

**Housing Benefit and
Council Tax Benefit**

Subsidy Guidance Manual

Record of amendments

- 1 Amendments are serially numbered so that holders can check they have received the full series.
- 2 Incorporate amendments immediately and record that you have done so below.

Serial number	Initials	Date	Serial number	Initials	Date
1	incorporated		21		
2	incorporated		22		
3			23		
4			24		
5			25		
6			26		
7			27		
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Abbreviations

CRR	Claim Related Rent
CTB	Council Tax Benefit
DCLG	Department for Communities and Local Government
DRI	Disproportionate Rent Increase
DWP	Department for Work and Pensions
HA	Housing Association
HAMA	Housing Association Managing Agents
HAT	Housing Action Trust
HB	Housing Benefit
HBMS	Housing Benefit Matching Service
HBSD	Housing Benefit Security Division
HRA	Housing Revenue Account
IAD	Information and Analysis Directorate
IB	Incapacity Benefit
IR	Inland Revenue
IRL	Indicative Rent Level
IS	Income Support
JSA(IB)	income-based Jobseeker's Allowance
LA	Local Authority
LAA	Local Authority Association
LRR	Local Reference Rent
NAW	National Assembly for Wales

Abbreviations

NINO	National Insurance Number
RSL	Registered Social Landlord
SAFE	Security Against Fraud and Error
SDA	Severe Disablement Allowance
STL	Short-term Leased
SRR	Single Room Rent
TIC	Taken Into Consideration
VF	Verification Framework
WIB	Weekly Incorrect Benefit
WWEG	Work, Welfare and Equality Group

About this manual

Background

- 1 The subsidy guidance for 2005/06
 - was issued as a formal manual in binder format rather than under cover of an HB/CTB Circular as in earlier years
 - will take its place among other manuals issued in this format
- 2 Amended pages/sections will be issued each year as appropriate, to make sure that the information in the manual is kept up-to-date for future years' claims. As this information is central to the correct completion of final subsidy claims, the amendments should be incorporated in the manual as a matter of urgency.
- 3 Related information about the 2006/07 financial year is contained in *HB/CTB Circular S2/2006*.

What this manual contains

- 4 This manual details the subsidies the Department for Work and Pensions (DWP) will pay Local Authorities (LAs) for certain costs of the Housing Benefit (HB) and Council Tax Benefit (CTB) schemes. The subsidy arrangements for the 2006/07 financial year are shown at *Appendix A* of this manual.
- 5 This guidance covers subsidies for
 - benefit costs
 - administration costs
- 6 This manual is also supported by
 - several appendices
 - a key word index

Cross references

- 7 Whenever possible all main guidance for a particular issue is contained in the same section. Sometimes you will be referred to another part of the manual or another document for further related information, rather than repeating that same information.
- 8 The following cross reference terms are used
- see *Further applications for Rent Officer determinations* earlier/later in this **section**, as appropriate, for information that is in the same section
 - see *Further applications for Rent Officer determinations* earlier/later in this **manual**, as appropriate, for information that is in a different section

Language of the manual

- 9 Some ordinary words and phrases have been used within the manual with a specific meaning to aid ease of reading and understanding. These words and phrases are
- 'you' is used to mean the person within the local authority making the decision
 - 'home' or 'accommodation' is used rather than 'dwelling they occupy as their home'
 - 'authority' or 'authorities' is used to denote authorities responsibilities especially if talking about the administration arrangements within an authority

Queries

- 10 If you have any queries concerning the
- **content of this manual**, contact details are given at the end of each subject
 - **distribution of this manual**, contact Corporate Document Services Ltd
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Section 1: Introduction

100 From 2004/05, the Department for Work and Pensions (DWP) is responsible for paying all subsidy in respect of rent rebate, rent allowance and Council Tax Benefit (CTB). The introduction of the new subsidy rates and rules in April 2004 across the whole Housing Benefit (HB) system is within a cost neutral basis across Great Britain. This means that the Exchequer will bear the same benefit costs of local authorities (LAs) administering the new subsidy rates and rules as it would have done had there been no changes.

101 However, due to the variation in the way subsidy is currently distributed to LAs, eg between each benefit and by each county having regard to factors such as caseload, population, size of benefit payments and overpayments, it was not possible to establish a system that made sure individual LAs would receive similar amounts of subsidy from the new regime as from the old.

Transitional protection

102 The transitional protection scheme was introduced in April 2004 to minimise the impact on those LAs that would be losers under the new subsidy arrangements. For LAs to qualify for transitional protection in 2006/07 they must have been transitionally protected in 2004/05 and 2005/06 and would lose more than 2% subsidy, applying the 2004/05 subsidy rates and rules, compared to what they would have received had the 2003/04 rates and rules applied.

103 To enable losses for 2006/07 to be netted at 2%, thus providing a level of protection, those LAs who are winners under the new scheme may have to meet some of the costs from the increased subsidy they would otherwise receive. Gaining authorities will see their gains proportionally adjusted to achieve the 2% net. DWP will employ a similar methodology as used for netting administration subsidy. Further details on the transitional protection scheme may be found in *HB/CTB Circular S8/2004*.

Transitional protection calculation

104 The first calculation will be based on the data from the un-audited final subsidy claim forms which are due to be received by 31 May 2007 with a cut off date of 1 August 2007. Once DWP have all the relevant data then the calculation will be carried out and an interim payment/deduction will be made. The second calculation will be based on data from the audited final claims which are due to be received by 30 November 2007. After this DWP will perform a recalculation of winners and losers and a final balancing payment/deduction will be made.

105-119

Subsidy legislation

105 Until 1996/97, the HB/CTB subsidy arrangements for each financial year were provided for in the annual Housing Benefit and Council Tax Benefit (Subsidy) Order, which was made towards the end of the relevant financial year.

106 However, from 1997/98, the legislative vehicle for the subsidy arrangements is the Income-related Benefits (Subsidy to Authorities) Order 1998 SI 1998/562, which is amended as required to take account of any changes to the subsidy arrangements. The following Income-related Benefits (Subsidy to Authorities) Amendment Orders have updated the subsidy arrangements

- SI 1998/2865
- SI 1999/550
- SI 2000/1091
- SI 2000/2340
- SI 2001/2350
- SI 2002/1859
- SI 2002/3116
- SI 2003/3179
- SI 2004/646
- SI 2005/369
- SI 2005/535
- SI 2006/559
- 2006/54

A further Amendment Order for 2006 is currently being prepared.

This has also been amended by SI 2002/1397.

107 Separate detailed guidance is issued about the arrangements for claiming payments on account of subsidy and for making final subsidy claims. A brief summary is given in *Section 13: In-year instalments of subsidy and payments of subsidy*.

108 Authorities should note that amounts should be rounded to the nearest pound when claiming subsidy. Amounts of 50 pence or less should be rounded down; amounts of more than 50 pence should be rounded up.

109 This guidance should be read in conjunction with the 'Notes for guidance on completion' accompanying final subsidy claim forms (MPF 720).

110-119

Short-term Leased accommodation in Wales

120 Welsh Short-term Leased (STL) accommodation is within the Housing Revenue Account (HRA) and was subject to HRA threshold arrangements. From April 2004 Welsh LAs should use the non-HRA threshold and caps as shown in *Appendix B*. For further details, see *Section 6* of this manual.

121-199

Section 2: Benefit costs

- 200 The benefit subsidy arrangements set out in this guidance manual apply to all HB and CTB lawfully paid from 1 April 2006 to 31 March 2007. They also apply to all overpayments and excess benefits identified in that period.
- 201 LAs receive, for the greater part of the qualifying benefit expenditure they incur, a direct subsidy of 100%. However, in areas of expenditure where authorities have most scope to monitor and control costs, lower rates apply.
- 202 The areas of benefit spending which attract a lower rate of subsidy are
- certain types of overpaid benefit, see *Section 4, Overpayments, Overpaid benefit* later in this manual
 - duplicate payments, see *Section 4, Overpayments, Duplicate payments* later in this manual
 - disproportionate increases in rents rebated through HB, see *Section 5, Disproportionate rent increase rule* later in this manual
 - rent rebate payments above a specified level in respect of homeless people in board and lodging, licensed and short-term accommodation, see *Section 6, Non-HRA rent rebate thresholds* later in this manual
 - rent allowance paid above or without the required rent officer determination
- 203 See *Section 4, Overpayments, Backdated payments and overpayments* for details about the recording of backdated benefit that is subsequently found to have been overpaid.
- 204-209

Qualifying expenditure

- 210 'Qualifying expenditure' is the total of rebates and allowances paid by an authority during the relevant financial year, subject to certain deductions, eg monies in respect of recovered Departmental error overpayments.
- 211 The term 'paid' should be taken to mean benefit lawfully awarded and paid or credited in relation to 2006/07, even though physical payments of benefit made to claimants, by rent allowance or as a rebate, may not reflect actual benefit paid because of deductions from ongoing entitlement to recover overpayments or excess benefits.

212-219

220-299

Queries

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221-299

Section 3: Backdating

Backdated claims

- 300 From April 2004, the rate of subsidy for awards of benefit backdated, under regulation 72(15) of the Housing Benefit (General) Regulations 1987 or regulation 62(16) of the Council Tax Benefit (General) Regulations 1992 is 100%, see *Housing Benefit and Council Tax Benefit Guidance Manual, A2, Backdating*.
- 301 The objective is to encourage LAs to be rigorous in establishing whether the criterion of 'good cause' in the backdating rules has been met. Subsidy in all backdated claims is subject to the external auditor's certification that continuous good cause has been established.
- 302 Subsidy is calculated on the total benefit backdated in the financial year. It is payable for the year in which the awards are made, even if the period for which benefit is backdated falls wholly or partially in the previous financial year.

Example

Total backdated benefit awarded under HB regulation 72(15) during the financial year = £20,000, of which £4,000 relates to entitlement in the previous year.

Subsidy rate = 100%

Subsidy payable is £20,000 x 100% = £20,000

303-309

Queries

- 310 If you have any queries concerning the content of this section, please see the HB/CTB contact list <http://www.dwp.gov.uk/housingbenefit/contact/contact-list.pdf>.

311-399

Section 4: Overpayments

Overpaid benefit

400 The objective is to encourage LAs to seek to minimise overpayments, as defined by regulation 99 of the HB (General) Regulations, and to recover overpaid benefit wherever appropriate. 'Overpayments' in this context should be taken to include excess awards of CTB.

CTB Reg 82

401 The rates of subsidy that apply to overpayments vary according to the circumstances in which they were made.

- i Eligible – any overpayment not listed below (claimant error, fraud and other overpayments). This category of overpayment attracts subsidy at the rate of 40% in 2006/07. For further information, see *HB/CTB Overpayments Guide, Classification and Recoverability*.
- ii LA error – eg incorrect assessment of benefit or failure to act on a notification of a change of circumstances. The subsidy for this category of overpayment is determined by thresholds and may be nil, 40% or 100% subsidy in 2006/07, see *LA error thresholds in 2006/07* later in this section.
- iii Technical overpayments – rent rebates or CTB credited in advance of entitlement accruing where a change of circumstances or a recoverable overpayment causes that entitlement to be removed or reduced. An overpayment that starts in the benefit week following the week in which the change is disclosed to, or the overpayments identified by, the authority is a technical overpayment and is ineligible for subsidy in 2006/07. Any overpayment covering the period before the 'technical' part of the overpayment should be classified in the 'normal' way, eg claimant error/fraud. The classifications of LA or Departmental error take priority over the technical overpayment classification. An overpayment falling into either of the LA or Departmental error definitions should be classified accordingly.
- iv Excess CTB – arising from the reduction in a claimant's CT liability, eg a delayed award of transitional relief, a reduction in a property's banding following an appeal or late award of discount, is ineligible for subsidy in 2006/07.
- v Indicative Rent Level (IRL) overpayments – benefit overpaid because an IRL exceeded the maximum rent payable – is eligible for 100% subsidy in 2006/07, see *paragraph 410*.

continued

Section 4: Overpayments

(401)-407

- (401) vi Recovered IRL overpayments – overpayments, which have arisen from the use of indicative rent levels, but have been recovered. These are ineligible for subsidy.
- vii Duplicate overpayments – arising from duplicate payments following alleged non-receipt, loss, theft or destruction in cases where the original payment has been cashed. These overpayments attract 25% subsidy. See *Duplicate overpayments* later in this section.
- viii Departmental error – these arise from mistakes, whether in the form of an act or omission, made by an officer of the DWP or Inland Revenue (IR). Such overpayments can occur, for example, on initial processing of claims, eg incorrect local office assessment of Income Support (IS) entitlement or incorrect notice of entitlement to the authority. This category of overpayments is eligible for 100% subsidy in 2006/07, see *paragraph 410*.
- 402 DWP offices cannot be held responsible for HB and CTB overpayments that occur because IS has ceased due to a change in a claimant's circumstances. The onus is on claimants to report any changes that may affect their entitlement to HB/CTB to the authority that administers their benefit.
- 403 Even if claimants have notified the DWP office, they must tell the authority of the change. Therefore, any overpayment that arises for the period between the date of the change and the date when either the DWP office or the claimant notify the authority about the change, will be either claimant error or, in certain circumstances, fraud.
- 404 Any overpayment arising after the DWP have notified the authority of the change will be LA error, because once the authority is aware of a change of circumstances it is expected to act on it.
- 405 An example of a Departmental error is when a DWP office wrongly informs an authority that a claimant is in receipt of IS.
- 406 For more details on the classification of overpayments, see *Housing Benefit and Council Tax Benefit Overpayments Guide, Classification & Recoverability*.
- 407 Subsidy on overpaid benefit in categories i-viii of paragraph 401 is payable on the total amounts of overpaid benefit identified by the authority within the financial year. Authorities will not be required to deduct from their claim in that year – or refund in subsequent years – any amount of overpaid benefit which is later recovered, with the exception of certain Departmental error overpayments and overpayments arising from using the IRL, see *paragraph 410*.

- 408 It should be noted that subsidy is claimed on netted overpayments calculated in accordance with regulation 104 of the HB (General) Regulations and regulation 89 of the CTB (General) Regulations. For further information, see *Underlying Entitlement* later in this section.
- 409 In common with LA error overpayments, benefit overpaid as a result of Departmental error is only recoverable when the claimant or person to whom benefit was paid could reasonably have been expected to know they were being overpaid at the time the overpayment occurred, see *Housing Benefit and Council Tax Benefit Overpayments Guide, Classification & Recoverability*.
- 410 Benefit overpaid because an IRL exceeded the maximum rent payable attracts 100% subsidy but is recoverable. In both Departmental error and IRL overpayment cases, 100% subsidy is payable on the amount of overpaid benefit less any amount which is recovered, ie not necessarily on the amount which is originally identified. When an amount is recovered in 2006/07 and the overpayment was identified in an earlier year, the amount recovered in 2006/07 should be deducted from total benefit expenditure for 2006/07.

411-419

LA error thresholds in 2006/07

- 420 An initiative was introduced from April 2004 to allow LAs to receive subsidy according to the level of their LA error overpayments when compared to the total amount of correct benefit payments they make.
- 421 The level of subsidy that LAs may claim for LA error overpayments in 2006/07 is determined by thresholds, expressed as a percentage of total correct payments. The thresholds are

Lower threshold	0.48%
Upper threshold	0.54%

The subsidy rates are shown overleaf

continued

Section 4: Overpayments

(421)-429

(421)	Where the LA error overpayment is	Subsidy rate for the total LA error overpayment
	less than or equal to 0.48% of the expenditure attracting 100% subsidy	100%
	greater than 0.48% but less than or equal to 0.54% of the expenditure attracting 100% subsidy	40%
	greater than 0.54% of the expenditure attracting 100% subsidy	nil

422 For the calculation of the percentage LA error, correct payments are defined as payments for which full (100%) subsidy is payable. This includes Rent Rebates, non-HRA Rent Rebates, Rent Allowances and CTB and incorporates any backdating that has been properly undertaken.

423 In general LA error overpayments are not recoverable. However, if the claimant, or their representative, could reasonably have been expected to realise they were being overpaid, you should be able to recover these overpayments. Under these circumstances, LAs entitled to subsidy for LA error overpayments will keep any amount recovered without any loss of subsidy.

HB Reg 100(2), CTB Reg 83(2)

424-429

Backdated payments and overpayments

- 430 Backdated payments are sometimes found subsequently to have been overpayments. From April 2004 all backdated payments which are later found to have been overpayments should be recorded, for subsidy purposes, as the appropriate type of overpayment.
- 431 The mechanics of the claim form will effect the deduction of the full amount of overpaid benefit from the total benefit expenditure figure. In the case of Departmental error overpayments, the figure to be deducted will be the amount of any Departmental error overpayments recovered in the financial year.
- 432 Authorities should include the whole amount of overpaid benefit identified in 2006/07 relating to both the current and any previous year(s) in the figure for total overpaid benefit under the relevant overpayments category, eg LA error, so that the appropriate rate of subsidy can be claimed.
- 433 It will often be the case that a portion of the overpaid benefit identified in the year of the subsidy claim (year A) was in fact paid in a previous financial year (year B) and has already attracted subsidy. Authorities should identify the correct overpayment category and claim the appropriate rate of subsidy for the year in which the subsidy claim is made (year A).

434-439

Underlying entitlement

- 440 Regulations state that in calculating the amount of a recoverable overpayment, you must take account of any underlying benefit entitlement that existed throughout the period of the overpayment.

HB Reg 104, CTB Reg 89

- 441 When overpayments have occurred, the overpayment equals the difference between the benefit already paid and any underlying entitlement. Subsidy should be claimed on the overpayment at the appropriate rate. In some cases this will be nil. The underlying benefit entitlement will attract subsidy at the rate claimed for correct benefit payments (100% for 2006/07).

442-443

442 As a general principle, subsidy is not payable twice in respect of the same expenditure over the same period. When an overpayment has arisen and benefit is subsequently awarded for the same period, subsidy in respect of the overpayment should only be claimed on the net overpayment.

443 The following examples assume no other relevant factors are involved.

Example 1

A claimant is in receipt of £100 HB a week. The LA is then informed that the claimant started full-time work 2 months ago. Underlying entitlement is considered, but the LA establishes that the claimant would not have been entitled to any HB for the period of the overpayment. The overpayment is therefore £100 a week, which has been classified as 'Fraud' error. The subsidy that should be claimed is

	Subsidy
Underlying Entitlement = Nil	Nil
Overpayment Amount = £100	40% of £100 = £40
Total Subsidy =	£40 per week

Example 2

A claimant is in receipt of £100 HB a week. The LA is then informed that the claimant started work 2 months ago. Underlying entitlement is considered and it is discovered that the claimant would have been entitled to £50 HB a week. There is an overpayment of £50 a week, which has been classified as 'Claimant error'. The subsidy that should be claimed is

	Subsidy	
Underlying entitlement = £50	100% of £50 =	£.50.00
Overpayment amount = £50	40% of £50 =	£ 20.00
Total subsidy =	£70.00 per week	

Note: When completing the final subsidy claim form, fraud and claimant error overpayments are to be entered in the appropriate 'Eligible' overpayment cell.

continued

(443)

Example 3

A claimant is in receipt of £100 HB a week. The claimant informs the LA that he is starting work the following week. The LA do not action the change in circumstances so there is an overpayment. Underlying entitlement is considered and it is discovered that the claimant would have been entitled to £25 HB a week. The overpayment is £75 per week and is classified as 'LA error'. The subsidy that should be claimed is

	Subsidy
Underlying Entitlement = £25	100% of £25 = £25.00
Overpayment Amount = £75	Nil due to LA error = Nil *
Total Subsidy =	£25.00

* The LA error overpayment may attract subsidy under the LA error threshold scheme. However, for illustrative purposes this is omitted from this example.

