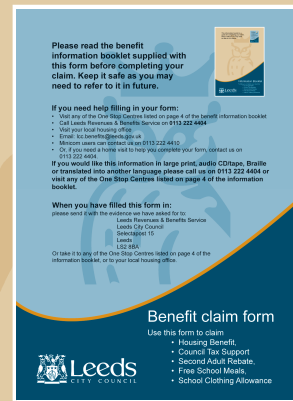


This information booklet is a guide for completing your claim. Keep it safe as you may need to refer to it in future.



Information Booklet

To help you complete your claim for

- Housing Benefit,
- Council Tax Support,
- Second Adult Rebate,
- Free School Meals,

This booklet is designed to help you with your claim for Housing Benefit, Council Tax Support, Second Adult Rebate, Free School Meals and School Clothing Allowance. This is not a claim form.

If you do not speak English and need help in understanding this document, or help with completing your claim form, please call us on 0113 222 4404 or visit any of the One Stop Centres listed on page 4 of this leaflet.

আপনি যদি ইংরেজী ভাষায় কথা বলতে না পারেন এবং এই দলিলটি বুঝার জন্য আপনার সাহায্যের দরকার হয়, অথবা আপনার কেইম ফর্মটি (দাবী করার ফর্ম) পূরণ করতে সাহায্যের দরকার হয় তাহলে দয়া করে 0113 222 4404 এই নম্বর আমাদেরকে ফোন করুন অথবা এই Pচারণপত্রের পৃষ্ঠা ৪ এ দেওয়া ওয়ানস্টপ সেন্টারগুলির যে কোন একটিতে যান।

ਜੇਕਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਡਾਕੂਮੈਂਟ (ਦਸਤਾਵੇਜ਼) ਨੂੰ ਸਮਝਣ ਵਾਸਤੇ ਜਾਂ ਆਪਣਾ ਕਲੇਮ ਫਾਰਮ ਭਰਨ ਲਈ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ 0113 222 4404 ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ ਜਿਨ੍ਹਾਂ ਵਨ ਸਟਾਪ ਸੈਂਟਰਾਂ ਦੀ ਸੂਚੀ ਇਸ ਲੀਫਲੈਟ (ਪਰਚਾ) ਦੇ ਪੰਨੇ 4 ਤੇ ਦਿਤੀ ਹੋਈ ਹੈ ਉਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਵਿੱਚ ਵੀ ਜਾਓ (ਵਿਜ਼ਿਟ ਕਰੋ)।

Jestliže nemluvíte anglicky a potřebojete, aby vám někdo pomohl vysvětlit tento dokument nebo vyplnit formulář s žádostí, zavolejte nám prosím na číslo 0113 222 4404 nebo navštivte jedno z našich zákaznických center „One Stop Centre“, která jsou uvedena v tomto letáku na str. 4.

Si vous ne parlez pas anglais et que vous avez besoin de comprendre ce document ou d'aide pour remplir votre formulaire de demande, appelez le 0113 222 4404 ou rendez-vous dans l'un des One Stop Centres dont la liste se trouve à la page 4 de ce dépliant.

گھر تو نینگلیزی نازانیت و پئویستت به تیگهیشتنی نهم بهلگهنامیه همیه، یان پئویستت به هاوکاری همیه له پرکردنهوی فورمی داخوایدا، تکایه تلهفونمان بو بکه به ژماره 0113 222 4404 یان پهیهندی به یهکێک له وان ستۆپ شوپهکانموه بکه که له لاپهره 2 ی زنیارنامهکدا لیستکراون.

Je želi nie mówić po angielsku i potrzebuję pomocy w zrozumieniu tego dokumentu – lub pomocy w wypełnieniu wniosku, prosimy zadzwonić do nas pod nr: 0113 222 4404 lub przyjdź do jednego z naszych punktów informacyjnych - One Stop Centre, wymienionych na stronie 4 tej ulotki.

