Test & Trace Payment Application Form

Guidance was given on Monday 21st September that councils are required to begin receiving and processing applications for the new Test & Trace Isolation Payment, no later than 12th October – An extraordinarily short implementation time of under 3 weeks.

Victoria Forms is able to assist Councils – In record time we have created a new super smart online form, which will allow staff to receive applications with digital evidence submission.

The system can be set up and configured for a council within hours. The system is scalable and is be able to cope with rapidly increasing volumes, and can be adapted as requirements evolve.

Key Features of online application form

- Eligibility filter: checks to make sure that customer meets the criteria for the payment.
- Address lookup.
- Helping and guiding the user through relevant sections only. Users will only need to provide the information that relates to their circumstances. Non-relevant pages and questions are hidden.
- Advanced validation (identifying errors and mistakes *before* submission).
- Bank sort-code and account checker – make sure the bank account is valid and is compatible with BACS before payment is made.
- Built-in context specific help information to guide the user.
- Evidence Upload: The form generates a dynamic customer specific evidence list, with guidance for the user of what is acceptable. Evidence can be uploaded, and this is "attached" to the form.
- The customer signs a declaration page, confirming their understanding their legal obligations in making the application.
- Custom claim specific guidance for staff to for a step by step assessment process.

Key System Features

- Form and evidence combine into a single PDF file for downloading by staff or automatic export to document system.
- Full Audit History for each form.
- Custom reports to export all useful data, as Excel files, for use by managers.

Additions
Depending on the evolving requirements, additional features may be added to the system. These can include:
- An appeal form for the customer.
- An employer's online declaration of an employee's status, with eSignatures and email address validation.

Implementation
Systems can be set up and configured for councils within hours.
System hosted and fully secured on Microsoft Azure Cloud (hosted in the UK).
We provide online training and support.

For further details please email VFsales@VictoriaForms.co.uk