444-449

Netting spanning two financial years

450

For netting that spans more than one year, it will be necessary to adjust the 2006/07 subsidy claim to reflect the amount of subsidy already claimed in a previous year. This could occur where an overpayment on review is subsequently found to be

- i** correctly paid, or
- ii** a backdated payment

451

As correctly paid and backdated payments attract 100% subsidy from April 2004, an overpayment that is subsequently found to be either correctly paid or backdated can be treated, for subsidy purposes, as shown in the example below. In the previous year the reduced rate of subsidy applicable to the category of overpayment will have been claimed. On review in the subsequent year the balance of subsidy up to 100%, will need to be included in the subsidy claim.

452-470

452 In the case of *paragraph 450 i* and *ii*, to claim the shortfall in subsidy it will be necessary to reduce the appropriate overpayment cell in the 2006/07 subsidy claim by the amount, that was previously claimed as an overpayment, but which is now found to be correctly paid (or backdated) and eligible for 100% subsidy.

Example

Overpayment of £100 rent allowance identified in a previous year and 40% subsidy claimed.

In 2006/07 £75 of the overpayment is found to be correctly paid (as a normal payment or a backdated payment), and eligible for 100% subsidy. The appropriate overpayment cell is reduced by £75. The mechanics of the claim form are such that this will result in the shortfall in subsidy between the 40% already claimed and 100% being included in the overall subsidy total.

Note: There are unlikely to be instances when an overpayment previously categorised as fraudulent is subsequently found to have been correctly paid, or a backdated payment.

453-459

HB paid to Crown tenants

460 HB should not be awarded in cases when the landlord's interest is held by a Government department. These cases are Crown tenancies and HB is not legally payable. HB paid erroneously to Crown tenants should be classified as an overpayment. The appropriate rate of subsidy depends on the kind of overpayment it is.

461-469

Duplicate payments

470 Duplicate payments attract a lower rate of subsidy in cases when the original instrument has been, or is subsequently, encashed. Duplicate payments can be made following

- i alleged non-receipt
- ii loss
- iii theft
- iv destruction of an instrument of payment

471 In such cases, subsidy on the duplicate payment is payable at 25%, the original payment attracts subsidy at the appropriate rate. There may be cases when a duplicate payment is issued and the original instrument is found to be uncashed. Uncashed payments do not receive subsidy, see *Section 9: Uncashed payments of HB and CTB* later in this manual.

472 LAs should ensure that, when a duplicate payment has been issued and the original is found to be uncashed, subsidy at the appropriate rate is claimed on the amount once only.

473-479

Queries

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481-499

Section 5: Disproportionate rent increase rule (Scottish and Welsh authorities only)

Disproportionate increases in rents rebated through HB

Note: These paragraphs relate only to Scottish and Welsh authorities.

- 500 This subsidy control is intended to discourage LAs from loading rent increases onto council tenants to unfairly generate increased subsidy income. An LA can gain exemption if it can convince its auditors that it meets one of the following criteria
- a the LA has not deliberately targeted rent increases at tenants getting HB
 - b the LAs rents during the year in question have increased by a common percentage with no subsidy deduction having been incurred in the previous year
- 501 LAs that do not qualify for exemption must carry out a calculation that involves an in-year comparison of council rent increases and the input of the prior year's Disproportionate Rent Increase (DRI) penalty figure. The DRI calculation excludes rents and expenditure in respect of homeless people in bed and breakfast and short-term leased and licensed accommodation.

502-509

510-519

Exemption categories

510 Authorities can gain exemption from the DRI rule in one of two ways.

Category (A) – open and transparent rent-setting policies

511 The authority must satisfy all the following criteria

- a for 2006/07, the LA has set rents and service charges according to the type, condition, class or description of the dwelling and any services, facilities or rights provided to the tenant, and
- b for 2006/07 the LA did not have regard to tenants' real or potential HB status when setting its rents, and
- c in 2006/07 and the previous two years, the LA did not let properties attracting higher rents to tenants who were on rebates, or who were likely to become rebated, irrespective of their housing need

Category (B) – rents increased by a common percentage

512 The authority can also gain exemption from the DRI rule when both the following criteria apply

- a there is clear evidence that rent increases between 31 March 2006 and 31 March 2007 were the same percentage and applied on the same day for all tenants irrespective of their HB status, and
- b no subsidy deduction was applicable under the DRI rule for 2005/06 This should be tested after the final subsidy claim for 2005/06 has been settled

513 A crucial factor in gaining exemption from the DRI is the assessment of the external auditor. The onus is on the LA to provide the auditor with conclusive supporting information. If the auditor is not satisfied that an exemption is appropriate, but the LA has purported to have exempted itself from the DRI calculation, the auditor will suggest the authority amend its form and will qualify the subsidy claim if the authority will not do so. The LA will then be required to

- carry out the DRI calculation
- make any appropriate deduction from subsidy
- have this calculation audited

514-519

The DRI calculation

520 An authority which does not qualify for exemption will be required to carry out a calculation based on the DRI abatement applied in the preceding year, multiplied by any new abatement arising from a disproportionate rent increase in the subsidy year itself.

521 The DRI calculation is as follows.

A. The base for deductions

To ensure parity for England, Wales and Scotland, the base to which the DRI deduction should be applied is **Qualifying expenditure attributable to rent rebates only**, that is

Total rebates less

- 'nil' deductions, eg modular improvements and awards to tenants
- amounts above rent rebate thresholds, less
- overpayments of rebates

For the purposes of the DRI formula, the base to which any deduction should be applied is referred to as 'X'.

B. Calculation of the DRI deduction

$$Y = (1 + E96) \times C \times F - 1$$

$$\text{DRI deduction} = Y \times X$$

a) C is determined by dividing B by A when

A is the average rent charged by the authority on 31 March 2006 to tenants in Category 1 dwellings

B is the average rent charged by the authority on 31 March 2007 to tenants in Category 1 dwellings

continued

(521)-532

(521) b) F is determined by dividing D by E when

D is the average rent charged by the authority on 31 March 2006 to tenants in Category 2 dwellings

E is the average rent charged by the authority on 31 March 2007 to tenants in Category 2 dwellings

E96 is the proportion of HB qualifying expenditure that was attributable to the DRI under the Income-related (Subsidy to Authorities) Order 1998 for 2005/06

Y is the DRI reduction rate to be applied to HB qualifying expenditure less expenditure in the incentive areas as described in *paragraph 621 A*

522-529

Definitions

530 Category 1 dwellings means dwellings with tenants who were in receipt of rent rebate on 31 March 2006 that were occupied on both 31 March 2006 and 31 March 2007.

531 Category 2 dwellings means dwellings with tenants who were not in receipt of rent rebate on 31 March 2007 that were occupied on both 31 March 2006 and 31 March 2007.

532 If 31 March 2006 or 31 March 2007 coincides with a rent-free period, then the rent taken into account for the purposes of calculating the average rent shall be that which applied immediately before the relevant rent-free period began.

Example

First component – the in-year comparison

Average rent on 31 March 2006 for tenants in receipt of rent rebates	£45.00
--	--------

Average rent on 31 March 2007 for tenants in receipt of rent rebates	£48.00
--	--------

Average rent on 31 March 2006 for tenants not in receipt of rent rebates	£42.00
--	--------

Average rent on 31 March 2007 for tenants not in receipt of rent rebates	£45.00
--	--------

continued

(532)

Value of C = £48.00 ÷ £45.00 = 1.067

Value of F = £42.00 ÷ £44.00 = 0.933 Value of C x F = 1.0185

Second component - previous year's penalty

Proportion of HB qualifying expenditure that was attributable to the DRI for 2004/05: 0.006

The calculation

$Y = (1 + 0.006) \times 1.0185 - 1 = 0.0246$

Base for deductions = £1,500,000

DRI deduction = £1,500,000 x 0.0246 = £36,900

Should the calculation of **Y** produce a zero or a negative figure, no DRI deduction will apply.

533 Figures for total rent payable may be based on either eligible rent for HB purposes or rent actually payable if this is different and can be obtained more readily. Rates and water rates must be excluded in all cases. The same basis must be used for all dates.

534-539

Queries

540 If you have any queries concerning the content of this section, contact

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541-599

Section 6: Non-HRA rent rebate thresholds

Thresholds for certain non-HRA rent rebates

- 600 Subsidy thresholds introduced in April 1991 apply to rent rebates awarded in respect of certain types of temporary accommodation which are held outside authorities' Housing Revenue Accounts (HRA). These thresholds apply to rent rebates paid to people in
- board and lodging (including bed and breakfast) accommodation where the liability arises under the homeless persons' legislation
 - accommodation held by the authority on licence, eg hotel annexes, where the liability arises under the homeless persons' legislation
 - accommodation held by the authority on a lease not exceeding ten years (in England and Wales), ie short-term leased (STL) accommodation
 - short-term leased accommodation, in Wales, held within the HRA
- 601 These thresholds do not cover other non-HRA rent rebates such as social services accommodation and LA hostels.
- 602 The thresholds for 2006/07 are at *Appendix B* in this manual.
- 603 The subsidy rate up to the cap in short term leased and licensed accommodation is 100%. The rate for board and lodging cases is 100% up to the threshold and 10% between the threshold and the cap. No subsidy is paid above the cap.

Example: board and lodging accommodation

Threshold = £60.24

Cap = £80.32 (The difference is £20.08)

The application of the threshold and cap are as follows

Weekly eligible rent used to calculate HB = £120 in the following cases:

Since the weekly eligible rent exceeds the cap by £39.68, the first £39.68 of any HB paid would not attract subsidy.

continued

(603)-699

(603)

If claimant's HB = £120, subsidy would be:	nil on £39.68 10% on £20.08 100% on £60.24
If claimant's HB = £80.32, subsidy would be: (due to other income)	nil on £39.68 10% on £20.08 100% on £20.56
If claimant's HB = £60.24, subsidy would be: (due to other income)	nil on £39.68 10% on £20.08 100% on 48p
If claimant's HB = £39.68 or less, subsidy would be: (due to other income)	nil on whole amount

604 LAs should note that the non-HRA rent rebate thresholds operate by reference to the weekly eligible rent used to calculate HB and not to the number of people in the household. LAs should always use the threshold for their own area, regardless of the location of the accommodation in which they place the homeless person.

605-609

Queries

610 If you have any queries concerning the content of this section, contact

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611-699

Section 7: Regulated rent allowance cases

700 The Regulated Rent Allowance Subsidy thresholds were abolished with effect from April 2004 and therefore the subsidy for such qualifying expenditure is 100% for correctly paid benefit.

701-709

Queries

710 If you have any queries concerning the content of this section, contact

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711-799

Section 8: Rent Officer arrangements

Introduction

- 800 Deregulation of private sector lettings under the Housing Act 1988 and the Housing (Scotland) Act 1988 took effect from 15 January 1989 and 2 January 1989 respectively. LAs must (by regulation 14) apply for a Rent Officer determination in respect of HB claims in respect of most deregulated private sector lettings. The Rent Officer will consider if the
- weekly rent is significantly higher than rents charged for similar assured tenancies
 - accommodation is over-large for the claimant's reasonable housing needs, and
 - contractual rent or the rent determined under either of the above is exceptionally high
- 801 The Rent Officer will make a significantly high rent determination if they consider that the tenant's rent is significantly higher than the landlord might reasonably have been expected to obtain under the tenancy at the time. The Rent Officer determines an appropriate rent for the property that is based on their knowledge of the local market and in doing so, looks at similar tenancies in the same vicinity.
- 802 Where the accommodation is unreasonably large, the Rent Officer will make a size-related determination for an appropriately sized dwelling of the same type and in the same vicinity. The size criteria used by the Rent Officer are defined in Schedule 2 to the
- Rent Officers (Housing Benefit Functions) Order 1997, or
 - Rent Officers (Housing Benefit Functions) (Scotland) Order 1997
- 803 If the Rent Officer considers that the contractual rent is exceptionally higher than that which could be expected for the dwelling, they have to determine the highest rent (which is not exceptionally high) that the landlord might reasonably be expected to obtain for a similar tenancy in the same neighbourhood. This is known as an exceptionally high rent determination. If, additionally, a property is overlarge, the exceptionally high rent determination also reflects the rent for a dwelling of a suitable size.

804-809

810-841

Claim Related Rent

810 The Claim Related Rent (CRR) was introduced from 3 April 2000 and is the lowest of the Rent Officer determinations described above.

811-819

Local Reference Rent

820 The Local Reference Rent (LRR) is intended to reflect the generality of the market in the locality where the claimant lives, reflecting the cost of suitable alternative accommodation where they could reasonably be expected to live and benefit from similar amenities. A 'locality' is intended to be a fairly broad geographical area. When looking at rents in a particular locality, the Rent Officer eliminates any rents that are unrepresentatively high or low for a similar property size. The LRR is then calculated by taking the mid-point of the remaining rent and this dictates the amount of HB payable to the claimant.

821-829

Single Room Rent

830 The Single Room Rent (SRR) is used to determine claims from single people aged under 25, and is calculated in the same way as the LRR, but is based on the average cost of accommodation with the exclusive use of a bedroom and shared use of a toilet, bathroom, kitchen and living room.

831-839

Service charges

840 Each of the above Rent Officer determinations are net of all ineligible service charges, except the CRR and LRR when the tenant lives in one room accommodation and the landlord provides substantial board and attendance. In these cases, the Rent Officer will notify the CRR and LRR inclusive of charges for meals and you will be required to make the appropriate standard deduction. When appropriate the Rent Officer will continue to tell you if meals are included in the CRR and LRR. If they are not, then no deduction should be made.

841 All of the above Rent Officer determinations are also net of all ineligible support charges for those in supported accommodation.

842 Since 3 April 2000, the Rent Officer has notified authorities of a maximum of three determinations

- CRR
- LRR
- SRR

843 The Rent Officer will also notify authorities of the determinations taken into account when arriving at the CRR, eg size-related determination or significantly high determination. See *Appendix C* for relevant details of effective dates of Rent Officers' determinations in pre-January 1996 cases.

844-849

Cases when an application should be made to the Rent Officer

850 Regulation 14 of the HB (General) Regulations provides that authorities must make an application for a Rent Officer determination when it has

- received a claim on which a rent allowance may be awarded, or
- received a notification of a change relating to a rent allowance, see *Further applications for Rent Officer determinations*, later in this section for details of relevant changes
- received relevant information about a claim on which a rent allowance may be awarded
- been 52 weeks since the previous application for a Rent Officer determination was made

851 You need not make a referral in cases when a claim or notification relates to

- a dwelling in a hostel, as defined in regulation 14 of the Housing Benefit (General) Regulations if
 - i a Rent Officer has made a determination for similar accommodation in the same hostel in the previous 12 months, and
 - ii there has been no change to that accommodation (as referred to above), or
- an excluded tenancy under the provisions of Schedule 2 to the HB (General) Regulations, see *Further applications for Rent Officer determinations*, later in this section for more details. This includes a tenancy created before deregulation (2/15 January 1989)

852-879

852 As a rule of thumb, you should apply for a Rent Officer determination in any case if the tenancy, licence or agreement was created on or after the implementation of deregulation, unless it is clear that the tenancy is regulated. The latter may occur when a tenancy is granted to a tenant who was, immediately before that tenancy began, the tenant of other accommodation let by the same landlord under a regulated tenancy.

853-859

Rent Officer referrals in respect of RSL tenancies

860 Paragraph 3 to Schedule 2 of the HB (General) Regulations states that an application for a Rent Officer determination, where the landlord is a Registered Social Landlord (RSL), including housing co-operatives that are registered as RSLs and hostel cases where the rent is set by an RSL, must be made when the authority considers that the

- rent payable for the dwelling is unreasonably high
- accommodation is larger than is reasonably required by the claimant and their household who occupy the dwelling

For more details see *Housing Benefit and Council Tax Benefit Guidance Manual, A10 Referring RSL rents to the rent officer*.

If these conditions are not met, such tenancies are excluded tenancies and need not be referred.

861-869

Housing Associations as Managing Agents/Housing Association Lease schemes

870 In private rented sector cases when a Housing Association (HA)/RSL acts as a managing agent for the private landlord (HAMA schemes), authorities have a mandatory duty to make a referral to the Rent Officer.

871 When an HA/RSL leases a property and is the landlord for the tenants, the arrangements in *Cases when an application should be made to the Rent Officer* earlier in this section apply.

872-879

Transfer of housing authority stock to the private sector

- 880 Housing authority stock may be transferred to the private sector through
- voluntary transfers
 - tenants' choice
 - New Towns and Scottish Homes Transfers
 - Housing Action Trusts (HATs)
 - transfers that take place at the end of the lifetime of a HAT
- 881 In these cases, it is not necessary to make a referral on the original rent as rent levels will be controlled at the point of transfer. However, once the first rent increase after transfer has taken place, LAs are required to consider whether the tenant is over-accommodated or the rent unreasonably high. If this is the case, the claim must be referred to the Rent Officer in the normal way.
- 882 However, when the transfer of a tenancy took place on or after 7 October 2002, LAs are no longer required to refer such tenancies where the person is over-accommodated.
- 883 Transfers made to other private landlords are subject to the normal Rent Officer referral arrangements. Cases that do not have to be referred at this stage are not subject to the subsidy controls.

884-889

Representative cases in hostels

- 890 Special arrangements relate to hostel cases when one Rent Officer determination can be applied to similar accommodation within a particular hostel. The Rent Officer's determination will generally apply for 12 months, but see *Further applications for Rent Officer determinations*, later in this section for more details.
- 891 When an application for a Rent Officer determination has already been made, LAs should apply the Rent Officer determination to any other claims in respect of similar accommodation within the same hostel. This means that no application for a determination is required for these similar cases.

892-919

892 Regulations define 'similar accommodation' as that which provides sleeping accommodation for the same number of people, ie single rooms, double rooms, etc.

893 An additional referral may be required to obtain an LRR or SRR.

894-899

Hostel cases – tenancies entered into before 2/15 January 1989

900 Tenancies entered into before deregulation are not subject to Rent Officer referral.

901-909

Joint tenancies

910 In the case of joint tenancies, Rent Officers have to look at the full rent payable under the terms of a tenancy, not just the share of one of the joint tenants, in order to make their determination. On receipt of the determination, you should apportion it in accordance with regulation 12(5) of the HB (General) Regulations.

