

# HOW TO UNDERSTAND YOUR BENEFIT DECISION NOTICE

## Claim reference number

Please quote this number in any enquiry.

## How much will I get?

This is worked out by taking your weekly benefit, less any overpayment.

## When will my benefit start?

This is the date that your award of benefit will begin. If your award changes or stops you will also see an end date.

## Non-dependant details

A non-dependant is an adult who lives with you but is not your partner. We may make a deduction from your benefit for them. Please see overleaf for more details (including which income band we have used).

## Financial Details - what does this show?

This section shows how we work out your weekly benefit. If your weekly income is more than your **applicable amount**, your benefit will be reduced. We can provide you with a more detailed breakdown of your entitlement if you need it.

## How is my earned income worked out?

If you are working this will be an average figure after Income Tax and National Insurance has been deducted.

## What is disregarded income?

Some income is disregarded when working out your benefit. This includes some earnings, some benefits such as Child Benefit, disability benefits and allowances for childcare costs.

## What is an Applicable Amount?

This is the weekly amount that the Government has worked out that you and your family need to live on. This amount may change depending on your circumstances.



## Benefit Decision Notice

Please read the notes overleaf carefully. If you require a more detailed explanation of this calculation, please write to us at the address noted on the reverse of this letter or call the Benefit Service on 0121 464 7000

Mr A Smith  
123 Hill Road  
Birmingham  
B1 2AB

Claim Reference: 12345678  
Council Tax Reference: 987654321  
Landlord Reference:  
Rent Reference:  
Telephone: (0121) 464 7000  
Date of Issue: 15 Apr 2010

**RE: Mr A Smith, 123 Hill Road, Birmingham, B1 2AB**

Reason For Calculation: Your Household Income Has Changed

	HOUSING BENEFIT	COUNCIL TAX BENEFIT
Your weekly entitlement is:	£98.50	£21.10
Minus weekly overpayment recovery of:	£0.00	£0.00
<b>YOUR WEEKLY BENEFIT PAID (WEEKLY):</b>	<b>£98.50</b>	<b>£21.10</b>
Weekly gross rent/Council Tax is:	£98.50	£21.10
Amount you must pay weekly:	£0.00	£0.00
Your benefit starts on:	28 Dec 2009	28 Dec 2009
Your benefit ends on:	21 Feb 2010	21 Feb 2010
Weekly eligible rent/Council Tax:	£98.50	£21.10
Weekly ineligible service charges:	£0.00	
The first/next payment will be for:	£1850.99	
This will be paid on:	10 May 2010	
Payment will be made:	Direct to Landlord	To your C/TAX A/C
Future payments will be made:	4 Weeks In Arrears	
<b>NON DEPENDANT DEDUCTIONS:</b>	<b>£0.00</b>	<b>£0.00</b>

**NON DEPENDANT DETAILS** (For information on the Income Bands listed below see overleaf / attached)

Name	Gross Income (Weekly)	Income Band	Deduction (HB)	Deduction (CTB)
In working out your weekly benefit, we have used the following information				
<b>FINANCIAL DETAILS</b>				
<b>APPLICABLE AMOUNT(S)</b>				
Your weekly earned income	£0.00	Family premium		£17.30
Your partner's weekly earned income	£0.00	Young person 11 years old		£56.11
Other income (converted to weekly)	£401.71	Couple (one person between 18 and 59)		£100.55
Assumed Income from ED Capital	£0.00	Young person under 11 x 4		£224.44
<b>TOTAL WEEKLY INCOME</b>	<b>£401.71</b>	Young person 12 to 14		<b>£56.11</b>
Disregarded income	£86.00			
Less Expenses	£0.00			
<b>INCOME USED IN CALCULATION</b>	<b>£315.71</b>	<b>TOTAL APPLICABLE AMOUNT</b>		<b>£454.91</b>

**YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE**  
(Please see the reverse of this letter for details)

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Please tell us straight away if any of these details are wrong or if your circumstances change. Contact us on: 0121 464 7000 or write to us: Benefit Service, PO Box 8267, Birmingham, B4 7XF.

# NOTES ABOUT YOUR BENEFIT DECISION NOTICE

- We have sent you this letter to tell you how much Housing Benefit and Council Tax Benefit you are entitled to. This letter also tells you the reason why we have calculated your benefit.
- Please check your benefit decision notice carefully to make sure that we have used the correct information to work out your benefit entitlement. **If any of the details are incorrect you must let us know straight away because you may have to pay back any amount that has been overpaid or you may miss out on benefit that you are entitled to.**
- If you have had a change in your circumstances that you have not told us about before, please tell us straight away and provide proof of the change.

- **What does income relate to?**

Income is all the money that you receive. If you are working, any earnings will be shown as a weekly figure. Income is also other money that you have from things like benefits and pensions. 'Net income' is the total amount of income you have less any disregards. Some income is disregarded when working out your benefit. This includes some earnings such as disability benefits and child benefit.

- **How has the income from savings and capital been worked out?**

Savings and capital relate to any money you have in bank or building society accounts (including current accounts); any stocks, shares or investments; and the value of any property you own (apart from where you live). If all of your savings and capital total more than £16,000 you cannot get Housing Benefit or Council Tax Benefit, unless you receive Pension Credit (Guaranteed). If you have less than £16,000 we work out an income (called tariff income) to add to your weekly income in order to work out your benefit.

If you have less than £6,000 there is no tariff income. For people who have reached the qualifying age for State Pension Credit there will be no tariff income for savings and capital below £10,000.

- **What are non-dependant deductions?**

Non-dependants are other adults aged over 18 years, who normally live with you. Depending on their income and circumstances they may be expected to make contribution towards your rent or Council Tax and your benefit will be reduced by this set amount. This is called a non-dependant deduction and these amounts are shown below:

Income group of non-dependant	HB	CTB	Income Band
Aged under 25 on Income Support, JSA (IB) or ESA (IR) Assessment Phase	Nil	Nil	A
Persons in receipt of Pension Credit	Nil	Nil	A
Aged under 25 on ESA (IR) Main Phase	£9.40	Nil	B
Aged 25 or over on Income Support, JSA (IB) or ESA (IR)	£9.40	Nil	B
Aged 18 or over working 16 hours or more			
Gross income per week			
up to £122.00	£9.40	£2.85	C
£122.00 to £179.99	£21.55	£2.85	D
£180.00 to £233.99	£29.60	£5.70	E
£234.00 to £309.99	£48.45	£5.70	F
£310.00 to £386.99	£55.20	£7.20	G
Over £387.00	£60.60	£8.60	H
Any other circumstances	£9.40	£2.85	I

April 2011

- **My claim should have started from an earlier date - can it be backdated?**

Your benefit will usually start from the Monday after we receive your form. In some circumstances we can pay it from an earlier date if there is a good reason why you could not claim sooner. If you think your benefit should be paid from an earlier date, please write to us and tell us when you want it paid from and explain all of the reasons why you did not claim at that time.