Se você não fala Inglês e precisa de ajuda para entender este documento, ou precisa de ajuda para completar o seu formulário com pedido de subsídio, por favor telefone para 0113 222 4404 ou visite qualquer um dos centros chamados 'One Stop Centres', citados na lista da página 4 deste folheto.

اگر آپ انگلش نہیں بولتے ہیں اور آپ کو اس کتابچے کو سمجھنے میں یا کلیم فارم مکمل کرنے میں مدد درکار ہے تو براہ مہربانی آپ ہمیں 0113 222 4404 پر فون کریں یا اس کتابچے کے صفحہ نمبر 4 پر دئے گئے کسی بھی ون سٹاپ سینٹر تشریف لے جائیں۔

This booklet is designed to help you with your claim for Housing Benefit, Council Tax Support, Second Adult Rebate, Free School Meals and School Clothing Allowance. This is not a claim form.

Please read this booklet before completing your form. Keep it safe as you may want to refer to it after sending us your form.

The booklet includes information about:

- Where to get help and advice
- How to fill in the form
- The benefits you can claim
- What evidence you need to provide to support your claim
- What to do when you have filled in the claim form
- What happens next
- Payments of benefit
- What changes in circumstances you need to tell us about

Where to get help and advice

If you have a question or need help or advice:

- Visit any of the One Stop Centres listed on the next page of this booklet
- Call Leeds Revenues & Benefits Service on **0113 222 4404**
Our lines are open Monday - Friday 8am - 6pm
- Visit your local housing office
- Email **lcc.benefits@leeds.gov.uk**
- Minicom users can contact us on 0113 222 4410
- Or, if you need a home visit to help you complete your form, contact us on 0113 222 4404.
- Send completed forms, evidence or any postal enquiries to:

**Leeds Revenues & Benefits Service
Leeds City Council
Selectapost 15
Leeds
LS2 8BA**

- If you would like this document in Braille, large print or on audio CD/tape, please contact us on 0113 222 4404
- Information is also available on our website at www.leeds.gov.uk/benefits
- You can also work out how much you may be entitled to by using our on-line benefit calculator at www.leeds.gov.uk/benefitscalculator

How to fill in the form

- Use a black pen and use BLOCK CAPITALS.
- Make sure you fill in every section of the form. Most sections in the form start with a question to help you decide if you need to fill in all of that section. You may not have to answer all of the questions. For example, if you do not have any children you will only need to answer the first question in Section 2, and will then be directed to the next section. You must answer all the parts that are relevant to you.
- If a question does not apply to you, please say so or fill in the appropriate "No" box
- Do not cross out any of the questions
- If you are picking an answer from a list of answers, tick the box (or boxes) that applies to you
- Please make sure that you sign the declaration in Section 11. If you have a partner, they also need to sign the declaration. We will not be able to pay you any benefit without a signed declaration, and we will have to return the form to you for your signature.
- If someone else fills the form in for you, there is space in Section 11 for them to sign and tell us why they are filling the form in for you. You must still sign the declaration in Section 11.

One Stop Centres

Aireborough

Micklefield House, New Road Side, Rawdon, Leeds, LS19 6DF

Opening times

Monday, Tuesday, Thursday, Friday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm

Armley

2 Stocks Hill, Armley, Leeds, LS12 1UQ

Opening times

Monday, Tuesday, Thursday, Friday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm

Chapeltown

The Reginald Centre,
263 Chapeltown Road, Leeds, LS7 3EX

Opening times

Monday to Friday	8:30am - 5:00pm
Saturday (appointment only)	11:00am - 1:00pm

City Centre

2 Great George Street, Leeds, LS2 8BA

Opening times

Monday to Thursday	8:30am - 4:00pm
Friday	9:30am - 4:00pm

Dewsbury Road

190 Dewsbury Road, Leeds, LS11 6PF

Opening times

Monday, Tuesday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm
Thursday, Friday	8:30am - 5:00pm