911 To assist LAs in the apportionment, although not a requirement, Rent Officers may provide an assessment of the value of the joint tenant's share of the accommodation, although this is a matter for discussion between authorities and their chief Rent Officer. The Rent Officer's apportionment is not binding, LAs are responsible for deciding on the proper apportionment.

912 If a Rent Officer has made a determination in respect of the full rent payable for the tenancy, and a new claim for HB is made by one of the joint tenants, a further application to the Rent Officer cannot be made unless it has been 52 weeks since the previous application for a Rent Officer determination was made.

913-919

Sub-tenancies

920 In the case of claimants who are sub-tenants, Rent Officers are required to consider the reasonableness of the rent paid by the sub-tenant. For these cases you should advise the Rent Officer of the rent paid by the sub-tenant.

921-929

Excluded cases

930 The cases that are excluded from the Rent Officer arrangements are set out in Schedule 2 to the HB (General) Regulations. They include tenancies entered into before deregulation and HAT tenancies.

931-939

Failure to refer relevant cases to the Rent Officer

940 If an authority fails to make an application for a Rent Officer determination in respect of a case that falls within the scope of the arrangements, within the relevant year or before the due date for the submission of the subsidy claim for the relevant year, any HB awarded will not qualify for subsidy.

941 This also applies to RSL tenancies if the authority considers that the rent payable for the accommodation is unreasonably high or that the accommodation is larger than is reasonably required by the claimant and any others who occupy the dwelling, but makes no application for a Rent Officer determination.

942-949

Further applications for Rent Officer determinations

- 950 In general, once a Rent Officer has made a determination in respect of a particular dwelling, it will be used for a benefit award until a further determination is acquired following an application to the rent officer which has to be made 52 weeks after the date the previous application was made. Throughout the period of the award for which a Rent Officer determination is used, no increase in that rent will be considered for HB purposes unless it is a relevant change in circumstances, see *paragraph 953*. A subsequent Rent Officer determination is implemented in the award by a superseding decision.
- 951 Unless entitlement to benefit is ended as a result of the determination, when the Rent Officer's determination increases or remains unchanged, if the rent is paid
- weekly or in multiples of weeks, the effective date will be the first day of the benefit week in which the day following the last day of the 52 week exclusion occurs. The previous Rent Officer's determination should be used for the award up to the week before
 - other than weekly, for example if the rent is paid monthly, the decision will take effect on the first day following the last day of the 52 week exclusion occurs. The previous Rent Officer determination should be used for the award up to the day before
- 952 When the determination has decreased, the effective date of the decision will be the first day of the benefit week following the date the LA receives the Rent Officer determination.
- 953 However, circumstances may arise in which there is good reason for the Rent Officer to make a further determination, see *Appendix C* for relevant details of effective dates of Rent Officers' determinations. An application for such a determination should be made if one or more of the following apply
- i there is a substantial change in the condition of the dwelling, eg major structural repairs or improvements, and the rent has increased as a result
 - ii there is a substantial change in the terms of tenancy, eg a transfer of the repairing obligation to the landlord or a change in the number of rooms available for the tenant's use

continued

- (953) iii there is a rent increase provided for in a term of the tenancy that was in place at the time of the original determination. The term of the tenancy may be written or verbal. However, a further application for a Rent Officer determination may not be made in these cases if the Rent Officer has already determined that the rent is above market levels or the dwelling is over-large or the market rent is exceptionally high
- iv a new tenancy is awarded to either the same or a new tenant and the terms of the tenancy are different, with the exception of terms relating to rent, eg where a short-let comes to an end or a new tenant strikes a fresh bargain with the landlord
- v the number of occupants in a particular dwelling changes, except where the claimant has a bed in a hostel and the number of bed-spaces has not changed
- vi as soon as a child (or children) sharing a room with a child of the opposite sex reaches the age of ten and the accommodation was deemed to exceed the size criteria at the time of the original referral
- vii as soon as a child (or children) reaches the age of 16 and the accommodation was considered to exceed the size criteria at the time of the original referral
- viii there is a change to the composition of the household but there is not a change to the number of occupiers

954-959

Information needed by Rent Officers

- 960 In order for LAs to decide whether an application for a Rent Officer determination is required and to provide the information the Rent Officer will need, the details shown in the following paragraph should be collected from rent allowance claimants. A model application form is shown at *Appendix D*, which should be completed and passed by the authority to the Rent Officer. You should not amend this form without consulting your local Rent Officer service. See *Appendix C* for relevant details of effective dates of Rent Officers' determinations.

961-963

- 961 You should provide the following information on the basis of information collected from rent allowance claimants
- name of the claimant
 - address of the property
 - number of occupants living in the same accommodation as the claimant including age, sex and relationship to the claimant. *Relationship* can include contractual relationship in the case of sub-tenants and boarders
 - date of commencement of occupation of dwelling by claimant, either a specific date or a general indication, eg September 1987
 - whether the landlord is an RSL
 - whether the claimant has been served with a short-hold tenancy notice (short assured tenancy notice, known as AT5 in Scotland) and the period of the tenancy
 - type of accommodation, eg house, flat, etc and, in the case of rooms, their location within the building
 - use of accommodation, ie the number of rooms in the building, the number which are for claimant's exclusive use and the number shared
 - whether central heating or a garage is provided
 - whether accommodation is furnished (fully, partly or minimally) or unfurnished
 - internal decoration liability
 - the amount of net monthly/weekly/other rent (less service charges for ineligible care services – although their value should be indicated) and any variable service charges
 - any ineligible support charges included in the rent
 - the other services included in the rent, broken down into those which are eligible and those ineligible for HB
- 962 On receiving an application from the LA the Rent Officer will first check that all the essential details have been included on the form. If any essential information is missing or is obviously incorrect it will immediately be passed back to the LA for further attention.
- 963 If it is necessary for a Rent Officer to visit a home, it is possible that access may be denied. In cases where the tenant is responsible for denying access or the reasons cannot be established by the Rent Officer, a determination will not be made at this stage. If the landlord denies access, the Rent Officer will carry out a valuation on the basis of certain assumptions, perhaps involving an external inspection. In either case, the LA will be notified.

- 964 LAs have powers to withhold payment of HB if the Rent Officer has advised that access has been
- denied by the claimant, whether payment would be made to the claimant or directly to the landlord
 - denied by the landlord, and payment of HB would be made direct to the landlord
 - unobtainable
- 965 However, consideration should be given as to whether
- the Rent Officer had given the tenant seven days' notice of the appointment
 - a 'good reason' has been offered as to why the Rent Officer was not allowed entry to the property before a decision to withhold benefit is made. A 'good reason' could be if a claimant has been taken into hospital and was unable to notify the Rent Officer
- 966 There may be special circumstances in which authorities decide that HB should, nonetheless, be paid. In such circumstances, having been advised by the Rent Officer that access has been denied, authorities should request a determination based on the best available information.
- 967 Benefit should only be suspended for as long as Rent Officers report that they are unable to gain access and the criteria in *paragraph 964* above are satisfied. Payments of benefit should begin or be reinstated as soon as possible to prevent hardship.

968-969

Service charges

- 970 The rent charged for a property will not necessarily be the rent that is eligible for HB, since the HB Regulations provide that charges for certain services are not eligible for HB.
- 971 The Rent Officer will provide a determination when appropriate and will determine values for some of the ineligible services or amenities included in the net rent. Special arrangements apply to hostel cases and these are set out in *Hostel cases* later in this section.

Note: A deduction should not be made for any water rates included in the rent. The deduction is made from the Rent Officer's determination. Ineligible care charges should also be shown on the referral form.

972-989

- 972 Both the CRR and LRR will be returned net of all ineligible charges, eg fuel, water charges, laundry, cleaning, etc unless the tenant occupies accommodation where the landlord provides substantial board and attendance.
- 973 In these cases the Rent Officer will return a
- CRR which may include an amount for meals, but no other ineligible charges, and
 - LRR which will include an amount for meals, but no other ineligible charges
- 974 The Rent Officer will indicate on the notification if meals are included in the determinations. As previously, SRR determinations will not include any amounts for ineligible charges and, therefore, you must not make any deductions, including for meals, from this determination.
- 975 Rent referred to the Rent Officer should be net of all support charges. The Rent Officer will assume that the rent payable is the amount that would have been payable had those support services not been provided.
- 976 You should continue to advise the Rent Officer of any support charges included in the rent and the amount you have deducted from the gross rent in respect of these charges.

977-979

Hostel cases

- 980 Determinations in respect of dwellings within a hostel should be made in the same way as for other cases. The Rent Officer will consider the reasonableness of the net rent and notify the authority accordingly. However, unlike other cases, Rent Officers will not note a value for ineligible services for hostel cases.
- 981 Details about the various subsidy arrangements for hostel accommodation are shown at *Appendix E*.

982-989

Calculation of subsidy (Old scheme cases)

- 990 To calculate the eligible rent for subsidy purposes, use the Rent Officer's determination of the claim-related rent which will already be net of all ineligible charges, eg fuel, water charges, laundry, cleaning, etc unless the tenant occupies accommodation where the landlord provides substantial board and attendance. In these cases the Rent Officer will return a claim-related rent, which may include an amount for meals from which the standard deduction for meals should be made.
- 991 The following examples show how to calculate the eligible rent for subsidy purposes.

Example 1

A contractual rent of £150.00 inclusive of water charges, cleaning and laundry is referred to the Rent Officer. You value the water charges as £2.00. The Rent Officer notifies you of the following determinations

Claim-related rent (size related	£90.00
	(excluding ineligible items)
Total value of ineligible items	£5.00
Eligible rent for 100% subsidy is £90.00	

Example 2

A contractual rent of £120.00 per week includes a breakfast each day, laundry, cleaning and water. The Rent Officer notifies you of the following determinations

The RO will notify:

Claim-related rent	£75.
	(exceptionally high excluding ineligible items @ £4.50)
You deduct breakfasts at £2.45	£2.45
Eligible rent for 100% subsidy is £75.00 - £2.45 = £72.55	

992-999

Rates of subsidy

1000 In general, no subsidy will be payable on HB attributable to rent above the Rent Officer's determination. However, there are exceptions to this general rule. These are when

- you are satisfied that the claimant could have met their rent and they did not claim HB within the previous 52 weeks, the maximum rent rule will not apply for the first 13 weeks of the benefit period. This means that the claimant will be entitled to HB based on the contractual rent less ineligible charges for the first 13 weeks. The effect is that for that period full subsidy will be paid, or
- an authority concludes that it is unable to reduce the eligible rent under the provisions of the old regulations 13(4), (5) and (7) and 13ZA. Subsidy at the rate of 60% will be payable on HB attributable to that part of the eligible rent which exceeds the Rent Officer's determination, see *HB/CTB Guidance Manual, A10, Rents restricted under the 'old' regulation 11*

1001 Where the eligible rent used in the HB calculation exceeds the Rent Officer's determination, nil or 60% subsidy will apply to HB attributable to the excess. For example, if the eligible rent used to calculate HB exceeds the Rent Officer's determination by £10, the first £10 of any HB awarded will attract a reduced rate of subsidy (60% or nil). The following examples show how subsidy should be calculated.

Example 1

Rent significantly higher than rents for similar tenancies. The authority cannot restrict HB under the old regulations 13(4), (5) and (7).

Claim Related Rent (CRR) = £50.

Eligible rent figure used to calculate HB = £70.

Since the eligible rent is £20 above the CRR the first £20 of any benefit awarded will attract a reduced rate of subsidy (60%).

If HB is £70, subsidy is 60% on £20 (£70-£50) and 100% on £50.

If HB is £30, subsidy is 60% on £20 and 100% on £10.

If HB is £20 or less, subsidy is 60% on amount paid.

continued

(1001)

Example 2

Rent significantly higher than rents for similar tenancies. The old regulations 13(4), (5) and (7) do not apply; the authority restricts HB but not to the level of the determination.

CRR = £30

Eligible rent figure used to calculate HB = £45

Since the eligible rent is £15 above the CRR the first £15 of any HB awarded will attract nil subsidy

If HB is £45, subsidy is nil on £15 (£45-£30) and 100% on £30

If HB is £20, subsidy is nil on £15 and 100% on £5

If HB is £15 or less, no subsidy is payable

Example 3

Rent too high and the claimant is over-accommodated. The authority cannot restrict HB under the old regulations 13(4), (5) and (7).

CRR = £35

Eligible rent figure used to calculate HB = £47

Since the eligible rent is £12 above the determination, for the first 13 weeks the first £12 of any HB awarded will attract a full rate of subsidy. Thereafter, since the eligible rent is £17 above the CRR, the first £17 of any HB awarded will attract a reduced rate of subsidy

If HB is £47, for first 13 weeks subsidy is 100% on £47; after 13 weeks subsidy is 60% on £12 (£47-£35) and 100% on £35 (CRR)

If HB is £30, for first 13 weeks subsidy is 100% on £30; after 13 weeks subsidy is 60% on £12 and 100% on £18

If HB is £12, for first 13 weeks subsidy is 100% on £12; after 13 weeks subsidy is 60% on £12

continued

(1001)-1020

(1001)

Example 4

Supported accommodation provided for the elderly by a voluntary organisation. The authority cannot restrict the HB under the old regulation 13(4). Service charges included in the rent are for general counselling and support only.

CRR = £50

Eligible rent figure (net of support charges) used to calculate HB = £60

Eligible support charges = £20

If HB is £60, subsidy is 60% on £10 (£60 - £50), 100% on £50

If HB is £30, subsidy is 60% on £10, 100% on £20

If HB is £10 or less, subsidy is 60% on the amount paid

1002-1009

Calculation of subsidy (New scheme cases)

1010 When a claimant's housing costs are determined under the new regulation 13 of the HB (General) Regulations, subject to any reductions for meals, 100% subsidy will be paid on any entitlement. For detailed guidance on the maximum eligible rent to be used in the calculation of HB for new scheme cases, see *HB/CTB Guidance Manual, Chapter A10, Rent officer referrals and rent restrictions*.

1011-1019

Indicative Rent Levels

1020 IRLs are maximum amounts up to which authorities may make payments on account and be protected for subsidy purposes. They are not calculated for each locality but will apply to the whole of an authority's area. Where there are extremes of rental values within this area, the IRL may be over-generous for properties at the lower end of the market.

1021 To avoid overpayments, caution should be exercised when deciding on the level of a payment on account, and the following should also be borne in mind

- the IRL for board and lodging cases should only be used in genuine cases where the landlord physically provides meals. The determination should be reduced by the appropriate deductions for fuel, board and water charges
- the IRL for non-self-contained accommodation should be reduced by the appropriate deductions for fuel and water charges
- for joint tenancies, use the IRL for the number of rooms in the property and apportion according to the claimant's share
- if the authority considers the claimant to be over accommodated, it should use the IRL for the appropriate size criteria

Note: See *Appendix C* for relevant details of effective dates of Rent Officers' determinations.

1022 On the first working day of each month, Rent Officers will provide authorities with eight IRLs covering properties where claimants have the use of

- one room where a substantial part of the rent is attributable to board and attendance
- one non-self-contained room without board and attendance
- one self-contained room without board and attendance
- two rooms
- three rooms
- four rooms
- five rooms
- six rooms

Note: Where 'room' means a bedroom or room suitable for living in.

1023 IRLs will be exclusive of ineligible services but in non-self-contained accommodation will be inclusive of fuel, water charges and, where relevant, board.

Section 8: Rent Officer arrangements

1024-1029

- 1024 Rent Officers will not supply IRLs for
- dwellings with more than six rooms
 - site rents
 - mooring charges
 - dwellings with rental purchase agreement
- 1025 As authorities are unable to determine new scheme cases until the Rent Officer has given a determination, the IRL can be used only to inform decisions on the level of the payment on account.
- 1026 If the IRL is used to calculate and make a payment on account for an HB claim, and the Rent Officer's determination is lower, authorities will receive full subsidy on HB attributable to rent up to the level of the IRL until the Rent Officer's determination is made. Any revised benefit determination will also have to be notified to the claimant in the usual way. If the Rent Officer's determination is higher than the IRL, LAs can review their decision and pay up to the level of the Rent Officer's determination. The review can receive full subsidy on rent up to the level of the Rent Officer's determination.
- 1027 Where the IRL is used to inform the authority as to the level of a payment on account, the arrangements contained in *paragraphs 1028-1044* will apply.
- 1028 If the Rent Officer's full determination, once received, results in an eligible rent which is less than the IRL, authorities are required to recover the excess payment on account from ongoing benefit.
- 1029 When the final determination removes entitlement to benefit or the claim ceases for other reasons, overpayment action should be taken. The IRL overpayment should be calculated as follows

		£
Referred rent for single non-self-contained accommodation		55.00
Payment on account calculated as follows:	IRL	46.00
	less fuel	6.63
	less water charges	0.90
	Total	38.47

continued

(1029)	Rent Officer's determination below IRL		43.00
	HB eligible rent calculated as follows		43.00
		less ineligible services	0.50
		less fuel	6.63
		less water charge	0.90
		Total	34.97

Weekly IRL overpayment £3.50

1030-1039

Overpayment recovery action

1040 LAs will be expected to take normal overpayment recovery action. When LAs are unable to recover all or part of the overpayment caused by the difference between the final determination (and consequent eligible rent) and the IRL, full subsidy will be paid on the unrecovered amount. This provision is dependent on the

- IRL used corresponding to the number of rooms available to the claimant, and
- authority using the IRL which was current at the time it decided to make payments on account

1041 Any recovered amounts are not eligible for subsidy. Subsidy should be claimed on amounts which are unrecovered at the end of the financial year. Should an authority recover in the 2004/05 financial year an overpayment which occurred in 2003/04, it will reduce the subsidy claimed for IRL overpayments at the end of the 2004/05 financial year.

1042 In cases where authorities

- continue to make a payment on account immediately after the Monday following receipt of the Rent Officer's determination, or
- make a payment on account for a future period and the Monday following receipt of the Rent Officer's determination falls within this period

that portion of the overpayment will change its status to LA error.

1043-1053

- 1043 If payments on account are made using an IRL and it becomes apparent that all or part of the weekly payment should not have been made, eg because there had been a fraudulent claim, and there is no benefit entitlement from which the payments can be clawed back, the overpayment should be classified as if the IRL had not applied. Subsidy should be claimed at the rate applicable to the overpayment type.
- 1044 When there is no IRL, for example in cases involving site rents, the payment on account provisions will apply. Overpayments should not be dealt with under the IRL subsidy provision.

