

Homes for Ukraine scheme: 8 April 2022 responsibilities, the process and key contact information

Responsibilities

There are a number of national and local government responsibilities relating to the Homes for Ukraine scheme.

Government duties

- Manage the visa application made by UK sponsors and hosts and carry out checks required for this process.
- Initiate basic DBS criminal conviction checks.
- Give the final go ahead for Ukraine refugees to enter the UK and be placed with hosts in Oxfordshire.
- Provide £10,500 funding per Ukrainian national to local authorities (specifics of this are still to be confirmed but this will include the £200 support payment per person), £350 per month thank you payment for hosts.
- Provide extra funding to schools for places for Ukrainian children.

Local authority duties

- Issue payments to hosts and Ukrainian guests.
- Carry out accommodation checks.
- Carry out safeguarding checks.
- Initiate enhanced DBS checks for hosts where children will be staying.
- Find school and early years places for the children of guest families.
- Communicate with Ukrainian guests and their hosts about community support, and local integration for Ukrainian people.

The process and **who leads**

1. Management of the visa process: **Government**

The Home Office manages the visa application process including issuing of permits to travel.

2. Coordination of checks in Oxfordshire: **Oxfordshire County Council**

The county council receives Oxfordshire information on hosts and guests daily from central government and provides updates to the city and the district councils.

3. Checking guests have arrived: **Oxfordshire County Council**

The county council's customer services team makes the initial phonecalls to check the Ukrainian guests have arrived in the country and that the guests have met up with their sponsors. The team also sends out a first contact letter by email to the hosts and the Ukrainian guests that gives an overview on what happens next (including safeguarding checks) and provides key contact information.

4. Finance – £200 payment to Ukrainians: [Oxfordshire County Council](#)

As soon as we have confirmed that guests have arrived, the county council will set-up with either the host or the guest an agreed time to visit and give the £200 support payment (cash) in person to the Ukrainian nationals. An email explaining what documents or identity checks will be required will be sent (translated) ahead of this visit. Payment visits started today (8 April).

5. Accommodation checks: [City and district councils](#)

The city and district housing teams check that properties exist and carry out an in-person accommodation check. They will check the home is suitable for guests and will provide feedback to hosts and the Home Office.

6. Safeguarding checks: [Oxfordshire County Council](#)

Once the Ukraine guests have arrived the adults and children's social care teams carry out safeguarding checks. If a host is sponsoring a family with children this will be by the children's social care team, if not it will be by the adults social care team.

A separate Disclosure and Barring Service (DBS) check will be started at this visit. Hosts will receive information beforehand about any documentation that they will need to have ready and who in their household will need the check. If sponsors are hosting a child or vulnerable adult, they will require an enhanced DBS. The process will not stop them welcoming their guest(s) because we will already have done the initial checks above.

7. Finance – £350 thank you payment: [Oxfordshire County Council](#)

Once all checks (including DBS) have been completed, a form will be emailed to host families where they can apply for the £350 thank you payment and enter their bank and contact details. As the DBS process may take some time, back payments to hosts will be made.

Regular communications, signposting and important contacts

National signposting:

Queries on visa applications as part of the Homes for Ukraine scheme should be directed to the Home Office and UK Visas and Immigration.

- **Visa application webpages:** Information on the application process is available on [gov.uk](https://www.gov.uk)
- **Visa helpline:** Those involved in the application process can also call for free on + 44 808 164 8810 (0808 164 8810 if you're in the UK).
 - select option 2 (for Ukrainian nationals)
 - option 3 (sponsors)
 - option 4 (charities).

Lines are open 24 hours a day, seven days a week. If people cannot contact UK 0808 numbers, they can use +44 (0)175 390 7510.

- **Homes for Ukraine scheme information:** You can also signpost to the [Homes for Ukraine](#) scheme and to the [frequently asked questions](#) on gov.uk.

Oxfordshire information:

The dedicated webpages www.oxfordshire.gov.uk/ukraine (also centrally hosted) will also be kept up to date as we learn more from government and as we learn from implementing the above process.

- **Sponsor information:** If members have queries from sponsors or hosts they can directly signpost to www.oxfordshire.gov.uk/ukrainsponsor
- **Guests:** For Ukrainian guests signpost to www.oxfordshire.gov.uk/ukrainequest.

Queries that cannot be easily answered by signposting can be directed towards the county council's customer services centre team:

- **Oxfordshire Ukraine helpline:** +44 1865 966444 / 01865 966 444 (opening hours: 8.45am - 5pm, Monday to Friday. Closed weekends and bank holidays).
- **Email:** ukraineresponse@oxfordshire.gov.uk

Throughout this process, the county council on behalf of the communications system-wide sub-group will be sending out regular e-newsletters that provide Oxfordshire-specific information to hosts and Ukrainians, including signposting to community resources. This regular flow of information will help to keep all parties up to date and informed.