Garforth

Lidgett Lane, Garforth, Leeds, LS25 1EH

Opening times

Monday, Tuesday, Thursday, Friday	9:00am - 5:00pm
Wednesday	9:00am - 3:00pm

Harehills

The Compton Centre, Harehills Lane, Leeds, LS9 7BG

Opening times

Monday, Tuesday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm
Thursday, Friday	8:30am - 4:00pm
Saturday	10:00am - 1:30pm

Morley

Town Hall, Queen Street, Morley, Leeds, LS27 9DY

Opening times

Monday, Tuesday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm
Thursday, Friday	8:30am - 5:00pm

North Seacroft

Unit 8, Seacroft Green Shopping Centre, Seacroft, Leeds, LS14 6LU

Opening times

Monday, Tuesday, Thursday, Friday	9:00am - 5:00pm
Wednesday	9:00am - 3:00pm

Osmondthorpe

81a Wykebeck Mount, Leeds, LS9 0JE

Opening times

Monday, Tuesday, Thursday, Friday	10:00am - 4:00pm
Wednesday	10:00am - 3:00pm

Otley

8 Boroughgate, Otley, Leeds, LS21 3AH

Opening times

Monday, Tuesday, Thursday, Friday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm

Pudsey

Town Hall, Robin Lane, Pudsey, Leeds, LS28 7BL

Opening times

Monday, Tuesday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm
Thursday, Friday	8:30am - 4:30pm

Rothwell

Marsh Street, Rothwell, Leeds, LS26 0AD

Opening times

Monday, Tuesday, Thursday, Friday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm

South Seacroft

91-95 Moresdale Lane, Leeds, LS14 6GG

Opening times

Monday, Tuesday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm
Thursday	8:30am - 6:00pm
Friday	8:30am - 5:30pm

St George's Centre

St George's Road, Middleton, Leeds, LS10 4UZ

Opening times

Monday, Tuesday, Thursday, Friday	8:30am - 4:00pm
Wednesday	8:30am - 3:00pm

Wetherby

24 Westgate, Wetherby, Leeds, LS22 6NL

Opening times

Monday, Tuesday, Thursday, Friday	9:00am - 4:00pm
Wednesday	9:00am - 3:00pm

If you need help or advice about welfare benefits, please phone our Welfare Rights Section on 0113 376 0452

About the benefits you can claim

Housing Benefit

This helps you pay your rent if you live in the UK and are on a low income. You cannot claim this if you and your partner, if you have one, have combined savings over £16,000. However, if you are aged 60 or over and receive the guarantee credit element of pension credit, you may still be entitled regardless of the amount of savings you have.

From April 2013, Government changes mean the amount of housing benefit paid to working age tenants who live in council or housing association properties, will be reduced where they have more bedrooms than the family needs. This is called under occupancy.

Housing Benefit for private tenants is called Local Housing Allowance (LHA). You will receive an allowance based on the number of people who live with you. The amounts of maximum allowances are published each year in April so that you can know, before signing up to a new tenancy, how much we could pay towards your rent. Current LHA rates are available at www.leeds.gov.uk/LHA.

There are special rules for full-time students and people from abroad. There is more information on this at www.leeds.gov.uk/benefits

Council Tax Support

Anyone living in the UK who has a low income, and who pays Council Tax, can claim Council Tax Support. You cannot claim this if you and your partner, if you have one, have combined savings over £16,000. However, if you are aged 60 or over and receive the guarantee credit element of pension credit, you may still be entitled regardless of the amount of savings you have.

There are special rules for full-time students and people from abroad. There is more information on this at www.leeds.gov.uk/benefits

Second Adult Rebate For Pensioners

This may help you with your Council Tax bill if you are a pensioner and do not qualify for Council Tax Support. If you do not have a partner who lives with you, but you share your home with someone who is 18 or over who is on a low income and does not pay you rent, you may be entitled to Second Adult Rebate.

If you only want to claim Second Adult Rebate, you only need to complete sections 1, 3, and 11 of the claim form.