1045-1049

Re-determinations

- 1050 When a claimant requests a review of the authority's HB assessment, and the representations concerning their decision relate to the Rent Officer's determination, the authority must apply to the Chief Rent Officer for its area for a re-determination of the original determination. In cases when the authority considers there are good grounds for applying for a re-determination, it may do so on its own initiative, whether or not the claimant requests a review.
- 1051 An authority may seek a re-determination at any time following the original decision. If the claimant requesting a review, within six weeks of receiving the decision, triggers the application to the Rent Officer it should be made within seven days of receiving representations from the claimant. See *Appendix C* for relevant details of effective dates of Rent Officers' determinations .
- 1052 Authorities may notify the Chief Rent Officer of any relevant information and must pass on the claimant's representations. A model application form for a re-determination is at *Appendix F*.
- 1053 Since 3 April 2000, the local authority may, of its own volition, seek one re-determination without written representations from the claimant. The application for re-determination can be made at any time during the life of the current Rent Officer determination. Claimants can still seek a re-determination, but in general they can only seek one re-determination of any Rent Officer determination, see *HB/CTB guidance Manual, A10, Rent officer referrals and rent restrictions*.

- 1054 The re-determination will be made within four weeks of the application or as soon as is reasonably practicable thereafter. The Rent Officer who made the original determination will not be part of the re-determination procedure.
- 1055 The outcome of the re-determination will be notified to the authority. Where the authority has requested it to do so, the review panel will include the reasons for its decisions in the notification of the results of the review. It will then be for the authority to consider the benefit position
- 1056 If, following a re-determination, the Rent Officer provides a higher determination, the re-determination will apply for subsidy purposes from the effective date of the original determination.
- 1057 If the re-determination is lower than the original, the effective date for subsidy purposes will be the date of the re-determination or the following Monday.

1058-1059

Supply of Rent Officer information to claimants

- 1060 There is a minimum amount of information authorities are required to make available about each of their determinations of HB, as set out in the HB (General) Regulations.
- 1061 Regulation 90(2) allows claimants to get enough detail to check the factual basis of an authority's decision of an HB awarded. Authorities can, therefore, provide claimants with details of the Rent Officer's relevant determinations if requested, or include it in a statement of reasons if one has been sought.
- 1062 Copies of Rent Officers' original determinations should not be passed to claimants.

1063-1069

1070-1099

Queries

1070 If you have any queries concerning the content of this section, contact

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1071-1099

Section 9: Expenditure not to be included as qualifying expenditure because it does not attract subsidy

Introduction

1100 Some HB expenditure does not qualify for subsidy and, therefore, should not be included as HB qualifying expenditure.

1101-1109

Differential rent schemes (The modular improvement rule)

1110 If an authority tenant is able to choose extra or enhanced services or facilities in return for an increase in rent, that increase is ineligible for subsidy if subject to a rebate. The intention is to prevent the Exchequer facing extra costs from modular improvement schemes targeted solely or mainly at tenants on rebates.

1111 This exclusion applies not only to HB awarded to tenants who have been given a choice but also applies to 'negative choice' situations, ie where the authority offers to make improvements unless the tenant declines.

1112-1131

1112 A modification to the rule was introduced in 1994/95, which will continue for 2006/07, whereby authorities may apply for exemption if all the following criteria apply

- its improvement scheme is made available solely according to the physical needs of properties in its stock, and the services needed by tenants, and
- tenants are eligible to participate in the scheme and make choices about extra or enhanced services or facilities and increased rent/service charge levels, regardless of whether they are in receipt of a rent rebate, and
- the authority, either in 2006/07 or in the two previous years, has, or had, no policy or practice of letting houses or flats targeted for modular improvements solely or largely to tenants who are in receipt of, or are likely to become entitled to, rebates, and
- the additional rents and service charges levied reasonably reflect the services, facilities and rights provided

1113 It is the responsibility of the authority to convince its external auditors that exemption from the rule should apply. Auditors may qualify any claim if they are not satisfied that these conditions have been met and that, therefore, subsidy has been inappropriately claimed. In these circumstances, the authority will be required to make a subsidy deduction in accordance with the modular improvement rule.

1114-1119

Rent-free weeks and credits

1120 Where an authority operates a system of 'rent-free' weeks, subsidy may be claimed only for weeks where rent is actually due. Subsidy may not be claimed for any week for which a person is awarded a rent credit, whether or not they are immediately entitled to that credit.

1121-1129

Awards to tenants

1130 If an authority makes a cash payment to tenants in receipt of HB, or some other payment in kind, subsidy will be reduced by the amount of the payment awarded unless the award is one of those listed in *paragraph 1132*.

1131 If an award is made in advance or retrospectively, it will be treated for subsidy purposes as having immediate effect. Awards, in those contexts, refer only to payments, in cash or kind, or credits given because the beneficiary is a tenant.

- 1132 The following awards will not reduce the amount of subsidy payable
- a grant to a tenant for a reason unrelated to his tenancy, such as a discretionary educational maintenance award
 - an award made by an authority to a tenant which it is required to make by statute
 - a discretionary payment to a tenant made in accordance with section 137 of the Local Government Act 1972 or section 83 of the Local Government (Scotland) Act 1973
 - reasonable compensation, for repairs or re-decoration carried out by a tenant but which would normally have been undertaken by the landlord
 - reasonable one-off payments made as compensation to a tenant for loss, damage or inconvenience of a kind that only occurs exceptionally, suffered by the tenant by virtue of occupation of a particular property
- 1133 *Paragraphs 1130 to 1132 do not affect any adjustment made by an authority to a tenant's rent account to correct an accounting error, ie where the amount paid by the tenant differed from the amount due.*

1134-1139

Uncashed payments of HB and CTB

- 1140 Subsidy is not payable in respect of uncashed instruments of payment. Uncashed benefit instruments are not overpayments of benefit and should not be treated as such.
- 1141 Uncashed payments of benefit include instruments of payment
- that are generated by computer but are not actually issued
 - that are returned uncashed to the authority
 - found not to be cashed by their expiry date
- Note: there is no statutorily defined expiry date. A maximum of six months is suggested.
- 1142 Time delays will occur between the date an instrument of payment is issued and the date an authority becomes aware that it has not been cashed. Authorities are not expected to carry out a reconciliation exercise at the end of the financial year to identify instruments that remain uncashed.

Section 9: Expenditure not to be included as qualifying expenditure because it does not attract subsidy

1143-1159

- 1143 For the purposes of claiming benefit subsidy, instruments of payment that are brought to account at the time of issue can be assumed to have been cashed until the authority discovers otherwise.
- 1144 Instruments of payment that are issued correctly may be returned uncashed to an authority and subsequently be issued or replaced. Authorities must ensure subsidy is only claimed once. When a replacement payment is made in a case where a payment has been issued that is subsequently returned uncashed, the appropriate rate of subsidy is payable on that replacement.
- 1145 When an uncashed payment is discovered, authorities must ensure the necessary adjustments are made if subsidy has previously been claimed on these payments. Where this was at a lower rate than 100% then authorities should ensure that a deduction is also made to the appropriate cell.
- 1146 For instruments of payment that were issued in a previous year, authorities should ensure that the subsidy already claimed in the previous year is deducted from the amount claimed for 2006/07
- cells 120S and 007 of the England/Wales subsidy claim form, and
 - cells 097S and 007 of the Scotland subsidy claim form

1147-1149

Queries

- 1150 If you have any queries concerning the content of this section, contact

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1151-1159

Modified schemes

- 1160 Authorities' expenditure on increases in benefits awarded to war pensioners or war widows (under sections 134(8) or 139(6) of the Social Security Administration Act 1992) does not qualify for subsidy. The position in such situations is shown below.

1161-1169

Benefit awards to war pensioners or war widows/widowers

- 1170 There will be no limit set on authorities' powers to increase benefit for war pensioners and war widows or widowers within the legislation. However, the permitted total for HB expenditure is set at 100.7% of the authority's total HB expenditure when an authority disregards some or all of

- a war widow's pension to which regulation 7 of the Income-related Benefits Schemes Amendment (No2) Regulations 1995 (SI 1995/2792) applies, or
- a war widower's pension to which
 - regulation 33 of the main HB Regulations applies, or
 - regulation 23(f) and 28(12) of the regulations (people aged 60 or over) apply

Note: This also applies to CTB.

This is because these awards reflect modifications to schemes under sections 134(8)(b) and 139(6)(b) of the Administration Act 1992.

Additional subsidies to LAs operating a discretionary local scheme

- 1171 Most LAs currently operate some form of discretionary local scheme for war pensioners. This allows LAs to disregard some or all of any War Disablement Pension or War Widow's/War Widower's Pensions over and above the statutory limits.

1172-1199

- 1172 Currently there are two types of disregards for War Pensions
- a statutory disregard of £10 is applied to War Pensions in calculating entitlement to HB/CTB. In addition, there is a statutory disregard of £66.62 (rates are updated annually by the Veterans Agency) for pre-1973 War Widows' Pensions. Statutory disregards are fully subsidised
 - a discretionary local scheme under which an LA can apply for a further disregard up to the full amount of any War Pension in payment. Any additional benefit granted, due to a disregard above the statutory levels, is not subsidised, but is funded from the LA's own resources
- 1173 From April 2004, LAs operating a local scheme will receive 0.2% addition to their annual subsidy, capped at 75% of the total benefit cost to the LA of the local scheme.
- 1174 The rationale behind this change to the subsidy rules on discretionary local schemes is to provide recognition through the subsidy system of the existence of such schemes in LAs. It does not relate to the extent of the disregard that the LA applies, which remains a matter for individual LAs.

1175-1179

Queries

- 1180 If you have any queries concerning the
- treatment of War Pensions - Local Schemes (paras 1160-1172), please see the HB/CTB contact list in HB/CTB Bulletin G9/2005
 - addition of subsidy (paras 1173-1174), contact
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1181-1199

Section 10: Rent rebate subsidy limitation

Introduction

1200 Rent rebate subsidy limitation applies to LAs in England and Wales. Rent rebate subsidy limitation was introduced to give LAs an incentive to control expenditure and the level of rent increase. When an LA increases its average weekly rent above a limit set in England by the Secretary of State and in Wales by the National Assembly for Wales (NAW), it will only receive subsidy on rebates up to the limit and will have to fund the cost of additional rebates above the limit rent itself (through the rents of tenants not in receipt of rebates).

1201-1209

Data collection

1210 For 2006/07, responsibility for data collection and calculations necessary to implement rent rebate subsidy limitation will remain with NAW. In England the existing processes to collect base data to inform limit rents will continue. Department for Communities and Local Government (DCLG) (DCLG) has used the latest information taken from the base data forms 06B2 received by the deadline of 10 October 2005, together with assumptions as to rent levels if an LA was following the policy of rent restructuring, to calculate limit rents.

1211 DCLG will collect information on its Housing Revenue Account (HRA) subsidy claim forms to enable monitoring of average rent levels.

1212 In Wales, limit rents are not currently pre-set, but are calculated using data collected on the Subsidy claim forms throughout the year. Data is also collected through alternative returns to inform the limit rent calculation. NAW will collect the required data from Welsh LAs and advise DWP of the various amounts necessary for any limitation calculations.

1213-1219

1220-1226

Rent rebate subsidy limitation calculations for LAs in England

1220 LAs need to make a comparison between the subsidy limitation rent and the weekly limit rents to establish whether they will be liable for a deduction. The weekly limit rents for 2006/07 are contained in *Appendix K*. The subsidy limitation rent calculation together with the deduction from subsidy calculation is described in the following paragraphs.

Subsidy limitation rent calculation

1221 For English LAs the subsidy limitation rent for 2006/07 is equal to $Q + (P \times R)$ when

Q is the average weekly rent for a dwelling for 2006/07

P is the average weekly unpooled service charges for 2006/07

R is the annual factor which for 2006/07 is 0.5

1222-1224

Average weekly rent (Q)

1225 'Rent', in relation to a dwelling means the total of the payments in respect of the dwelling specified in regulation 12(1)(a) of the Housing Benefit Regulations, other than a payment specified in regulation 12(1)(e), ie payments of, or by way of service charges payment of which is a condition on which the right to occupy the dwelling depends.

Definition of a 'dwelling'

1226 The definition of a 'dwelling' for the purpose of the claim year 2006/07 is as set out in *paragraph 2.1 of the Housing Revenue Subsidy Determination 2006/07*.

Average weekly rent calculation

- 1227 The average weekly rent for 2006/07 is calculated by
- a) dividing the total rent charged for all dwellings in the HRA for 2006/07 by
 - b) the total numbers of weeks for which rent was charged for all dwellings in the HRA in 2006/07*

Example

An LA has two HRA dwellings.

Rent is charged for 52 weeks on property 1 and for 46 weeks on property 2.

Add the 52 weeks and 46 weeks = 98 weeks.

Dividing the total rent charged (for example £10,000) by 98 weeks = an average weekly rent of £102.04.

* Please note rent free weeks should be included when calculating the number of weeks for which rent is charged. For example an LA may charge rent for 50 weeks but allow two rent free weeks. For the purpose of this calculation the two rent free weeks should be included when calculating the number of weeks for which rent was charged so instead of using 50 weeks, 52 weeks should be used.

1228-1229

Average weekly unpooled service charges (P)

- 1230 'Service charge', in relation to a dwelling, means a payment in respect of the dwelling specified in regulation 12(1)(e) of the Housing Benefit Regulations which is eligible for HB at the time it is paid.
- 1231 Further guidance on the definition of a service charge is available in *HB/CTB Guidance Manual, Part A, paras 4.170-4.269*.

1232-1239

1240-1250

Queries

1240 If you have any queries concerning the definition of a service charge only, please contact

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1241-1249

Calculation of the average weekly unpooled service charges

Note: Void dwellings are not included in the calculation. A 'void dwelling' means a dwelling that is unoccupied and therefore does not attract service charges or rent.

1250 The average weekly unpooled service charges are calculated as follows

Step 1

Find the average weekly service charge for a dwelling for 2006/07 by dividing the total service charges imposed (charged) in respect of all dwellings in the HRA in 2006/07 by the total number of weeks for which rent was charged on all dwellings in the HRA*.

*The total number of weeks for which rent was charged is the same number of weeks that would have been calculated *as per paragraph 1227*. A service charge in relation to a dwelling means a payment which is eligible for housing benefit at the time it is paid.

Example

- a) Divide the total service charges imposed in respect of all HRA dwellings in 2006/07 by

continued

(1250)

b) the total number of weeks for which rent was charged

So if the total service charges imposed in respect of all HRA dwellings is £500 and the total number of weeks for which rent was charged on all dwellings in the HRA is 98 weeks. Then the total service charges of £500 divided by 98 weeks produces an average weekly service charge of £5.10.

Step 2

Find the average weekly service charge for a dwelling for 2001/02 by

- i dividing the total service charges imposed (charged) in 2001/02 on all HRA dwellings that are both in the HRA in 2001/02 and 2006/07 by
- ii the total number of weeks for which rent was charged for all HRA dwellings in 2006/07. As per Step 1 the total number of weeks for which rent was charged is the same number of weeks which would have been calculated as per paragraph 1227.

Step 3

Multiply the result of Step 2 by the RPI figure, which for the period beginning with the year 2001/02 and ending with 2006/07 is 1.1258.

Step 4

Find the average weekly service charge for new services* for a dwelling for 2005/06 by

- i dividing the total charges for new services services in 2006/07 by
- ii the total number of weeks for which rent was charged for all dwellings in the HRA in 2006/07. As per Step 1 the total number of weeks for which rent was charged is the same number of weeks which would have been calculated, *see paragraph 1227*

* New services are defined as follows

- a) a service provided in 2006/07 that was not provided in 2001/02
- b) an extension to a service, where the service provided is provided in 2006/07 to a greater extent than in 2001/02, or
- c) a service provided in 2006/07 for which a charge is imposed, which is a service which was previously provided without a charge because it was funded by a specific grant or subsidy (other than HRA subsidy). The relevant aspect is the extent to which the service is greater than was provided previously

continued

(1250)-1269

(1250) Step 5

If the result of Step 1 exceeds the sum of the results of Step 3 and Step 4, deduct the sum of those results from the result of Step 1.

1251 If the result of Step 1 does not exceed the sum of results of Steps 3 and 4, the average weekly unpooled service charges are nil.

1252-1259

Amount of deduction from subsidy

Note: Void dwellings are not included in the calculation. A 'void dwelling' means a dwelling that is unoccupied.

1260 The amount of the deduction referred to in article 20A (2) to the Income-related Benefits (Subsidy to Authorities) Order (1998/562) as amended by the Income-related Benefits (Subsidy to Authorities) Amendment Order (2004/646) should be calculated as follows

Step 1

Divide the amount of rebates paid in 2006/07 in respect of HRA dwellings, by the income for 2006/07 from rent and service charges (including rent and charges remitted by rebate) in respect of such dwellings.

Step 2

If the result of Step 1 does not exceed 0.61 (the rebate proportion in England for 2006/07)

- i divide the weekly limit rent for a dwelling for 2006/07 as specified in *Appendix K* by the subsidy limitation rent, see *paragraph 1221*
- ii subtract the result of **i** from the number 1, and
- iii multiply the amount of the subsidy (apart from any deduction to be calculated under Schedule 4A) by the result of **ii**

If the result of Step 1 exceeds 0.61 (the rebate proportion in England for the relevant year)

- i multiply the amount by which subsidy limitation rent exceeds the weekly limit, for a dwelling for 2006/07 as specified in *Appendix K* by 0.61 (the rebate proportion in England for 2006/07)
- ii multiply the subsidy limitation rent by the result of **Step 1**
- iii divide the result of **i** by the result of **ii** and
- iv multiply the amount of the subsidy (apart from any deduction to be calculated under Schedule 4A)

1261-1269

HB/CTB Subsidy Guidance Manual

Rent rebate subsidy limitation calculations for LAs in Wales

1270 An LA in Wales will be liable to a subsidy deduction when $O + P$ is less than Q , when

O is the amount specified in column 1 of *Appendix L*

P is the guideline rent increase specified in column 2 in *Appendix L*

Q is the average weekly rent for a dwelling for the LA for the relevant year

1271-1274

Calculation of Q

1275 The average weekly rent for a dwelling for the LA for 2006/07 is calculated by

- i dividing the total rent charged for all dwellings in the HRA in 2006/07 by
- ii the total number of weeks for which rent was charged for all dwellings in the HRA in 2006/07 *

Note: Void dwellings are excluded from the calculation. A 'void dwelling' means a dwelling that is unoccupied.

Example

An LA has three HRA dwellings.

Rent is charged for 52 weeks on property 1, 46 weeks on property 2 and 48 weeks on property 3.

Add the 52 weeks, 46 weeks and 48 weeks.

This produces 146 weeks.

Dividing the total rent charged for 2006/07 for example £10,000 by 146 weeks produces an average weekly rent of £68.49.

* Please note rent free weeks should be included when calculating the number of weeks for which rent is charged. For example, an LA may charge rent for 50 weeks but allow two rent free weeks. For the purposes of calculating the average weekly rent the two rent free weeks should be included in the calculation. So instead of using 50 weeks, 52 should be used.

