16 to 19 financial support: Controls questionnaire

		16 to 19 Bursary Fund	Free meals in further education		
Allocation					
Year-to-date payments					

No.	Category	Control question	Provider's response	Control satisfactory?	Comments
1	General	Do you use your 16 to 19 Bursary Fund or free meals in further education funding allocation to cover administrative costs? If so, how much? What percentage of the funding do you use?		No	
2	General	Describe your controls for ensuring that you do not carry forward funding for discretionary bursary and/or free meals in further education over more than one funding year. Where you hold unspent funds from any year prior to the 2019 to 2020 academic year, have you contacted the ESFA to arrange to return these funds?			
2	16 to 19 Bursary Fund	Describe your management, staffing, payment and organisational arrangements for administering the 16 to 19 Bursary Fund.		Yes	
3	16 to 19 Bursary Fund	Describe your specific administrative procedures for evidencing bursary applications and awards. For example: **_Bursary for vulnerable groups_** i) Student funding claim forms; ii) Evidence to confirm eligibility to receive bursary for vulnerable groups; iii) Evidence of assessments of students' actual financial needs; iv) Evidence of payment received from the Student Bursary Support Service and payment made to students. **_Discretionary bursary_** i) Evidence to confirm eligibility to receive discretionary bursary; ii) Evidence of income, used to assess eligibility; iii) Evidence of assessments of students' actual financial needs; iv) Receipts for purchases made on behalf of students, such as equipment.		No	
3	16 to 19 Bursary Fund	Have you developed and published a statement, available to young people and the ESFA, setting out how you will administer and distribute your 16 to 19 Bursary Fund? If so, does it include the eligibility criteria and the type of help being offered? **_Note: Block, blanket or flat rate payments are not permitted. Payments must be based on actual financial need._**			

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4	16 to 19 Bursary Fund	Do you raise awareness of the 16 to 19 Bursary Fund when marketing your courses to young people, for example, by working in partnership with local authorities or with feeder schools? In particular, where you offer provision from more than one location, or through subcontracts, how do you ensure that any student attending such provision can apply for a bursary?			
4	16 to 19 Bursary Fund	Describe your controls for ensuring the accurate recording, storage and security of 16 to 19 Bursary Fund evidence and data?		Yes	
5	16 to 19 Bursary Fund	How often do you review the 16 to 19 Bursary Fund guidance, available on the GOV.UK website, to ensure that you keep up-to-date with any changes?			
5	16 to 19 Bursary Fund	Describe your controls for ensuring that you check that students in receipt of a bursary satisfy the general eligibility requirements, set out in the *16 to 19 Bursary Fund guide: 2020 to 2021 academic year*, as follows: i) age; ii) eligible education provision; iii) residency.			
6	16 to 19 Bursary Fund	Is receipt of a bursary conditional on students meeting agreed standards that you set, for example, relating to attendance and/or standards of behaviour? If so, do you hold evidence, such as a signed agreement, confirming that each student has agreed to the conditions?			
6	16 to 19 Bursary Fund: Bursary for vulnerable groups	Describe your controls for ensuring that you hold appropriate evidence to support claims made for students applying for bursary for vulnerable groups. Do you retain copies of documents that confirm eligibility, for example, a letter from the DWP setting out the benefit to which a student is entitled or written confirmation from the local authority of a student's current or previous looked-after status?			

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No.	Category	Control question	Provider's response	Control satisfactory?	Comments
7	16 to 19 Bursary Fund: Bursary for vulnerable groups	Having undertaken an assessment of a student's actual needs and determining the actual amount of support that they require, describe your controls for ensuring that you draw down bursary for vulnerable groups payments from the Student Bursary Support Service in a timely and accurate manner. Describe your procedures for ensuring that you do not claim for duplicate students or students no longer in education.			
7	16 to 19 Bursary Fund: Discretionary bursary	Describe your controls for ensuring that you award discretionary bursaries only to students facing financial barriers to participation, for example, the costs of transport, meals, books, equipment and other course-related items. Describe also your controls for ensuring that you have appropriately assessed applications and documented actual financial need, and that you have taken into account any allowances or other sources of financial support.			
8	Free meals in further education	Describe your administrative procedures for recording free meals in further education applications and awards, including: i) checks to ensure that there is a fully and accurately completed application form for each student; ii) checks on students' eligibility, covering age, residency and receipt of qualifying benefits (student or parents). iii) recording in the ILR the *Learner funding and monitoring type* code/value **FME2** for all eligible students who have taken up a free meal at any point during the academic year.			
8	Free meals in further education	Where you determine that it is necessary to enhance the £2.41 free meals funding rate from the 16 to 19 Bursary Fund or other sources: a) how do you ensure and evidence value for money and reasonableness of this enhancement? b) if you have adopted a significant variation to the standard rate, what is your rationale and have you documented it? c) how do you ensure that there is no negative impact on the discretionary bursary fund and that money remains available to support students facing other barriers to participation?			

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	16 to 19 Bursary Fund	Free meals in further education		
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No.	Category	Control question	Provider's response	Control satisfactory?	Comments
9	Free meals in further education	Describe how you make available free meals provision for students when they are off-site, for example, attending a work placement or work experience?			
10	Free meals in further education	Do you make cash payments to students? If so, describe how you ensure that you make such payments in accordance with the exceptional circumstances set out in the guidance?			