

Destitute because of Domestic Violence concession cases

Background

1. From 1 April 2012, the Home Office have allowed people who are in the UK under a family visa, who would otherwise be destitute because of domestic violence, exceptional leave to remain for a period of 3 months. This gives them recourse to public funds while applying for a settlement visa. This means that they will be entitled to a National Insurance Number (NINo) and to claim benefits for three months.
2. The Home Office issue two letters to the applicant:
 - the Appendix 1 letter is issued to the applicant to confirm that they are eligible under the Destitute because of Domestic Violence (DDV) Concession scheme and have been granted leave to remain for a period of 3 months.
 - the Appendix 2 letter is designed to confirm to Department for Work and Pensions (DWP) or a women's refuge, for example:
 - the type and terms of leave the claimant has been granted
 - that the leave granted permits access to public funds and confirms that they are entitled to apply for financial help
 - the claimant is not subject to immigration control and is treated as habitually resident
3. The Appendix 2 is designed for DWP purposes, but either letter is acceptable as evidence:
 - that they have been granted limited leave to remain in the UK
 - of the start and end dates of their permission to remain

Completing the Evidence and Enquiry Unit form

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------|
| 1 | A verification check of the letter(s) must be made with the Home Office on the Evidence & Enquiry Unit (E&EU) form. |
| 2 | Details of the enquiry must be included in Section B Enquiry Details of the E&EU form |
| 3 | Any additional information that is sought or needs to be provided must be included in Section E Other Details |
| 4 | When emailing the E&EU form, complete the subject line with 'Official -EE REQUEST-URGENT-DDV'. |

4. A copy of the Home Office notification must be taken and retained with the application papers for the decision maker's use at any stage of the evidence gathering process.
5. Use the non European Union/European Economic Area instructions and Benefit inspired as applicable, to process applications from DDV case applicants.