1276-1279

1280-1299

Amount of deduction

1280 The amount of the deduction from subsidy referred to in article 20A(2) should be calculated as follows

Step 1

Divide the amount of rebates granted in 2006/07 in respect of dwellings in the HRA by the income for 2006/07 from rent (including rent remitted by way of rebate) in respect of such dwellings

Step 2

If the result of Step 1 does not exceed 0.66 (the rebate proportion in Wales for 2006/07)

- i deduct (O + P) from Q
- ii divide the result of i by Q
- iii multiply the amount of the subsidy (apart from any deduction to be calculated under Schedule 4A) by the result of ii

If the result of Step 1 exceeds 0.66 (the rebate proportion in Wales for 2006/07)

- i deduct (O + P) from Q
- ii divide the result of i by Q
- iii divide the rebate proportion for Wales, ie 0.66 by the result of Step 1
- iv multiply the result of ii by the result of iii
- v multiply the amount of the subsidy (apart from any deduction to be calculated under Schedule 4A) by the result of iv

1281-1289

Legislation

1290 A deduction will be made where the subsidy limitation rent for 2006/07 is above the weekly rent limit specified in Part 3 of Schedule 4A to the Income-related Benefits (Subsidy to Authorities) Order 1998 (1998/562) as amended by the Income-related Benefits (Subsidy to Authorities) Amendment (No 2) Order (S.I. 2006 No 559).

1291-1299

Derogations

- 1300 Ministers are prepared to consider granting full or partial exemption from rent rebate subsidy limitation for 2006/07 when an LA can demonstrate that, due to exceptional and unforeseeable circumstances outside its control, they needed to set the aggregate of its average weekly rent for 2006/07 and for LAs in England only (those service charges deemed to have been separated out from rent), in the amending Subsidy Order (SI 2004 No 559) above the level at which rent rebate subsidy limitation applies, and it would face significant or complex financial difficulties in 2006/07 in its HRA without a derogation.
- 1301 Applications should be submitted to DCLG/NAW in the first instance but final decisions will be made by DWP Ministers based upon advice from DCLG/NAW and DWP which will place the application in the full subsidy and policy context.

1302-1329

Queries

- 1330 If you have any queries concerning the content of this section, contact

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1331-1399

Section 11: Administration costs

Introduction

- 1400 Authorities were notified of their DWP Administration subsidy allocation for 2006/07 before the start of the financial year. The overall DWP Administration subsidy is cash-limited and there is no provision for any adjustment to be made to individual LA allocations. The DWP Administration subsidy distribution for 2006/07 is shown at *Appendix G*.
- 1401 DWP together with representatives from your Local Authority Associations (LAAs) through a working group, reviewed the way in which administration funding is distributed. From April 2006 funding elements previously paid as Verification Framework (VF) and Security Against Fraud and Error (SAFE) subsidy is distributed using a single formula and announced as a single annual amount. Significant changes have been made to the distribution formula and to minimize the effect of these changes in 2006/07 a transitional protection scheme has been introduced. *See paragraph 1420 for further details of the transitional protection scheme.*

1402-1409

Distribution of the DWP Administration subsidy

- 1410 The DWP Administration subsidy has been allocated through the use of an agreed formula, which utilises data supplied by authorities about their HB/CTB caseload of live claimants and annual volumes of new claimants. For 2006/07 the data used for volumes and make-up of live claimants has been taken from the Housing Benefit Matching Service (HBMS) extracts submitted by each LA using the extract that was closest to 30 June 2005.
- 1411 The data used for annual volumes of new claimants has been derived from the HBMS extracts submitted by the LAs from June 2004 until June 2005. The volumes were derived by looking at the number of claimants present on the first and last extract of each quarter across that period and an estimate was made for each LA individually as to the expected number of new claimants that would have not have been captured by those extracts.
- 1412 Since the HBMS data only covers successful claims, the expected volumes of unsuccessful new claimants has been added on to those volumes, by taking the proportion of unsuccessful to successful claims for each LA reported in the MIS124 data.

Section 11: Administration costs

1413-1419

1413 The 2006/07 distribution takes into account research carried out by Risk Solutions into the administration costs to LAs of the HB and CTB schemes. From this research the weightings shown in the following table have been derived for different tenure type, and applied to the relevant caseload figures.

New Claims case type	Weighting
Rent Rebates – not receiving income based Jobseeker’s Allowance (JSA(IB)), Income Support (IS) or Pension Credit (guarantee credit)	1.56
Rent Rebates – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.09
Council Tax Benefit – not receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.47
Council Tax Benefit – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.00
Housing Associations – not receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.60
Housing Associations – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.13
Rent Allowances (other than Housing Associations) – not receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.72
Rent Allowances (other than Housing Associations) – receiving JSA(IB), IS or Pension Credit (guarantee credit)	1.23
Live Claims case types	Weighting
Council Tax Benefit only	1.52
Rent Rebates	1.51
Housing Associations	2.00
Rent Allowances (other than Housing Associations)	2.13

1414-1419

Transitional Protection scheme

1420 It has been agreed that a Transitional Protection Scheme will apply over the three year period 2006/07 to 2008/09 to provide a buffer to those authorities who would otherwise sustain a subsidy reduction under the new distribution formula.

2006/07

1421 To calculate a netting figure, a baseline has been constructed. This baseline figure is based upon the latest available data of the following elements

- administration subsidy paid under the old formula for 2005/06
- VF funding allocation for 2005/06 for all modules (excluding set-up funds). For most LAs this will be the amount paid out for VF on-going funding, for others it represents what they would have received had they been fully VF compliant and is therefore a higher amount than actually received
- unaudited SAFE subsidy claims for 2004/05

1422 The 2006/07 administration subsidy distribution reflects the application of a 0% net to the overall baseline figure constructed for each authority. The net ensures that no LA receives a reduction of their previous year's allocation. In order to achieve this netting, a cap has been imposed which has restricted gain from the new formula to a maximum of 2.4% for 2006/07.

1423-1429

Payment of subsidy

1430 Payments on account of the total subsidy will be made in 12 monthly instalments commencing April 2006.

1431-1449

1450-1499

Queries

1450 If you have any queries concerning the content of this section, contact

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1451-1499

Section 12: In-year instalments of subsidy and payments of subsidy

In-year instalments of subsidy

- 1500 The Secretary of State is authorised, under the Social Security Administration Act 1992, as amended by the Housing Act 1996, to pay subsidy to LAs in respect of their administering the HB/CTB schemes. The Act requires the Secretary of State to make a Subsidy Order, which specifies the basis for local authorities receiving their administration and benefit subsidy.
- 1501 The Income-related Benefits (Subsidy to Authorities) Order 1998 (the 'Principal Order') prescribes the level of administration subsidy, the basic benefit subsidy rate and the circumstances under which lower rates of subsidy will apply. The Order, which is amended annually, provides the legislative base for the revised subsidy arrangements applicable from 1 April 2006.
- 1502 Payments of in-year instalments of subsidy are conditional on
- an authority's timely completion of both initial and mid-year claims for subsidy (using form MPF714)
 - provision of associated information required by the DWP (acting on the Secretary of State's behalf) to ensure that the level of the payments reflects, as accurately as possible, an authority's anticipated level of HB/CTB expenditure and related subsidy
- 1503 Payments of subsidy for the months
- April to September 2006 are based on initial claims for HB/CTB subsidy that were received by the DWP by 1 March 2006
 - October 2006 to March 2007 are based on mid-year claims for HB/CTB subsidy that were received by the DWP by 31 August 2006

1504-1509

1510-1515

Payments of subsidy

- 1510 An LA must submit to the DWP, by 31 May 2007, a final 2006/07 claim, providing details of the actual amounts of benefit paid in the year. In practice, this will involve the accurate completion of form MPF720. At the same time, a copy of the final claim must be presented to the LA's external auditor for audit.
- 1511 On receipt of an LA's final claim, the DWP will, after taking account of in-year instalments paid and any other relevant matters, pay/recover any resultant balance.
- 1512 The regulations as to audit requirements prescribe
- i that an LA shall make sure that its final claim is audited by its external auditor and presented to the DWP by 30 November 2007, and
 - ii an LA's duty to keep such records and supply such information as is necessary to enable auditors, and where necessary the DWP (on behalf of the Secretary of State), to verify subsidy claims
- 1513 If an LA does not comply with the prescribed deadlines given in *paragraphs 1510 and 1512(i)*, the DWP may withhold a percentage of its in-year instalments of subsidy pending compliance. The LA will be notified of any withholding by the DWP and be given the opportunity to make representations in advance of withholding. It is open to LAs to request extensions to these deadlines. Extensions, which must be requested in advance, will be granted if the DWP is satisfied the extension is justified. Extensions will not be granted as a matter of course. If an extension is granted, in-year instalments of subsidy will not be subject to withholding for the period of the extension.
- 1514 If an LA fails to verify its claim as per *paragraph 1512(ii)*, the DWP will give the LA the opportunity to satisfy the stated requirements within a set timescale. Subsidy may be withheld if stated requirements are not satisfied within this timescale.
- 1515 If there has been an overpayment of subsidy, the DWP, on the Secretary of State's behalf, will decide whether, and if so how much of, the overpayment should be recovered, having regard to prescribed criteria, the individual circumstances in which the overpayment arose and relevant wider considerations.

- 1516 The Secretary of State's powers to withhold, recover or estimate subsidy are contained in section 140C of the Social Security Administration Act 1992. There are also separate powers to adjust or deduct subsidy. There are *inter alia* powers in the Social Security Administration Act 1992 to enable the Secretary of State to withhold or estimate HB subsidy in specific circumstances. These powers were extended by the Local Government Finance Act 1992 to include CTB subsidy.

1517-1519

Queries

- 1520 If you have any queries concerning the content of this section, contact

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1521-1599

Section 13: Extended payments of HB/CTB

Note: For more information, see *HB/CTB Guidance Manual, C9, Extended payments*.

Extended payments

- 1600 HB and CTB extended payments were introduced on 1 April 1996 as part of a package of incentives to encourage the long-term unemployed to return to work.
- 1601 Extended payments are made to certain people who have been receiving Income Support (IS) or income-based Jobseeker's Allowance (JSA(IB)) and who cease to be eligible for it because they or their partner start employment or self-employment, or increase their hours or wages.
- 1602 The extended payment scheme was widened in April 2004 (by S.I. 2004/319) to include persons in receipt of Incapacity Benefit (IB) and/or Severe Disablement Allowance (SDA), and who cease claiming benefit because they or their partner move into employment, or self-employed work, or increase their hours or earnings.

1603-1609

Subsidy for extended payments

- 1610 Extended payments are treated as a separate HB/CTB category on which full subsidy will be paid. This means that, for example, if the rent allowance paid immediately before the extended payment period included amounts attracting lower rate subsidy, a similar subsidy reduction will not be made for rent allowance paid during the extended payment period.
- 1611 Similarly, when from January 1996 HB includes a discretionary amount for exceptional hardship, the extended payment should be at the same rate of HB payable when IS/JSA(IB)/IB/SDA was in payment. No part of the extended payment will be attributable to the discretionary fund and the payment will therefore attract full subsidy.

1612-1629

1612 Any discretionary payments made for exceptional circumstances will be treated in the same way, ie payment to continue at the same rate with full subsidy payable.

1613-1619

Subsidy for overpayments of extended payments

1620 An overpayment of extended payments can occur when, for example

- the authority incorrectly decides that an award is appropriate
- HB/CTB is not reassessed to reflect a change of circumstances, occurring before the extended payment period, until after the extended payment has been awarded. This could occur when a non-dependant moves into the household prior to the cessation of IS/JSA(IB)/IB/SDA

1621 If an overpayment arises, the rate of benefit subsidy payable will be in accordance with normal rules, depending on the reason for the overpayment, ie nil.

1622 An overpayment could also arise where the claimant moves home, during the extended payment period, to another authority's area where the award of the extended payment would be the responsibility of the second authority.

Example

Claimant lives in privately rented property.

The extended payment period starts 7 June and ends 4 July.

The authority awards rent allowance for all the four-week period.

On 21 June, the claimant moves to council property in another authority area. The second authority awards rent rebate for the two weeks, 21 June to 4 July.

The rent allowance overpayment for 21 June to 4 July will be for the original authority to process, using normal subsidy rules for calculating the amount of benefit subsidy due.

1623-1629

Queries

1630 If you have any queries concerning the content of this section, contact

Helpline answer phone

Tel: 020 7962 8313

1631-1699

Summary of 2006/2007 benefit subsidy arrangements

Basic rates of subsidy

	ARRANGEMENTS FOR 2005/2006	ARRANGEMENTS FOR 2006/2007	REMARKS
	All Housing and Council Tax Benefit 100%	All Housing and Council Tax Benefit 100%	No change

Other rates of subsidy

	ARRANGEMENTS FOR 2005/2006	ARRANGEMENTS FOR 2006/2007	REMARKS
1 Backdated awards	All Housing and Council Tax Benefit 100%	All Housing and Council Tax Benefit 100%	No change
2 Overpayments	All Housing and Council Tax Benefit 100%	All Housing and Council Tax Benefit 100%	No change
i) caused by LA error	All Housing and Council Tax Benefit 40% or nil	All Housing and Council Tax Benefit 40% or nil	No change
ii) caused by claimant fraud	All Housing and Council Tax Benefit 40%	All Housing and Council Tax Benefit 40%	No change
iii) rebate credited in advance of entitlement (when overpayment arises from change of circumstances)	All rent rebate and Council Tax Benefit Nil	All rent rebate and Council Tax Benefit Nil	No change
iv) rebate credited in advance of entitlement (when overpayment arises from other than change of circumstances and is recoverable)	All rent rebate and Council Tax Benefit Nil	All rent rebate and Council Tax Benefit Nil	No change

	ARRANGEMENTS FOR 2005/2006		ARRANGEMENTS FOR 2006/2007		REMARKS
v) caused by DWP local office error	All rent rebate and Council Tax Benefit	100%	All rent rebate and Council Tax Benefit	100%	No change
vi) caused by delayed award of transitional relief or budget substitution claimant (capping)	Council Tax Benefit	Nil	Council Tax Benefit	Nil	No change
vii) claimant error/other overpayments not covered by i) to vi) above	All Housing and Council Tax Benefit	40%	All Housing and Council Tax Benefit	40%	No change
3 Duplicate payments alleged to have been lost/stolen/ not received and are later found to have been cashed	Rent allowance	25%	Rent allowance	25%	No change
4 Disproportionate increase in LA rents – HB attributable to increase in rents of HB Tenants which exceed those of non-HB tenants	Scotland and New Towns Rent Rebate	Nil	Scotland and New Towns Rent Rebate	Nil	No change
	Wales HRA rent rebate	Nil	Wales HRA rent rebate	Nil	
5 Unreasonable rents – deregulated private sector tenancies (cases not affected by the January 1996 changes only)	Rent Allowances (subsidy on HB attributable to rent above rent officer determination)	60% or Nil	Rent allowances (subsidy on HB attributable to rent above rent officer determination)	60% or Nil	No change

	ARRANGEMENTS FOR 2005/2006		ARRANGEMENTS FOR 2006/2007		REMARKS
6 Homeless people in board and lodging accommodation	Rent rebates in Board & Lodge (subsidy on HB attributable to rent above rebate threshold up to level of cap)	10%	Rent rebates in Board & Lodge (subsidy on HB attributable to rent above rebate threshold up to level of cap)	10%	No change
	Above cap	Nil	Above cap	Nil	
7 Homeless people in accommodation held on license by LAs	Subsidy on HB attributable to rent above rent rebate threshold up to level of cap	100%	Subsidy on HB attributable to rent above rent rebate threshold up to level of cap	100%	No change
	Above cap	Nil	Above cap	Nil	No change
8 Short term leased accommodation	For short term leased accommodation in GB (subsidy on HB attributable to rent above rent rebate threshold up to level of cap)	100%	For short term leased accommodation in GB (subsidy on HB attributable to rent above rent rebate threshold up to level of cap)	100%	No change
	Above cap	Nil	Above cap	Nil	
9 Modular Improvements Rule	HRA rent rebates in England and Wales	Nil	HRA rent rebates in England and Wales	Nil	No change
10 Extended payments	Rent allowance Non-HRA rent rebate Council Tax Benefit HRA rent rebate	100%	Rent allowance Non-HRA rent rebate Council Tax Benefit HRA rent rebate	100%	No change

	ARRANGEMENTS FOR 2005/2006	ARRANGEMENTS FOR 2006/2007	REMARKS								
11 Discretionary Local Schemes	0.2% addition to their annual benefit subsidy, capped at 75% of the total benefit cost of the local scheme to the LA	0.2% addition to their annual benefit subsidy, capped at 75% of the total benefit cost of the local scheme to the LA	No change								
12 WIB payments in the SAFE scheme	<table> <tr> <td>Level of WIB</td> <td></td> </tr> <tr> <td>£4.99 or below</td> <td>Nil</td> </tr> <tr> <td>£5.00 to £20.00</td> <td>£15</td> </tr> <tr> <td>£20.01 and above</td> <td>£70</td> </tr> </table>	Level of WIB		£4.99 or below	Nil	£5.00 to £20.00	£15	£20.01 and above	£70	Nil	The funding for this scheme has been replaced as upfront funding within the administration subsidy distribution
Level of WIB											
£4.99 or below	Nil										
£5.00 to £20.00	£15										
£20.01 and above	£70										

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold £	Cap £
England		
Adur	117.63	208.18
Allerdale	94.42	166.78
Alnwick	81.85	145.23
Amber Valley	94.89	167.80
Arun	123.12	217.48
Ashfield	89.10	157.56
Ashford	116.91	206.73
Aylesbury Vale	113.05	200.37
Babergh	108.20	191.31
Barking and Dagenham	223.51	355.32
Barnet	223.51	355.32
Barnsley	79.15	140.95
Barrow in Furness	98.76	174.63
Basildon	114.95	203.26
Basingstoke and Deane	117.07	206.80
Bassetlaw	99.33	175.65
Bath & NE Somerset	100.71	177.90
Bedford	93.24	165.29
Berwick upon Tweed	88.60	156.65
Bexley	223.51	355.32
Birmingham	95.47	169.29
Blaby	85.08	150.76
Blackburn with Darwen	108.94	192.43

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Blackpool	90.73	164.69
Blyth Valley	75.02	133.00
Bolsover	77.36	139.66
Bolton	81.72	145.82
Boston	85.21	150.85
Bournemouth	102.41	192.46
Bracknell Forest	127.20	228.58
Bradford	86.20	161.99
Braintree	104.64	185.03
Breckland	107.01	189.70
Brent	223.51	375.78
Brentwood	118.62	209.76
Bridgnorth	96.45	171.82
Brighton and Hove	105.84	207.96
Bristol	93.23	184.32
Broadland	107.01	189.70
Bromley	223.51	355.32
Bromsgrove	99.45	183.77
Broxbourne	126.48	223.65
Broxtowe	81.36	145.09
Burnley	96.75	170.90
Bury	94.23	166.63
Calderdale	83.75	148.18
Cambridge	111.41	197.00
Camden	223.51	374.07
Cannock Chase	99.89	182.66
Canterbury	112.34	198.63
Caradon	94.69	167.43

