

# Warm Handover Incentive (2024–2026)

## For Community Food Projects in Suffolk

This scheme aims to encourage and enable food projects to use the Warm Handover scheme to refer clients to wrap-around services that can provide further support. Food projects will be given £30 per individual referred (as long as it includes a referral to one of the eligible support services); the money can be used to procure food, buy storage solutions, cover training costs, invest in technology, etc. The organisation referred to will also receive £30.

### STEP 1

#### Join SIP and Warm Handover

To join the SIP and Warm Handover Referral Scheme, you will be required to complete the Community Action Suffolk Organisation HealthCheck: [CAS Organisation HealthCheck](#)

You will need to provide your:

1. Data Protection Policy
2. Safeguarding Policy
3. [Information Sharing Agreement](#) (signed)
4. Organisation logo (basic image will suffice)
5. Short paragraph about what you do
6. Contact details

Submit all of the above to:

[Suffolkinformationpartnership@suffolk.gov.uk](mailto:Suffolkinformationpartnership@suffolk.gov.uk)

Once all documents are received and agreed by SIP Admin, your organisation will be added to the SIP mailing list & website, and set up on the WHRS.

### STEP 2

#### Make referrals using the Warm Handover Scheme

Referrals which include VCFSE organisations providing Employment, Housing, Debt, and Benefits advice will be eligible for the £30 incentive payment.

Referrals **MUST** be made through the Warm Handover scheme.

Payment is per individual, not per service referred.

### STEP 3

#### Receive payments for all eligible referrals after each referral window

First window: 1 August 2024 – 30 September 2024.

Subsequent windows: Three-month intervals until 30 September 2026.

Scheme may close early if referrals exceed budget predictions.

Download full guide here: <https://tinyurl.com/WHIscheme>

For questions, contact the SIP team: [Suffolkinformationpartnership@suffolk.gov.uk](mailto:Suffolkinformationpartnership@suffolk.gov.uk).