

Your Benefit Decision Explained

What do I do now?

It is important you check your decision notice to make sure everything is correct. If you think the decision is wrong, you must let us know within one month. You can ask us to explain our decision, or to look at your claim again

What if my circumstances change?

You must let us know straight away. If you don't, you could lose out on money you are entitled to. If you are paid too much, you will be asked to pay it back.

You need to tell us about ALL changes to your circumstances, for example:

- You, your partner or anyone in your household starts work
- Someone moves in or out
- Your pay or working hours change
- You start or stop receiving another benefit or the amount changes
- You stop receiving child benefit
- You move home, even for a short time
- Your child leaves school, education or training
- You rent from a private landlord and your rent changes
- Your savings or investments go up or down (if they are above £6000)
- Your childcare payments change
- You start or stop receiving tax credit payments, or they change

If you are not sure if you need to tell us about a change in your circumstances please contact us for advice.

Call us on 0116 272 7510 (Typetalk calls welcome)

Visit us at the Council Offices in Narborough.

We are also available at the Joint Service Shop at Forge Corner in Blaby and Braunstone Civic Centre. Please contact us for details.

Write to us:

The Benefits Team
Blaby District Council
Council Offices
Desford Road
Narborough
Leicester
LE19 2EP

Email: benefits@blaby.gov.uk

Understanding Your Notification Letters

Weekly Benefit Award

The amount of benefit you are entitled to each week.

Overpayment Recovery

If we have paid you too much benefit (often due to not being informed about a change in your circumstances) this is referred to as an overpayment. Housing Benefit overpayments are usually recovered by reducing the benefit we pay you until the overpayment is cleared.

Net Benefit Payable

The weekly amount of benefit you will receive.

Weekly Gross Rent

The amount of Rent you are charged.

The Benefit Period

When your circumstances change the amount of benefit you are entitled to may also change, e.g. if your household income increases. You may receive several letters to tell you what your entitlement is for each period.

Weekly Eligible Rent

For people who rent from a private landlord the maximum amount of Housing Benefit you can receive is limited by the Local Housing Allowance (LHA) rate. This is your weekly eligible rent. The LHA rate your Housing Benefit is limited to depends on how many bedrooms your household is considered to require.

The eligible rent figure for Housing Association tenants depends on the rent you are charged. This figure will be reduced if you are considered to have 'spare' rooms, by 14% if you have one spare room, or 25% if you have two or more. This again depends on how many bedrooms your household is considered to require.

A rent officers decision can set the eligible rent in some cases.

Benefits Service, Blaby District Council, Council Offices, Desford Road, Narborough, Leicester LE19 2EP Tel: (0116) 272 7510 / Email: benefits@blaby.gov.uk		Blaby District Council The Heart of Leicestershire	
BENEFIT DECISION NOTICE Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request			
Mr A N Other 1 The Street Blaby Leicester LE9 1AB		Claim Reference	12345
		Council Tax Reference	123456789
		Landlord Reference	4321
		Rent Reference	4321/87654321
		Date	08 Nov 2012
		Benefit Enquiries	(0116) 272 7510
REASON FOR CALCULATION New Claim			
		HOUSING BENEFIT	
The Weekly Benefit Award is:			£97.02
Less Overpayment Recovery:			£0.00
Net Benefit Payable:			£97.02
Weekly gross Rent/Council Tax is:			£144.23
The Benefit changes on:		24 Sep 2012	
The Benefit Ends on:		30 Sep 2012	
Weekly Eligible Rent/Council Tax:			£109.62
Weekly Ineligible Service Charges:			£0.00
The first payment will be:			£397.75
This will be paid on:		15 Oct 2012	
Payment will be made by:			Bank BACS
Future payments will be made:			BACS 2 weekly in arrears
NON DEPENDANT DEDUCTIONS:			£0.00
NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)
In working out your weekly benefit, we have used the following information:			
FINANCIAL DETAILS:		APPLICABLE AMOUNT	
Your weekly earned income	£169.86	Family premium	£17.40
Your partner's weekly earned income (N/A)	£0.00	Young Child Under 11 x 2	£129.98
Any other income (converted to weekly)	£219.68	Lone Parent between 18 and pension	£71.00
Assumed Income from £8 Capital	£0.00		
TOTAL WEEKLY INCOME	£389.54	TOTAL APPLICABLE AMOUNT	£218.38
Disregarded income	£75.80		
Less Expenses	£75.97		
INCOME USED IN CALCULATION	£237.77		

Claim: 12345

YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE

Extra Help

If you are finding it difficult to pay any shortfall in rent or Council Tax, you may be able to get extra help. Contact us for information about Discretionary Housing Payments.

Help us to stop fraud

If you know or suspect anyone of claiming benefit dishonestly, write to us, call us on 0116 272 7733 or email fraud@blaby.gov.uk.

Weekly Ineligible Service Charges

If you are a Housing Association Tenant there may be charges included within your rent that cannot be paid for by Housing Benefit, such as support charges or insurance fees.

Applicable amount

This is the amount of money that the government says your household needs to have a basic standard of living. This amount depends upon the circumstances and make-up of your household. We compare your household income with this figure to work out your benefit entitlement.

Disregarded Income

Income that we don't count when calculating your benefit entitlement.