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Carlisle	92.14	162.92
Carrick	107.83	190.67
Castle Morpeth	88.89	157.18
Castle Point	122.30	216.25
Charnwood	85.61	151.40
Chelmsford	119.70	212.44
Cheltenham	121.58	214.97
Cherwell	117.87	208.71
Chester	89.00	157.20
Chester le Street	82.28	145.95
Chesterfield	81.69	144.45
Chichester	118.48	209.27
Chiltern	117.07	206.80
Chorley	83.82	149.03
Christchurch	100.71	189.07
City of London	223.51	355.32
Colchester	110.25	196.54
Congleton	94.42	166.78
Copeland	88.71	168.53
Corby	91.42	167.05
Cotswold	100.71	177.90
Coventry	81.21	159.38
Craven	100.12	177.04
Crawley	126.74	224.91
Crewe and Nantwich	99.90	184.00
Croydon	223.51	369.09
Dacorum	110.97	198.70
Darlington	86.96	153.76

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Dartford	114.85	203.08
Daventry	91.32	161.47
Derby	90.19	159.50
Derbyshire Dales	91.57	162.27
Derwentside	89.71	158.63
Doncaster	82.28	147.95
Dover	116.94	206.78
Dudley	95.78	171.85
Durham	84.71	151.79
Ealing	223.51	359.62
Easington	87.21	154.20
East Cambridgeshire	107.01	189.70
East Devon	91.41	171.78
East Dorset	100.71	189.07
East Hampshire	117.07	206.80
East Hertfordshire	127.90	226.97
East Lindsey	87.82	155.45
East Northamptonshire	98.10	173.67
East Riding	87.66	159.14
East Staffordshire	85.52	151.06
Eastbourne	105.32	197.95
Eastleigh	117.07	206.80
Eden	94.42	166.78
Ellesmere Port and Neston	73.57	149.46
Elmbridge	133.53	235.85
Enfield	223.51	355.32
Epping Forest	113.34	200.97
Epsom and Ewell	117.07	206.80

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Erewash	83.97	148.80
Exeter	88.54	166.40
Fareham	110.95	200.14
Fenland	100.56	177.83
Forest Heath	99.04	175.13
Forest of Dean	96.52	170.67
Fylde	82.51	145.73
Gateshead	87.29	154.36
Gedling	83.14	147.64
Gloucester	105.41	186.39
Gosport	108.81	192.41
Gravesham	111.04	196.36
Great Yarmouth	83.55	157.02
Greenwich	223.51	355.32
Guildford	134.07	237.08
Hackney	223.51	355.82
Halton	86.83	159.06
Hambleton	83.08	156.20
Hammersmith and Fulham	223.51	355.32
Harborough	103.09	182.28
Haringey	223.51	355.32
Harlow	109.42	193.47
Harrogate	106.57	188.46
Harrow	223.51	390.44
Hart	117.07	206.80
Hartlepool	90.16	159.43
Hastings	117.07	206.80
Havant	117.07	206.80

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Havering	223.51	355.32
Herefordshire	89.64	158.52
Hertsmere	107.01	189.70
High Peak	96.94	171.41
Hillingdon	223.51	392.59
Hinckley and Bosworth	93.60	165.52
Horsham	138.41	244.47
Hounslow	223.51	355.32
Huntingdon	115.92	205.50
Hyndburn	93.45	165.07
Ipswich	99.72	176.32
Isle of Wight	117.07	206.80
Isles of Scilly	104.08	184.04
Islington	223.51	368.15
Kennet	100.71	177.90
Kensington and Chelsea	223.51	405.66
Kerrier	100.71	177.90
Kettering	90.21	160.83
Kings Lynn and West Norfolk	87.62	163.25
Kingston upon Hull	90.63	166.28
Kingston upon Thames	223.51	381.54
Kirklees	91.86	162.45
Knowsley	102.02	180.40
Lambeth	223.51	355.32
Lancaster	90.85	160.63
Leeds	83.41	157.14
Leicester	92.52	163.44
Lewes	113.59	202.24

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Lewisham	223.51	355.32
Lichfield	92.82	163.96
Lincoln	87.56	154.83
Liverpool	93.12	164.69
Luton	114.55	202.56
Macclesfield	103.10	197.84
Maidstone	116.30	205.64
Maldon	107.01	189.70
Malvern Hills	92.82	163.96
Manchester	109.17	193.03
Mansfield	93.71	165.53
Medway	114.85	203.08
Melton	84.14	152.81
Mendip	99.23	175.29
Merton	223.51	355.32
Mid Bedfordshire	106.32	188.68
Mid Devon	94.27	166.71
Mid Suffolk	100.56	177.83
Mid Sussex	117.07	206.80
Middlesbrough	98.66	174.46
Milton Keynes	114.35	203.06
Mole Valley	113.82	201.26
New Forest	126.10	222.99
Newark and Sherwood	87.56	154.82
Newcastle under Lyme	78.70	154.48
Newcastle upon Tyne	85.76	151.64
Newham	223.51	355.32
North Cornwall	95.06	168.08

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
North Devon	109.95	194.21
North Dorset	100.71	177.90
North East Derby	79.87	144.84
North East Lincoln	85.81	157.04
North Hertfordshire	115.06	209.56
North Kesteven	87.53	154.76
North Lincolnshire	83.07	147.43
North Norfolk	92.45	163.68
North Shropshire	86.90	154.64
North Somerset	115.92	204.97
North Tyneside	80.25	142.68
North Warwickshire	91.58	164.56
North West Leicestershire	86.63	153.18
North Wiltshire	100.71	177.90
Northampton	113.90	201.39
Norwich	90.26	160.15
Nottingham	83.96	148.47
Nuneaton and Bedworth	88.81	158.64
Oadby and Wigston	85.39	151.83
Oldham	83.75	156.81
Oswestry	89.56	158.36
Oxford	122.71	219.06
Pendle	87.23	154.26
Penwith	94.58	177.56
Peterborough	114.08	201.73
Plymouth	92.07	162.79
Poole	104.52	196.22
Portsmouth	111.09	196.41

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Preston	94.99	167.95
Purbeck	116.19	205.43
Reading	135.67	239.89
Redbridge	223.51	361.23
Redcar and Cleveland	94.34	166.81
Redditch	100.51	177.74
Reigate and Banstead	131.92	233.26
Restormel	108.16	191.05
Ribble Valley	81.96	144.92
Richmond upon Thames	223.51	355.32
Richmondshire	97.21	171.88
Rochdale	87.10	154.02
Rochford	103.82	183.56
Rossendale	88.21	155.81
Rother	117.07	206.80
Rotherham	73.64	135.70
Rugby	94.15	167.55
Runnymede	138.57	245.03
Rushcliffe	96.48	172.21
Rushmoor	117.07	206.80
Rutland	102.90	181.96
Ryedale	83.08	156.20
Salford	96.36	170.38
Salisbury	121.97	221.28
Sandwell	103.71	184.98
Scarborough	98.94	174.94
Sedgefield	85.26	151.18
Sedgemoor	106.66	188.60

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Sefton	98.01	173.56
Selby	92.79	164.09
Sevenoaks	117.07	206.80
Sheffield	83.75	148.21
Shepway	107.33	189.78
Shrewsbury and Atcham	95.11	168.18
Slough	122.26	218.49
Solihull	99.57	176.07
South Bedfordshire	119.67	212.85
South Bucks	117.07	206.80
South Cambridgeshire	119.89	212.00
South Derbyshire	94.21	166.57
South Gloucestershire	102.68	185.15
South Hams	100.71	177.90
South Holland	89.35	158.00
South Kesteven	92.28	165.21
South Lakeland	106.13	193.24
South Norfolk	97.21	171.88
South Northamptonshire	106.08	189.05
South Oxfordshire	117.07	206.80
South Ribble	94.42	166.78
South Shropshire	92.82	163.96
South Somerset	100.71	177.90
South Staffordshire	92.82	163.96
South Tyneside	78.12	139.95
Southampton	98.03	192.58
Southend on Sea	106.44	188.21
Southwark	223.51	355.32

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Spelthorne	117.07	206.80
St Albans	118.06	210.28
St Edmundsbury	106.04	188.19
St Helens	100.64	177.95
Stafford	92.82	163.96
Staffordshire Moorlands	90.27	159.45
Stevenage	116.92	206.74
Stockport	85.47	168.28
Stockton on Tees	89.51	159.71
Stoke on Trent	89.33	157.94
Stratford on Avon	92.82	163.96
Stroud	107.03	189.25
Suffolk Coastal	97.13	172.18
Sunderland	97.04	171.42
Surrey Heath	117.07	206.80
Sutton	223.51	355.32
Swale	117.07	206.80
Swindon	95.38	170.55
Tameside	99.17	175.17
Tamworth	97.36	173.35
Tandridge	116.83	208.32
Taunton Deane	94.94	167.87
Teesdale	87.05	153.92
Teignbridge	112.26	198.51
Telford and Wrekin	92.82	163.96
Tendring	98.00	184.18
Test Valley	113.80	201.00
Tewkesbury	92.87	164.04

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
Thanet	106.35	188.05
Three Rivers	120.56	214.80
Thurrock	113.49	200.65
Tonbridge and Malling	117.07	206.80
Torbay	103.66	183.10
Torridge	102.57	181.36
Tower Hamlets	223.51	383.37
Trafford	95.94	169.64
Tunbridge Wells	117.07	206.80
Tynedale	93.57	165.28
Uttlesford	117.32	207.52
Vale Of White Horse	117.07	206.80
Vale Royal	94.94	167.88
Wakefield	83.83	160.09
Walsall	95.48	168.85
Waltham Forest	223.51	376.70
Wandsworth	223.51	399.94
Wansbeck	74.07	130.97
Warrington	95.33	168.56
Warwick	101.13	181.21
Watford	117.41	207.59
Waveney	92.30	163.21
Waverley	127.22	224.72
Wealden	99.81	196.09
Wear Valley	86.22	152.44
Wellingborough	93.99	166.18
Welwyn Hatfield	110.25	198.02
West Berkshire	117.07	206.80

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
England (continued)		
West Devon	100.71	177.90
West Dorset	100.71	177.90
West Lancashire	89.13	158.95
West Lindsey	86.71	153.51
West Oxfordshire	112.22	198.24
West Somerset	100.71	177.90
West Wiltshire	115.04	203.20
Westminster	223.51	439.11
Weymouth and Portland	104.29	184.22
Wigan	89.41	158.10
Winchester	117.53	207.82
Windsor and Maidenhead	117.07	206.80
Wirral	104.37	184.54
Woking	151.40	267.72
Wokingham	118.29	215.05
Wolverhampton	86.71	163.97
Worcester	89.41	159.80
Worthing	117.07	206.80
Wychavon	116.85	206.38
Wycombe	134.52	237.86
Wyre	94.80	167.44
Wyre Forest	96.56	170.56
York	98.23	173.68

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
Wales		
Blaenau Gwent	91.65	162.04
Bridgend	93.01	164.47
Caerphilly	98.31	173.83
Cardiff	103.42	183.90
Carmarthenshire	89.75	158.70
Ceredigion	98.37	173.94
Conwy	86.52	159.95
Denbighshire	84.15	150.24
Flintshire	89.49	158.44
Gwynedd	89.13	157.59
Isle of Anglesey	87.88	155.38
Merthyr Tydfil	89.17	157.68
Monmouthshire	103.25	183.82
Neath Port Talbot	90.39	159.84
Newport	97.89	175.29
Pembrokeshire	87.86	155.34
Powys	92.14	163.17
Rhondda, Cynon, Taff	87.70	155.07
Swansea	93.70	165.69
Torfaen	101.74	181.56
Vale Of Glamorgan	105.59	186.72
Wrexham	83.92	148.86

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
Scotland		
Aberdeen	79.65	142.36
Aberdeenshire	75.09	136.60
Angus	70.27	129.79
Argyll and Bute	85.63	151.43
Clackmannanshire	75.46	142.58
Comhairle Nan Eilean Siar	88.56	158.58
Dumfries and Galloway	80.33	144.62
Dundee	87.31	155.96
East Ayrshire	76.85	136.01
East Dunbartonshire	82.14	148.94
East Lothian	73.87	130.62
East Renfrewshire	78.82	148.06
Edinburgh	100.39	177.51
Falkirk	80.03	150.62
Fife	76.13	139.65
Glasgow	101.72	179.87
Highland	93.42	165.17
Inverclyde	99.55	174.56
Midlothian	66.98	118.45
Moray	67.74	119.77
North Ayrshire	71.99	130.52
North Lanarkshire	83.85	150.12
Orkney Islands	78.51	138.81
Perth & Kinross	71.28	126.04
Renfrewshire	87.13	162.71
Scottish Borders	75.83	134.07
Shetland	102.20	180.71
South Ayrshire	78.20	138.25

Appendix B

Non-HRA rent rebate thresholds and caps for 2006/2007 (Homeless thresholds)

Local Authority	Threshold	Cap
Scotland (continued)		
South Lanarkshire	85.82	151.75
Stirling	80.89	143.01
West Dunbartonshire	80.57	142.48
West Lothian	82.78	173.49

Effective dates of Rent Officers' determination

Event	Effective date
1 New claims	The date entitlement starts or, when the 13 week rule applies, from the 14 th benefit week of entitlement
2 Change of circumstances	Effective date of change
3 Final determination higher than IRL	The same as in 1 above
4 Final determination lower than IRL	The same as in 1 above
5 Redetermination lower than original determination	Date of redetermination or following Monday*
6 Redetermination higher than original determination	Date of original determination, ie whichever date is appropriate under 1-3 above

At the 52 week review

7 Determination is higher than existing determination	<p>Rent paid weekly or in multiples of weeks:- The first day of the benefit week in which the day following the last day of the 52 week exclusion period (starting from the date of the previous application to the rent officer) occurs.</p> <p>Rent paid other than weekly or in multiples of weeks:- The day following the last day of the 52 week exclusion period.</p>
8 Determination is <u>lower</u> than existing determination	The first day of the benefit week following the date the local authority receives the determination

*In the case of items 4 and 5, when a payment for the week of the final determination or redetermination has already been made when the rent officer's decision is received, Local Authorities may use, as the effective date for subsidy purposes, the

- date of the determination, or
- following Monday

LA HB Model Rent Service referral form

Local Authority	LA Ref.	Single Room Rent required Y <input type="checkbox"/> N <input type="checkbox"/>		
1. TYPE OF APPLICATION: New Claim <input type="checkbox"/> Review request <input type="checkbox"/>				
Change of Circumstance <input type="checkbox"/>				
New Claim:	Date of Application to LA / /			
Review request:	Date of previous application by LA / /			
Change of Circumstance: Effective date change of circumstances / /				
3. APPLICANT	Name:	Surname:	Title:	
Address:				
			Postcode:	
4. TYPE OF ACCOMMODATION	Room	No. Rooms	Sole Use	Shared use
Detached house <input type="checkbox"/>	Living room			
Terrace house <input type="checkbox"/>	Bedroom			
Semi-detached house <input type="checkbox"/>	Bed-sitting room			
Maisonette <input type="checkbox"/>	Kitchen			
Purpose built flat <input type="checkbox"/>	Bathroom			
Converted Flat <input type="checkbox"/>	Toilet			
Flat over shop <input type="checkbox"/>	Other			
Room(s) <input type="checkbox"/>				
Hostel <input type="checkbox"/>				
Other <input type="checkbox"/>				
If room(s), location in building LHS <input type="checkbox"/> RHS <input type="checkbox"/>	Total			
Front <input type="checkbox"/> Centre <input type="checkbox"/> Rear <input type="checkbox"/>	Central Heating	Y <input type="checkbox"/> N <input type="checkbox"/>	Garage	Y <input type="checkbox"/> N <input type="checkbox"/>
Floor: B <input type="checkbox"/> G <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Garden	Y <input type="checkbox"/> N <input type="checkbox"/>	Parking	Y <input type="checkbox"/> N <input type="checkbox"/>
Other(s)				
5. HOUSEHOLD DETAILS				
Name	Date of Birth	Sex	Relationship to Applicant	
1.		M <input type="checkbox"/> F <input type="checkbox"/>		
2.		M <input type="checkbox"/> F <input type="checkbox"/>		
3.		M <input type="checkbox"/> F <input type="checkbox"/>		

Appendix D

LA HB Model Rent Service referral form

4.		MO	FO	
5.		MO	FO	
6.		MO	FO	
6. TYPES OF TENANCY		Date Occupancy Began / /		
Assured short-hold <input type="checkbox"/> Registered Housing Association <input type="checkbox"/> Other <input type="checkbox"/>				
Joint Tenancy Yes <input type="checkbox"/> No <input type="checkbox"/>		No. of Joint Tenants		
Period of tenancy(months) _____ m		Landlord resident at these premises Yes <input type="checkbox"/> No <input type="checkbox"/>		
Furnished. Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes)		Fully Furnished <input type="checkbox"/> Partly Furnished <input type="checkbox"/> Minimally Furnished <input type="checkbox"/>		
7. RENT				
Gross Rent £				
Rental Period: W <input type="checkbox"/> No of weeks _____ (w) F <input type="checkbox"/> CM <input type="checkbox"/> LM <input type="checkbox"/> Y <input type="checkbox"/>				
8. Services/Amenities included in the rent				
Lighting of Accommodation	ED <input type="checkbox"/> ID <input type="checkbox"/>	Cleaning of common areas	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Hot Water	ED <input type="checkbox"/> ID <input type="checkbox"/>	Laundry equipment	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Gas/Electricity for Cooking	ED <input type="checkbox"/> ID <input type="checkbox"/>	Laundrying by landlord	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Heating	ED <input type="checkbox"/> ID <input type="checkbox"/>	Porter or estate staff/gardening	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Power	ED <input type="checkbox"/> ID <input type="checkbox"/>	Lift	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Cleaning of accommodation	ED <input type="checkbox"/> ID <input type="checkbox"/>	Council Tax	ED <input type="checkbox"/> ID <input type="checkbox"/>	
B'fast <input type="checkbox"/> lunch <input type="checkbox"/> evening meal <input type="checkbox"/>	ED <input type="checkbox"/> ID <input type="checkbox"/>	Water Charges	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Lighting of common areas	ED <input type="checkbox"/> ID <input type="checkbox"/>	Other <input type="checkbox"/> (Specify)		
9. SUPPORTED ACCOMMODATION Y <input type="checkbox"/> N <input type="checkbox"/>				
Gross Rent £		General Counselling & Support Services	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Total Ineligible Support Services £				
Total Ineligible Support Services £		Emergency Alarm Systems	ED <input type="checkbox"/> ID <input type="checkbox"/>	
Net Rent (Referred Rent) £		Nursing and Personal Care	ED <input type="checkbox"/> ID <input type="checkbox"/>	
		Cleaning of Rooms and Windows		
		Medical Expenses		
10. REMARKS				
Authorised Contact:				
Date:				
Tel:				

Subsidy arrangements for hostel accommodation

A definition of hostel is contained at regulation 2(1) of the Housing Benefit (General) Regulations 1987.

