676.67	£ 145,021.92	£ 65,287.00	£ 280,874.50

10) Total spend (£) split by access routes

Application-based support (£)	Proactive support (£)	Other (£)	Total amount provided to vulnerable households (by access routes) (£)
£ 125,382.96	£ 103,475.72	£ 2,534.82	£ 231,393.50

11) Total crisis support spend (£) split by category

Energy and water (£)	Wider essentials (£)	Housing costs (£) (Please also compete table 13)	Food (£)	Other (£)	Total spend (by category) (£)
£ 6,218.00	£ 42,925.03	£ 1,540.00	£ 88,213.96	£ 113,046.49	£ 251,943.50

12) Total preventative support spend (£) split by category

Advice services (£)	Skills (£)	Community infrastructure/support (£)	Energy efficiency (£)	Other (£)	Total spend (by category) (£)
		£ 27,210.00	£ 390.00	£ 37,440.40	£ 65,040.40

13) Total housing Costs

If you have reported spend on housing costs, please confirm which of the following applies (dropdown):	If you have reported spend on Housing Costs, please confirm the particular groups and types of support that you have provided including value of spend. If this is zero please input N/A:

End

HSF7 Volumes

Notes
The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.
Please only input whole numbers. If any other format is inputted an error message will appear. If this is not followed your MI return will be returned for completion.

The traffic light system will help you ensure the template is compliant. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no volumes to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example.)

14) Total volume of awards split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Total volume of awards (by household composition)
2176	5184	485	3081	10926

15) Total volume of awards split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Total volume of awards (by types of support)
1988	142	4108	4648	10	10896

16) Total volume of awards split by access routes

Application-based support	Proactive support	Other support	Total volume of awards (by access routes)
3928	6881		10809

17) Volume of crisis support awards split by category

Energy and water	Wider essentials	Housing costs	Food	Other	Total volume of awards (by crisis support category)
511	695	185	9411	38	10840

18) Volume of preventative support awards split by category

Advice services	Skills	Community infrastructure/support	Energy efficiency	Other	Total volume of awards (by preventative support category)
93			73	377	543

End

HSF7 Number of households helped

The totals cells which autopopulate have been greyed out and locked for editing. Please only input into the blue cells.

Please only input whole numbers. If any other format is inputted an error message will appear. If this is not followed your MI return will be returned for completion

The traffic light system will help you ensure the template is compliant. For the return to be compliant, all traffic lights must be green with a white tick.

If there are no numbers on which to report, in order to enable the green light with white tick next to each table, the cells should still be completed with 0 (zero as a numerical value rather than typing out 'NIL', for example).

19) Total number of households helped split by household composition

Households with children	Households with pensioners	Households with a disabled person	Other households	Total number of vulnerable households helped (by household composition)
979	3398	489	1946	6812

20) Total number of households helped split by types of support

Vouchers	Cash awards	Third party organisations	Tangible items	Other	Total number of vulnerable households helped (by types of support)
1099	46	3864	3478	27	8514

21) Total number of households helped from crisis support split by category

Application-based support	Proactive support	Other	Total number of vulnerable households helped (by access routes)
1420	6798		8218

22) Total number of households helped split by category

Energy and water	Wider essentials	Housing costs	Food	Other	Total number of vulnerable households helped (by crisis supoort category)
452	367	248	7267	80	8414

23) Total number of households helped from preventative support split by category

Advice services	Skills	Community infrastructure/support	Energy efficiency	Other	Total number of vulnerable households helped (by preventative supoort category)
87			63	377	527

End