# The application file — the Marchand family, and document checks at filing

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Fictional file, extract from the single desk · resolution of 14 October 2025 and operating rules

**Fictional document — demonstration example**

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

**Fictional document.** The Marchand family, the child Elias and the documents cited are invented for the demonstration. **No point is carried on the file without the dated document that grounds it — and the position the grid produces is never an allocated place.**

## The file, and the 17 points carried — each with its document

| Criterion in the resolved grid | Article | Points | Document that grounds it | Date of the document |
|---|---|---|---|---|
| Residence in the town | art. 3.1 | **6** | Proof of address | **To be renewed — the one on file is 9 months old** |
| Both parents in work | art. 3.2 | **5** | 2 certificates of employment | 14/03/2026 |

| Criterion in the resolved grid | Article | Points | Document that grounds it | Date of the document |
|---|---|---|---|---|
| Sibling already attending the setting | art. 3.4 | **4** | Care contract of the elder sister, Les Glycines nursery | 01/09/2025 |
| Age of the application | art. 3.5 | **2** | Acknowledgement of filing | **12/03/2026** |
| Single-parent situation | art. 3.3 | 0 | Not applicable | — |
| Referral by social services | art. 3.6 | 0 | Not applicable | — |
| **Total carried on the file** | — | **17** | — | — |

> **What this table is not: a rank. The position the grid produces is arithmetic, not a decision.** The allocation panel **reviews, weighs and allocates in session, on the record** — and on files level on points, it decides on elements no scoring grid carries. **That is the sentence that appears in the letter sent to the family**, because it is the one that prevents the misunderstanding six weeks later.

## The two missing documents — and the email already drafted

| Document expected | What was filed | Why it does not do | What the email says |
|---|---|---|---|
| **Previous-year tax notice** | Tax notice from two years back | **An out-of-date notice produces an out-of-date means-test figure, so a wrong rate** | The right year, where to find it, the 3 ways to send it |



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| Document expected | What was filed | Why it does not do | What the email says |
|---|---|---|---|
| **Proof of address less than 3 months old** | Rent receipt 9 months old | Operating rules, art. 4, require a document less than 3 months old | The documents accepted, the format, the deadline |

**The email runs to twelve lines and starts with the only information the parent is looking for: « Your application for Elias has been registered since 12 March. The next panel meets on 21 May; your file must be complete by 30 April. »** Then come the two documents, the accepted format, the three ways to send them — **upload to the family portal, counter, post** — and the sentence about the panel's role. **Nothing about the family situation: the detail of a file is not restated in a message, the family finds it on the portal or at the desk.**

## Document checks at filing — the year's 1,106 files run back through the rule

| Reason for incompleteness | Files | Share | What it costs today |
|---|---|---|---|
| **Document absent** | **108** | 9.8% | A three-week round trip, discovered at assessment |
| **Proof of address more than 3 months old** | **62** | 5.6% | **74 files held over to the following panel last year — 3 more months of waiting** |
| **Tax notice two years back instead of one** | **44** | 4.0% | **An out-of-date figure, a wrong invoice, an adjustment 6 months later** |
| **Total** | **214** | **19.3%** | — |
| **Complete files** | **892** | **80.7%** | — |

**What is recorded from each document, and nothing else:** the name, the address, the date of the document, the number of people in the household, the reference taxable income and the claimant number. **The rest of the tax notice is not kept** — article



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5.1(c) of the GDPR. **Measured effect: the time to complete a file goes from 24 days to 5**, because today's three weeks are three weeks of documents going back and forth.

## The mandate — three scopes to choose from, and one boundary the slider does not cross

| Scope | What goes without line-by-line approval | What always waits | Ceiling and review |
|---|---|---|---|
| **1 — the most cautious** | Nothing | Everything: acknowledgements, reminders, letters, invoices | Review at 3 months |
| **2 — intermediate** | Qualified acknowledgements | Document reminders, letters, invoices | Review at 3 months |
| **3 — the widest** | **Acknowledgements and document reminders** | **Decision letters, offers of a place, invoices, adjustments** | Ceiling of 40 reminders a week, review at 3 months |
| **Outside every scope** | — | **Allocating a place** | **It belongs to the panel — the slider does not cross that boundary** |

> **A mandate is not a blank cheque, and neither is it a refusal in disguise.** Sending out an invoice, notifying an offer of a place, raising an adjustment are acts that **commit the town**: they are carried out **as soon as the mandate is written** — named scope, stated ceiling, review date — **and the mandate is withdrawn on a word, instantly, in both directions.**

Mandate scope chosen — 1 ☐ 2 ☐ 3 ☐ — signed by the early years coordinator, on:

_____



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Mandate review date: _____

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