Hostel Type	Subsidy Control
A Hostel run by RSL RSL is landlord	Referral to the rent officer *
B Local Authority Hostels:	Inside HRA: DRI rule
i including social services hostels where Social Services Department is part of the same LA as the Housing Department	
ii as i but RSL is managing agent (LA is landlord)	Inside HRA: DRI rule
iii where Social Services Department is part of County Council	Mandatory referral to the rent officer
iv as iii but RSL is managing agent	Mandatory referral to the rent officer
C Health Authority Hostels	Mandatory referral to the rent officer
D Resettlement Units	Mandatory referral to the rent officer
E Private Sector Hostels:	
i private landlord is landlord;	Mandatory referral to the rent officer
ii RSL is managing agent;	Mandatory referral to the rent officer
F Salvation Army Hostels	Mandatory referral to the rent officer (unless registered as RSL – then referral as per *)
G YMCA Hostels	Mandatory referral to the rent officer (unless registered as RSL – then referral as per *)
H Youth Hostels	Mandatory referral to the rent officer (unless registered as RSL – then referral as per *)

Key

DRI = Disproportionate rent increase

RSL = Registered Social Landlord

* Referral must be made if the authority considers the

i accommodation is over-large for the claimant's reasonable housing needs, or

ii rent for the accommodation is unreasonably high

Application for a re-determination of a Rent Officer's decision

For completion by local authority

From:

LA Name: _____

LA Address: _____

Local Authority Reference Data:

Case Ref: _____

Tel No: _____

Fax No: _____

Ext No: _____

Fax No: _____

1. Rent Officer Details

a Rent officer service reference: _____

b Claimant name: _____

c Subject property address (inc postcode): _____

d Date of determination: _____

2. a Specify the determination being referred for re-determination

1 _____

2 _____

3 _____

4 _____

5 _____

b Specify Rent Officer being referred for re-determination

1 £ _____ per week

2 £ _____ per week

3 £ _____ per week

4 £ _____ per week

5 £ _____ per week

Appendix F

Application for a re-determination of a Rent Officer's decision

3. Is this re-determination being sought by:

a Local Authority? Yes / No *

b Claimant? Yes / No *

4. a Is this a request for a further re-determination? Yes / No *

b If yes, specify number of previous re-determinations Yes / No *

5. Date of request for re-determination: _____

Signed: _____ Date: _____

* delete as appropriate

Note 1: Provide reasons for requesting re-determination and any supportive evidence on a separate sheet.

Note 2: In the case of the claimant seeking the re-determination or a further re-determination provide a copy of the claimant's written request.

Administration Subsidy distribution for 2006/2007 (£)

England	Total Administration subsidy
Adur	£464,591
Allerdale	£958,936
Alnwick	£246,020
Amber Valley	£918,873
Arun	£1,119,127
Ashfield	£884,292
Ashford	£686,167
Aylesbury Vale	£766,303
Babergh	£521,463
Barking	£2,037,824
Barnet	£2,832,258
Barnsley	£2,205,933
Barrow in Furness	£819,973
Basildon	£1,571,112
Basingstoke and Deane	£967,560
Bassetlaw	£859,394
Bath and NE Somerset	£1,254,778
Bedford	£1,299,391
Berwick upon Tweed	£286,511
Bexley	£1,745,432
Birmingham	£12,475,794
Blaby	£328,544
Blackburn with Darwen	£1,778,940
Blackpool	£2,607,336
Blyth Valley	£904,950

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Bolsover	£702,096
Bolton	£2,733,972
Boston	£516,218
Bournemouth	£1,723,844
Bracknell Forest	£597,926
Bradford	£4,945,062
Braintree	£893,915
Breckland	£942,788
Brent	£3,900,051
Brentwood	£351,021
Bridgnorth	£376,949
Brighton and Hove	£3,328,896
Bristol	£4,136,619
Broadland	£638,765
Bromley	£2,288,663
Bromsgrove	£439,854
Broxbourne	£678,950
Broxtowe	£647,002
Burnley	£1,184,284
Bury	£1,396,125
Calderdale	£1,921,135
Cambridge	£861,033
Camden	£3,880,446
Cannock Chase	£653,682
Canterbury	£1,017,373
Caradon	£657,976
Carlisle	£943,314
Carrick	£743,232
Castle Morpeth	£284,358

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Castle Point	£491,478
Charnwood	£759,681
Chelmsford	£908,480
Cheltenham	£878,405
Cherwell	£1,034,916
Chester	£956,974
Chester le Street	£459,792
Chesterfield	£1,076,054
Chichester	£1,017,546
Chiltern	£481,532
Chorley	£726,694
Christchurch	£373,358
City of London	£130,041
Colchester	£1,072,497
Congleton	£510,171
Copeland	£675,338
Corby	£486,080
Cotswold	£570,370
Coventry	£3,487,561
Craven	£292,797
Crawley	£819,798
Crewe and Nantwich	£830,132
Croydon	£3,134,825
Dacorum	£877,167
Darlington	£970,273
Dartford	£584,640
Daventry	£400,887
Derby	£2,224,481
Derbyshire Dales	£392,332

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Derwentside	£1,002,737
Doncaster	£2,802,700
Dover	£993,197
Dudley	£2,735,778
Durham City	£648,557
Ealing	£3,088,321
Easington	£1,181,415
East Cambridgeshire	£474,922
East Devon	£719,993
East Dorset	£461,128
East Hampshire	£569,190
East Hertfordshire	£707,366
East Lindsey	£1,249,863
East Northamptonshire	£542,911
East Riding of Yorkshire	£2,163,660
East Staffordshire	£755,172
Eastbourne	£1,033,093
Eastleigh	£691,194
Eden	£313,746
Ellesmere Port and Neston	£533,394
Elmbridge	£717,819
Enfield	£2,822,529
Epping Forest	£788,860
Epsom and Ewell	£342,404
Erewash	£835,900
Exeter	£893,465
Fareham	£471,565
Fenland	£740,782
Forest Heath	£323,870

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Forest of Dean	£600,635
Fylde	£569,810
Gateshead	£2,534,131
Gedling	£636,592
Gloucester	£1,007,393
Gosport	£612,066
Gravesham	£682,131
Great Yarmouth	£1,127,255
Greenwich	£3,546,086
Guildford	£696,678
Hackney	£4,921,843
Halton	£1,428,144
Hambleton	£479,880
Hammersmith and Fulham	£3,030,128
Harborough	£308,453
Haringey	£3,988,001
Harlow	£792,890
Harrogate	£786,423
Harrow	£1,702,813
Hart	£317,357
Hartlepool	£1,440,144
Hastings	£1,330,158
Havant	£873,905
Havering	£1,609,272
Herefordshire	£1,442,331
Hertsmere	£795,873
High Peak	£629,871
Hillingdon	£2,258,065
Hinckley and Bosworth	£485,135

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Horsham	£656,729
Hounslow	£2,000,420
Huntingdonshire	£891,436
Hyndburn	£1,062,417
Ipswich	£1,325,943
Isle of Wight	£1,464,942
Isles of Scilly	£10,251
Islington	£4,040,217
Kennet	£480,154
Kensington and Chelsea	£2,609,905
Kerrier	£929,895
Kettering	£528,662
Kings Lynn and West Norfolk	£1,117,700
Kingston upon Hull	£3,575,337
Kingston upon Thames	£986,179
Kirklees	£3,560,719
Knowsley	£2,504,176
Lambeth	£4,899,287
Lancaster	£1,201,235
Leeds	£7,214,548
Leicester	£2,898,716
Lewes	£653,550
Lewisham	£4,342,940
Lichfield	£691,937
Lincoln	£979,694
Liverpool	£8,226,762
Luton	£1,583,092
Macclesfield	£812,532
Maidstone	£967,587

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Maldon	£569,990
Malvern Hills	£520,665
Manchester	£7,381,840
Mansfield	£997,354
Medway	£2,225,582
Melton	£241,719
Mendip	£790,635
Merton	£1,420,769
Mid Bedfordshire	£690,066
Mid Devon	£434,239
Mid Suffolk	£415,646
Mid Sussex	£702,520
Middlesbrough	£2,074,866
Milton Keynes	£1,741,690
Mole Valley	£409,563
New Forest	£1,035,764
Newark and Sherwood	£722,959
Newcastle under Lyme	£940,581
Newcastle upon Tyne	£3,811,546
Newham	£4,356,826
North Cornwall	£855,082
North Devon	£922,086
North Dorset	£379,623
North East Derby	£637,896
North East Lincoln	£1,864,304
North Hertfordshire	£960,531
North Kesteven	£496,631
North Lincolnshire	£1,319,194
North Norfolk	£693,742

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
North Shropshire	£388,232
North Somerset	£1,393,347
North Tyneside	£2,339,134
North Warwickshire	£437,003
North West Leicester	£583,539
North Wiltshire	£670,088
Northampton	£1,479,385
Norwich	£1,600,249
Nottingham	£3,525,918
Nuneaton and Bedworth	£923,873
Oadby and Wigston	£235,459
Oldham	£2,265,895
Oswestry	£274,849
Oxford	£1,228,342
Pendle	£939,702
Penwith	£768,266
Peterborough	£1,637,757
Plymouth	£2,409,208
Poole	£944,946
Portsmouth	£1,853,841
Preston	£1,331,752
Purbeck	£302,203
Reading	£1,300,475
Redbridge	£2,187,178
Redcar and Cleveland	£1,644,402
Redditch	£639,123
Reigate and Banstead	£689,402
Restormel	£902,965
Ribble Valley	£248,379

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Richmond upon Thames	£1,229,465
Richmondshire	£226,117
Rochdale	£2,430,386
Rochford	£440,315
Rossendale	£580,171
Rother	£833,721
Rotherham	£2,424,981
Rugby	£599,031
Runnymede	£539,293
Rushcliffe	£500,350
Rushmoor	£576,257
Rutland	£133,560
Ryedale	£359,090
Salford	£2,999,144
Salisbury	£680,873
Sandwell	£3,585,943
Scarborough	£1,142,319
Sedgefield	£1,035,466
Sedgemoor	£760,878
Sefton	£2,835,784
Selby	£399,963
Sevenoaks	£750,938
Sheffield	£5,250,153
Shepway	£1,047,594
Shrewsbury and Atcham	£723,701
Slough	£1,140,095
Solihull	£1,243,665
South Bedfordshire	£672,310
South Bucks	£320,668

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
South Cambridgeshire	£558,174
South Derbyshire	£467,533
South Gloucestershire	£1,165,263
South Hams	£636,219
South Holland	£459,882
South Kesteven	£681,616
South Lakeland	£564,449
South Norfolk	£701,227
South Northants	£271,923
South Oxfordshire	£730,192
South Ribble	£660,992
South Shropshire	£313,314
South Somerset	£1,144,862
South Staffordshire	£649,168
South Tyneside	£2,419,012
Southampton	£2,234,399
Southend on Sea	£1,981,774
Southwark	£4,894,618
Spelthorne	£614,324
St Albans	£652,738
St Edmundsbury	£703,740
St Helens	£2,187,234
Stafford	£633,823
Staffordshire Moorlands	£519,502
Stevenage	£782,138
Stockport	£2,034,774
Stockton on Tees	£1,674,181
Stoke on Trent	£2,429,393
Stratford on Avon	£702,802

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Stroud	£637,966
Suffolk Coastal	£867,772
Sunderland	£4,129,469
Surrey Heath	£348,929
Sutton	£1,360,895
Swale	£1,079,274
Swindon	£1,260,063
Tameside	£2,611,752
Tamworth	£537,370
Tandridge	£353,577
Taunton Deane	£755,714
Teesdale	£178,823
Teignbridge	£983,331
Telford and Wrekin	£1,711,278
Tendring	£1,311,541
Test Valley	£626,155
Tewkesbury	£496,873
Thanet	£1,725,269
Three Rivers	£518,110
Thurrock	£1,270,977
Tonbridge and Malling	£793,253
Torbay	£1,596,604
Torridge	£495,365
Tower Hamlets	£4,611,770
Trafford	£1,591,947
Tunbridge Wells	£835,935
Tynedale	£387,486
Uttlesford	£427,884
Vale of White Horse	£665,282

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Vale Royal	£907,328
Wakefield	£2,805,923
Walsall	£3,056,900
Waltham Forest	£2,930,557
Wandsworth	£3,260,592
Wansbeck	£698,492
Warrington	£1,471,419
Warwick	£860,250
Watford	£704,314
Waveney	£1,203,579
Waverley	£548,201
Wealden	£708,880
Wear Valley	£741,774
Wellingborough	£584,038
Welwyn Hatfield	£769,565
West Berkshire	£855,889
West Devon	£315,963
West Dorset	£736,526
West Lancashire	£956,060
West Lindsey	£661,281
West Oxfordshire	£567,939
West Somerset	£382,671
West Wiltshire	£820,783
Westminster	£3,008,961
Weymouth and Portland	£598,939
Wigan	£2,718,992
Winchester	£540,799
Windsor and Maidenhead	£817,542
Wirral	£3,742,354

Administration Subsidy distribution for 2006/2007 (£)

England (continued)	Total Administration subsidy
Woking	£473,428
Wokingham	£464,192
Wolverhampton	£3,031,617
Worcester	£804,131
Worthing	£844,284
Wychavon	£737,784
Wycombe	£938,090
Wyre	£918,594
Wyre Forest	£863,513
York	£1,125,145

Appendix G

Administration Subsidy distribution for 2006/2007 (£)

Wales	Total Administration subsidy
Blaenau Gwent	£904,503
Bridgend	£1,239,070
Caerphilly	£1,789,294
Cardiff	£3,000,053
Carmarthenshire	£1,573,857
Ceredigion	£554,965
Conwy	£1,013,052
Denbighshire	£906,955
Flintshire	£1,024,393
Gwynedd	£1,056,456
Isle of Anglesey	£591,798
Merthyr Tydfil	£682,118
Monmouthshire	£513,715
Neath Port Talbot	£1,551,379
Newport	£1,255,513
Pembrokeshire	£982,242
Powys	£876,903
Rhondda Cynon Taff	£2,345,104
Swansea	£2,402,081
Torfaen	£858,727
Vale of Glamorgan	£908,598
Wrexham	£1,311,342

Administration Subsidy distribution for 2006/2007 (£)

Scotland	Total Administration subsidy
Aberdeen	£1,869,993
Aberdeenshire	£1,247,188
Angus	£937,953
Argyll and Bute	£879,893
Clackmannanshire	£555,646
Comhairle nan Eilean Siar	£218,386
Dumfries and Galloway	£1,482,458
Dundee	£2,294,573
East Ayrshire	£1,452,625
East Dunbartonshire	£561,382
East Lothian	£780,315
East Renfrewshire	£454,444
Edinburgh	£4,490,375
Falkirk	£1,426,305
Fife	£3,577,259
Glasgow	£13,265,104
Highland	£1,699,714
Inverclyde	£1,234,338
Midlothian	£662,177
Moray	£605,372
North Ayrshire	£1,710,530
North Lanarkshire	£3,794,794
Orkney	£134,668
Perth and Kinross	£1,014,107
Renfrewshire	£2,096,203
Scottish Borders	£1,062,343
Shetland	£119,970
South Ayrshire	£1,104,578
South Lanarkshire	£3,207,252
Stirling	£686,031
West Dunbartonshire	£1,468,133
West Lothian	£1,518,195

WIB 4a: Prosecution Incentive/Two Strikes form

DEPARTMENT FOR WORK & PENSIONS Form WIB4a/Prosecution

PROSECUTION INCENTIVE/TWO STRIKES FORM

1.	Customer name	<input type="text"/>
2.	LA reference number <i>8 digit reference number quoted on subsidy claim form</i>	<input type="text"/>
3.	Date of birth	<input type="text"/>
4.	Claimant's NINO	<input type="text"/>
5.	HB reference number	<input type="text"/>
6.	Address	<input type="text"/>

7.		Which benefits were in receipt before investigation?	Total value of overpayment identified (£)	Which benefits were considered in the Prosecution?
	Rent rebate HB	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Rent allowance HB	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Council tax benefit	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Income support	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Jobseekers' allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Other benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Type of fraud

Non-resident at address/property ineligible for HB		Amount of other income	
Amount of earnings or number of hours worked		Composition of household	
Amount of other Social Security benefits		Amount of rent	
Amount of capital		Internal fraud	
Other, please specify			

WIB 4a: Prosecution Incentive/Two Strikes form

9. Benefits convicted against

	Amount	Period of conviction	
		From	To
Rent rebate HB			
Rent allowance HB			
Council tax benefit			
Income support			
Jobseekers' allowance			
Other benefits			

10. Who initiated the prosecution? LA / Jobcentre Plus / Joint Initiative

11. Date of referral for investigation:

12. Date of referral for prosecution:

13. Date of conviction:

14. Court of hearing:

15. Was a check of previous convictions carried out? Yes / No
If yes, by whom? Jobcentre Plus / Police

16. Prosecution authority used

Police (CPS)		High Street Solicitors	
Own legal Department		DWP solicitors	
Procurators Fiscal (Scotland)			

17. Under which of the following legislative provisions was the case prosecuted?

Theft Act		Social Security Admin Act – Section 112	
Section 111A		Section 112 (1A)	
Other (please specify)			

18. Was the case successfully prosecuted? Yes / No

19. Penalty incurred by defendant:

Custodial Sentence _____mths Suspended Sentence _____mths
 Community Service _____hrs Conditional Sentence _____mths
 Fine £_____ Costs £_____
 Other (please specify) _____

20. Current Benefit Awarded (please state):

Start date

Benefit Paying Office

WIB 4a: Prosecution Incentive/Two Strikes form

21. Partner's details (if applicable) Name

National Insurance No D.O.B.

