

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Eligibility Guidance  
**Date:** 30 November 2021 17:52:36  
**Attachments:** [REDACTED]

---

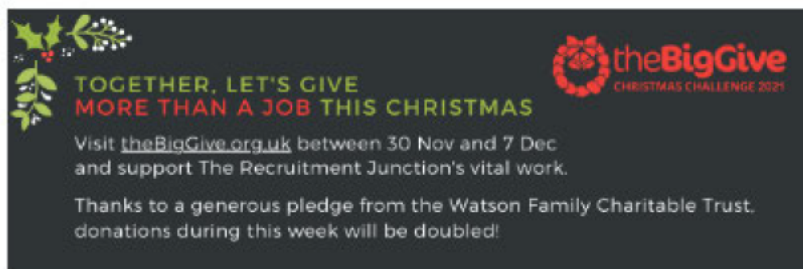
Hi [REDACTED]

Makes sense for now! If I come across an issue I will let you know haha!

[REDACTED]



[www.therecruitmentjunction.com](http://www.therecruitmentjunction.com)



The Recruitment Junction is a Charitable Incorporated Organisation, entered onto the Register of Charities with the Charity Number 1191442. The office address is TusPark, Maybrook House, 27 Grainger Street, Newcastle upon Tyne, NE1 5JE. This email and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately and delete this email from your system. If you are not the named addressee you should not disseminate, distribute or copy this email and you are notified that disclosing, copying, distributing or taking any action in reliance upon the contents of this information is strictly prohibited. The Privacy Notice displayed on our website explains how we will use your personal data.

---

**From:** [REDACTED]@newcastle.gov.uk>  
**Sent:** 30 November 2021 16:03  
**To:** [REDACTED]@therecruitmentjunction.com>  
**Subject:** Eligibility Guidance

H [REDACTED]

As discussed last week it is worth checking the evidence requirements in the guidance but headline info....<https://www.gov.uk/government/publications/european-social-fund-eligibility-documents/esf-data-evidence-requirements-eligibility-and-results>

It is important that the participant is not asked to spend additional time, effort or costs trying to obtain evidence and prove eligibility. Therefore, projects can confirm to Newcastle City Council that they have made reasonable attempts to gain stronger evidence before using exception / no evidence' option

If you are satisfied with the alternative evidence/that you have the best evidence available you can document the justification for proceeding, to include reasons why the participant does not have any preferred evidence available and confirmation that credible and plausible reason have been provided and are acceptable. Explain why the alternative items provide persuasive evidence that the participant meets the criteria.

Does that make sense? So currently you are providing the very best evidence - which is great, however, if sometimes the evidence is not 'perfect' and you can justify what you have accepted then that's fine too - and then if nothing is available you can use the self-certification/justification process. Obviously a signed reg form is required in all situations.

Hope that helps...but if it makes things more complicated and you have questions - let me know!



Newcastle City Council



**European Union**

European Structural  
and Investment Funds

**BE CONSIDERATE. BE CAUTIOUS. BE KIND.**



Wear a mask



Wash hands



Make space



Get vaccinated



Let fresh air in



Get tested & isolate

[www.newcastle.gov.uk/coronavirus](http://www.newcastle.gov.uk/coronavirus)

Newcastle  
City Council

\*\*\*\*\*

This email, including any attached files, may contain confidential information and is intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient, the disclosure, copying or distribution of the information included in this email is prohibited and may be unlawful. Please notify us by replying to this communication and confirm deletion of the email. Thank you for your co-operation

\*\*\*\*\*