Partner's address

Local Authority contact: _____ Tel Number: _____

Signed: _____ Date: _____

When complete, please send this form to:
Technical Support, 5th Floor West, Trevelyan Square, Leeds LS1 6EB

WIB 4b: Caution/Administrative Penalty Incentive form

Department for Work and Pensions											
Cautions and Administrative Penalties											
Item 1	LA serial number	<input type="text"/>									
Item 2	Claimant's National Insurance Number	<input type="text"/>									
Item 3	Claimant's HB reference number	<input type="text"/>									
Item 4	Which benefits were in payment before investigation?						Enter: 1 for Yes				
	HB RR	HB RA	CTB	IS	JSA	Other					
Item 4a	<input type="checkbox"/>	Item 4b	<input type="checkbox"/>	Item 4c	<input type="checkbox"/>	Item 4d	<input type="checkbox"/>	Item 4e	<input type="checkbox"/>	Item 4f	<input type="checkbox"/>
Item 5	Total value of overpayments identified			£	£	£	£	£	p	p	
Item 5a	HB Rent Rebate			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	
Item 5b	HB Rent Allowance			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	
Item 5c	Council Tax Benefit			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	
Item 5d	Income Support			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	
Item 5e	Jobseeker's Allowance			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	
Item 5f	Other benefits			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	
Item 6	Which benefits were considered in the sanction?						Enter: 1 for Yes				
	HB RR	HB RA	CTB	IS	JSA	Other					
Item 6a	<input type="checkbox"/>	Item 6b	<input type="checkbox"/>	Item 6c	<input type="checkbox"/>	Item 6d	<input type="checkbox"/>	Item 6e	<input type="checkbox"/>	Item 6f	<input type="checkbox"/>
Type of fraud											
Item 7	Non residence or property ineligible for HB				<input type="checkbox"/>	Enter: 1 for Yes					
Item 8	Amount of earnings or number of hours worked				<input type="checkbox"/>	Enter: 1 for Yes					
Item 9	Composition of household				<input type="checkbox"/>	Enter: 1 for Yes					
Item 10	Amount of Social Security benefits				<input type="checkbox"/>	Enter: 1 for Yes					
Item 11	Amount of other income				<input type="checkbox"/>	Enter: 1 for Yes					
Item 12	Amount of rent				<input type="checkbox"/>	Enter: 1 for Yes					
Item 13	Amount of capital				<input type="checkbox"/>	Enter: 1 for Yes					
Item 14	Internal fraud				<input type="checkbox"/>	Enter: 1 for Yes					
Item 15	Other				<input type="checkbox"/>	Enter: 1 for Yes					
Item 16	If Other please specify				<input type="text"/>						

Form WIB 4b/October 2005

WIB 4b: Caution/Administrative Penalty Incentive form

Item 17 Who initiated the sanction? Enter: 1 for Yes

LA DWP Joint

Item 17a Item 17b Item 17c

Item 18 Was a check of previous convictions carried out? Enter: 1 for Yes

by LA by DWP by Police by SOL P

Item 18a Item 18b Item 18c Item 18d

Item 19 Which sanction was administered? Enter: 1 for Yes

Caution Admin penalty

Item 19a Item 19b

Item 20 Date sanction was administered (ddmmyy)

Item 21 With whom is the caution/admin penalty registered? Enter: 1 for Yes

DWP database Police LA SOL P

Item 21a Item 21b Item 21c Item 21d

Item 22 If the check for previous convictions had recommended prosecution, which prosecution authority would your LA have used?

Item 22a Police (CPS) Enter: 1 for Yes

Item 22b Own legal department Enter: 1 for Yes

Item 22c High Street solicitors Enter: 1 for Yes

Item 22d DWP solicitors Enter: 1 for Yes

Item 22e Procurators Fiscal (Scotland only) Enter: 1 for Yes

Item 23 Completed by (Name)

Item 24 Local Authority Name

Item 25 Tel Number

Item 26 Date form sent to DWP (ddmmyy)

Please send completed form to:
 HBDS
 Information Directorate
 Department for Work and Pensions
 Room BP5201
 Benton Park View
 Benton Park Road
 Longbenton
 Newcastle-upon-Tyne
 NE98 1YX

Form WIB 1

Case level information on all cases when incorrect benefit is identified

- 1 Local authorities are required to provide case level information on all cases when incorrect benefit is identified.
- 2 Provide one record for each time incorrect benefit is identified. This may mean that more than one record is returned per claimant.
- 3 The information returned at the end of each quarter should include records for all incorrect benefits identified in the year to date.
- 4 Please remember that your LA number must be included for each entry on form WIB1.

Notes

1a Claimant's National Insurance Number

Enter the claimant's National Insurance Number (NINO).

For overpayments made to Hostel Dwellers who are not required to provide a NINO in accordance with *HB/CTB Guidance Manual, A9 Single homeless people and hostel dwellers*, record the NINO as HO 000000 X.

1b Claimant's reference number

Enter the claimant's reference number.

2a Date reward recorded

Enter the date the LA established the case was incorrect.

2b Benefit for which record relates

Enter the code for the benefit which is incorrect

RR	Rent Rebate
RA	Rent Allowance
CTB	Council Tax Benefit
IS	Income Support
JSA	Jobseeker's Allowance

continued

OBA Other Jobcentre Plus benefit

PC Pension Credit (guarantee credit or guarantee and savings credit)

3a Date of supersession of entitlement

Enter the date the claimant's revised entitlement to benefit was calculated and a decision made.

3b Weekly incorrect benefit

Enter the weekly amount of incorrect benefit the claimant was overpaid.

3c Weekly benefit entitlement before error identified

Enter the amount of benefit paid to the claimant before the error identified.

3d Weekly benefit amount after error corrected

Enter the amount of benefit being paid to claimant after error corrected.

4 Date overpayment began

Enter the date the overpayment first occurred.

5 Date of overpayment ended

Enter the date the overpayment ended.

6 Detection Activity

Enter

0 No

1 Yes

Identify at least one activity as having contributed to the overpayment detection.

Activities

Change reported by claimant (or their representative) in claim

Change reported by Jobcentre Plus/The Pension Service

Discrepancy notified by official bodies/landlords

Discrepancy identified through a DWP risk-based referral

Discrepancy identified by HBMS data matching

Discrepancy identified through National Fraud Initiative (NFI)

Mail returned through the Royal Mail 'Do Not Redirect' service

Referral from the public, including a fraud hotline

Other

continued

7 Details of incorrect information

Enter

0 No

1 Yes

Depending on where the incorrect information was found, at least one category of information must be identified.

Amount of eligible rent (or LHA (for LHA cases include cases when claimant received the one bed rate for bedsit accommodation))

No qualifying tenancy or rent liability or ineligible for benefits, eg persons from abroad (students, renting from close relative, owner occupiers)

Claimant/partner's earned income

Income from other benefits

Non-dependants earned income

Other income

Capital

Living together as husband and wife (LTAHAW)

Number of non dependants

Number of dependants

Non-residence (including temporary absence)

Other

Identity /death of claimant

Incorrectly treated as in receipt of IS/JSA(IB)/Pension Credit (guarantee credit) (use when non-standard HB/CTB ceases because a 'passported' case was not actually in receipt of the passporting benefit. Do not use for cases when HB/CTB ceases because the claimant had been in receipt of a passporting benefit to which they were not entitled)

Note: Identify more than one type of incorrectness if appropriate, eg if a non-dependant has been treated as a dependent child, the claimant has created a false identity and is not resident, you must make three entries.

8 Date the record was created

Enter the date this WIB 1 record was created by the system.

9 Time the record was created

Enter the time this WIB 1 record was created by the system.

10 Total overpayment amount

Enter the total overpayment.

General notes

- 1 Form WIB 1 must be returned to DWP electronically on 3.5" floppy disk or CD-R/CD-RW. These must be in ASCII format and be IBM compatible.
- 2 Record only the data from the forms and not the text.
- 3 Ensure that the byte positions are shown as per the guidance.
- 4 Blank boxes should be space and not zero text.
- 5 Remember: every space is counted as 1 byte, regardless of whether it has a value or is blank.

	Local Authority number	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>									
1a	Customer's National Insurance number	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="11"/>	<input type="text" value="12"/>	<input type="text" value="13"/>	<input type="text" value="14"/>	<input type="text" value="15"/>						
1b	Customer's reference number	<input type="text" value="16"/>	<input type="text" value="17"/>	<input type="text" value="18"/>	<input type="text" value="19"/>	<input type="text" value="20"/>	<input type="text" value="21"/>	<input type="text" value="22"/>	<input type="text" value="23"/>	<input type="text" value="24"/>	<input type="text" value="25"/>	<input type="text" value="26"/>	<input type="text" value="27"/>	<input type="text" value="28"/>	<input type="text" value="29"/>	<input type="text" value="30"/>
2a	Date reward recorded	<input type="text" value="31"/>	<input type="text" value="32"/>	<input type="text" value="33"/>	<input type="text" value="34"/>	<input type="text" value="35"/>	<input type="text" value="36"/>	<input type="text" value="37"/>	<input type="text" value="38"/>							
2b	Benefit for which record relates	<input type="text" value="39"/>	<input type="text" value="40"/>	<input type="text" value="41"/>												
3a	Date of supersession of entitlement	<input type="text" value="42"/>	<input type="text" value="43"/>	<input type="text" value="44"/>	<input type="text" value="45"/>	<input type="text" value="46"/>	<input type="text" value="47"/>	<input type="text" value="48"/>	<input type="text" value="49"/>							
3b	Weekly incorrect benefit	£	<input type="text" value="50"/>	<input type="text" value="51"/>	<input type="text" value="52"/>	•	<input type="text" value="53"/>	<input type="text" value="54"/>								
3c	Weekly benefit entitlement before error identified	£	<input type="text" value="55"/>	<input type="text" value="56"/>	<input type="text" value="57"/>	•	<input type="text" value="58"/>	<input type="text" value="59"/>								
3d	Weekly benefit amount after error corrected	£	<input type="text" value="60"/>	<input type="text" value="61"/>	<input type="text" value="62"/>	•	<input type="text" value="63"/>	<input type="text" value="64"/>								
4	Date overpayment began	<input type="text" value="65"/>	<input type="text" value="66"/>	<input type="text" value="67"/>	<input type="text" value="68"/>	<input type="text" value="69"/>	<input type="text" value="70"/>	<input type="text" value="71"/>	<input type="text" value="72"/>							
5	Date overpayment ended	<input type="text" value="73"/>	<input type="text" value="74"/>	<input type="text" value="75"/>	<input type="text" value="76"/>	<input type="text" value="77"/>	<input type="text" value="78"/>	<input type="text" value="79"/>	<input type="text" value="80"/>							
6	Detection activity	no = '0', yes = '1'														
	<i>Enter to show which detection activities</i>															
	Change reported by claimant (or their representative) in claim	<input type="text" value="81"/>														
	Change reported by Jobcentre Plus/The Pension Service	<input type="text" value="82"/>														
	Discrepancy notified by official bodies/landlords	<input type="text" value="83"/>														
	Discrepancy identified through a DWP risk-based referral	<input type="text" value="84"/>														
	Discrepancy identified through HBMS data matching	<input type="text" value="85"/>														
	Discrepancy identified through National Fraud Initiative (NFI)	<input type="text" value="86"/>														
	Mail returned through the Royal Mail 'Do-Not-Redirect' service	<input type="text" value="87"/>														
	Referral from the public, including fraud hotline	<input type="text" value="88"/>														
	Other	<input type="text" value="89"/>														
7	Details of incorrect information	no = '0', yes = '1'														
	<i>Enter details when information was incorrect</i>															
	Amount of eligible rent	<input type="text" value="90"/>														
	No qualifying tenancy details or rent liability or ineligible for benefits, eg persons from abroad	<input type="text" value="91"/>														
	Customer's/partner's earned income	<input type="text" value="92"/>														
	Income from other benefits	<input type="text" value="93"/>														
	Non-dependants earned income	<input type="text" value="94"/>														
	Other income	<input type="text" value="95"/>														
	Capital	<input type="text" value="96"/>														
	Living together as husband & wife (LTAHAW)	<input type="text" value="97"/>														
	Number of non-dependants	<input type="text" value="98"/>														
	Number of dependants	<input type="text" value="99"/>														
	Non-residence (including temporary absence)	<input type="text" value="100"/>														
	Other	<input type="text" value="101"/>														
8	Date the record was created	no = '0', yes = '1'														
	<i>Enter the date this WIB 1 was created by the system</i>															
		<input type="text" value="104"/>	<input type="text" value="105"/>	<input type="text" value="106"/>	<input type="text" value="107"/>	<input type="text" value="108"/>	<input type="text" value="109"/>	<input type="text" value="110"/>	<input type="text" value="111"/>							
9	Time the record was created	no = '0', yes = '1'														
	<i>Enter the time this WIB 1 was created by the system</i>															
		<input type="text" value="112"/>	<input type="text" value="113"/>	<input type="text" value="114"/>	<input type="text" value="115"/>											
10	Total overpayment amount	no = '0', yes = '1'														
	<i>Enter the total cash value of the overpayment</i>															
		£	<input type="text" value="116"/>	<input type="text" value="117"/>	<input type="text" value="118"/>	<input type="text" value="119"/>	•	<input type="text" value="120"/>	<input type="text" value="121"/>							

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Adur	£63.01
Alnwick	£48.73
Arun	£68.21
Ashfield	£45.88
Ashford	£64.74
Aylesbury Vale	£68.19
Babergh	£60.28
Barking and Dagenham	£60.77
Barnet	£73.17
Barnsley	£48.60
Barrow in Furness	£54.73
Basildon	£58.56
Bassetlaw	£50.29
Berwick upon Tweed	£46.48
Birmingham	£56.51
Blaby	£51.25
Blackpool	£48.21
Blyth Valley	£44.80
Bolsover	£50.51
Bolton	£49.36
Bournemouth	£58.68
Bracknell Forest	£67.47
Braintree	£61.68
Brent	£80.05
Brentwood	£66.56
Bridgnorth	£56.89

Appendix K

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Brighton and Hove	£58.82
Bristol	£54.28
Broxbourne	£70.70
Broxtowe	£49.42
Bury	£53.82
Cambridge	£65.74
Camden	£81.33
Cannock Chase	£54.24
Canterbury	£62.87
Caradon	£51.84
Carrick	£49.90
Castle Morpeth	£48.92
Castle Point	£66.35
Charnwood	£49.98
Cheltenham	£59.09
Chester-le-Street	£48.75
Chesterfield	£51.68
Chorley	£48.77
City of London	£75.16
City of York	£55.47
Colchester	£60.17
Corby	£51.12
Crawley	£66.61
Croydon	£78.24
Dacorum	£67.18
Darlington	£49.35
Dartford	£63.22
Daventry	£57.96
Derby	£53.19

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Derwentside	£51.06
Doncaster	£48.49
Dover	£63.05
Dudley	£56.26
Durham	£49.74
Ealing	£76.50
Easington	£48.58
East Devon	£54.50
East Riding	£52.16
Eastbourne	£55.13
Ellesmere Port and Neston	£51.22
Enfield	£70.85
Epping Forest	£66.87
Exeter	£51.62
Fareham	£62.16
Fenland	£57.71
Gateshead	£50.41
Gedling	£50.00
Gloucester	£56.94
Gosport	£60.44
Gravesham	£63.11
Great Yarmouth	£50.09
Greenwich	£68.79
Guildford	£73.41
Hackney	£73.39
Hammersmith and Fulham	£76.42
Harborough	£56.44
Haringey	£75.44

Appendix K

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Harlow	£61.83
Harrogate	£58.90
Harrow	£82.16
Havering	£64.15
High Peak	£52.02
Hillingdon	£81.89
Hinckley and Bosworth	£52.30
Hounslow	£71.93
Hyndburn	£51.11
Ipswich	£54.85
Isles of Scilly	£58.95
Islington	£79.03
Kensington and Chelsea	£87.75
Kettering	£54.41
Kings Lynn and West Norfolk	£53.65
Kingston upon Hull	£50.00
Kingston upon Thames	£81.13
Kirklees	£50.88
Lambeth	£73.28
Lancaster	£52.87
Leeds	£49.66
Leicester	£51.65
Lewes	£61.80
Lewisham	£65.27
Lincoln	£45.74
Liverpool	£54.15
Luton	£58.33
Macclesfield	£56.98
Manchester	£57.90

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Mansfield	£50.26
Medway Towns	£57.45
Melton	£50.85
Merton	£73.38
Mid Devon	£55.41
Mid Suffolk	£57.46
Milton Keynes	£56.27
Mole Valley	£70.42
New Forest	£67.86
Newark and Sherwood	£52.50
Newcastle upon Tyne	£50.73
Newham	£64.98
Northampton	£55.44
North Cornwall	£53.07
North East Derbyshire	£51.08
North Kesteven	£52.49
North Lincolnshire	£50.01
North Norfolk	£54.95
North Shropshire	£53.62
North Somerset	£63.98
North Tyneside	£49.39
North Warwickshire	£56.38
North West Leicestershire	£52.54
Norwich	£53.55
Nottingham	£50.23
Nuneaton and Bedworth	£52.10
Oadby and Wigston	£52.22
Oldham	£49.33

Appendix K

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Oswestry	£53.67
Oxford	£67.45
Pendle	£49.62
Plymouth	£46.71
Poole	£59.36
Portsmouth	£57.74
Preston	£53.82
Reading	£75.25
Redbridge	£79.06
Redditch	£53.73
Ribble Valley	£50.37
Richmondshire	£54.49
Rochdale	£50.55
Rochford	£61.03
Rossendale	£49.86
Rotherham	£48.08
Rugby	£56.75
Runnymede	£75.01
Rutland	£57.31
Salford	£54.42
Salisbury	£65.61
Sandwell	£58.45
Sedgefield	£47.95
Sedgemoor	£57.18
Sefton	£55.97
Selby	£54.71
Sheffield	£47.83
Shepway	£59.35
Slough	£71.71

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Solihull	£57.15
South Bedfordshire	£65.72
South Cambridgeshire	£66.75
South Derbyshire	£53.71
South Gloucestershire	£59.99
South Holland	£50.82
South Kesteven	£51.51
South Lakeland	£58.81
South Northants	£64.43
South Tyneside	£48.60
Southampton	£57.47
Southend-on-Sea	£60.83
Southwark	£71.15
St Albans	£72.29
Stafford	£51.00
Stevenage	£67.79
Stockport	£49.64
Stockton on Tees	£52.73
Stoke-on-Trent	£50.95
Stroud	£58.58
Sutton	£69.58
Swindon	£54.99
Tamworth	£56.15
Tandridge	£65.49
Taunton Deane	£55.88
Teesdale	£50.26
Tendring	£57.17
Thanet	£59.12
Three Rivers	£69.45

Appendix K

Weekly rent limits for LAs in England 2006/07

Authority	Weekly rent limit
Thurrock	£58.98
Torridge	£50.06
Tower Hamlets	£70.92
Uttlesford	£68.23
Waltham Forest	£67.16
Wandsworth	£83.04
Wansbeck	£44.68
Warrington	£51.79
Warwick	£61.75
Watford	£68.84
Waveney	£54.17
Waverley	£71.87
Wealden	£58.24
Wear Valley	£49.54
Wellingborough	£52.87
Welwyn Hatfield	£67.40
West Lancashire	£52.51
Westminster	£86.61
Wigan	£50.84
Winchester	£69.32
Woking	£75.54
Wokingham	£72.64
Wolverhampton	£52.28
Wycombe	£74.03

Amounts for rent rebate subsidy deduction calculation for LAs in Wales 2006/07

Amounts for rent rebate subsidy deduction calculation for LAs in Wales 2006/07

Authority	(1)	(2)
	Specified amount 'O'	Guideline rent increase
Blaenau Gwent	47.12	1.31
Caerphilly	52.05	2.11
Cardiff	57.36	2.89
Carmarthenshire	48.24	2.36
Ceredigion	52.15	1.93
Conwy	50.20	2.81
Denbighshire	47.15	2.10
Flintshire	49.04	2.51
Gwynedd	48.80	2.47
Isle of Anglesey	47.72	2.02
Merthyr Tydfil	45.44	1.55
Monmouthshire	56.29	2.07
Neath Port Talbot	47.89	1.73
Newport	53.22	2.33
Pembrokeshire	48.42	2.46
Powys	51.49	2.50
Rhondda, Cynon, Taff	47.97	1.90
Swansea	49.95	2.12
Torfaen	54.25	2.20
Vale of Glamorgan	55.92	2.07
Wrexham	46.79	2.63

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