Free School Meal

You can claim if you and your partner, if you have one, receive any of the following:

- Income support (IS)
- Income based job seekers allowance (JSA/IB)
- Income related employment and support allowance (ESA/IR)
- Guarantee pension credit
- Child Tax Credit, but not Working Tax Credit, and an annual income lower than the limit set by the Government.
- Working Tax Credit Run On because you have ceased work or reduced your working hours to less than 16 per week.

If you only want to claim Free School Meals and do not want to claim any other benefits, make sure you complete section 1 (questions a - q only), and sections 2, 4, 5, 6 and 11 of the claim form. Remember that we need to know the name and address of the school(s) your children attend.

We may also use the information you give us to provide you with advice on any welfare benefits, or services offered by the council, that you may be entitled to

What evidence you need to provide to support your claim

We need to see evidence of some of the things you tell us about in the claim form.

We have indicated on the claim form where we will need evidence of things you tell us about. Where a question has a circle around it, for example (a), that means we need to see evidence to support your answer. This booklet gives examples of what is acceptable evidence for each section of questions covered in the claim form.

If you do not provide all the evidence we need, we might not be able to pay any benefit. We must see original documents, not copies. It is important that you send your completed form back to us as soon as you can, even if you are waiting for evidence of your income, rent or other details.

Please send evidence as soon as it becomes available. If you are sending your evidence after you have sent in your form, make sure you put your name, address and National Insurance number on anything you send to us. We can start to process your claim when we receive your form, but we will not be able to pay you any benefit until we have all the evidence we need.

Partners

In this booklet and the claim form, we use the term “partner” to mean:

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners

Where we have asked for evidence to support your claim, we will also need to see all evidence for your partner as well as for you.

Section

1

About you

d Your identity

You need to provide two proofs of identity for yourself, and for your partner if you have one.

Evidence could be :

- Current UK, or other country passport
 - Current UK residence permit
 - Current EU identity document
 - Birth certificate
 - Medical card
 - Marriage certificate
 - Civil partnership certificate
 - Recent pay slips
 - Bank or building society statements or passbooks
 - Utility bill (gas, water, electric) charged in your name for the last quarter
 - Driving licence - if this is a photo card we will need to see the paper counterpart as well as the photo card.
- (Please only send these documents by recorded delivery or take them to your nearest One Stop Centre)

g National Insurance number

You need to provide evidence of your own and your partner's National Insurance numbers.

Evidence could be :

- Payslips, P45, or P60
- National Insurance Card
- Letters from the Department for Work and Pensions (DWP), HMRC, the Pension, Disability and Carers Service (PDCA) or Jobcentre.

v You are aged under 22, and you have been subject to a care order or received help with your accommodation from a Social Services department

You need to provide a letter from Children's and Young People's Social Care which includes confirmation you are leaving care, details of the address you are moving to and the rent you will be charged, and who any Housing Benefit payments should be made to.

About children

g Disability Living Allowance paid for children

Evidence can be a notification letter from the Department for Work and Pensions. We cannot accept bank statements as proof of receipt of this allowance because it will not tell us enough information about the type of allowance in payment.

i Childcare costs

If you have children and are working, receive Statutory Maternity Pay or Maternity Allowance, you may be entitled to more benefit. If you have a child who is looked after by a registered childminder, or who goes to an after school scheme for children over 8 years old, a nursery or a playscheme, we can ignore some of your income when we work out your benefit. This could leave you with extra money to help with the cost of your childcare. This does not apply where the care is provided by a relative wholly, or mainly in the child's home.

Evidence of childcare payments could be the contract with the child carer, or a letter of confirmation from the carer. Proof needs to show the name of the carer, their registration number, who is cared for, how many hours care is provided and how much the care costs.

About other people living with you

h-j Income from benefits, credits or allowances

We need to know about, and see evidence of, any state benefits, tax credits, pension credits, or allowances that any other adults living with you receive. Evidence can be the latest award notification letters for these incomes, either from the Department for Work and Pensions, HMRC, or the Pension, Disability and Carers Service.

p Income from earnings

If they are employed, we need evidence of all of their earnings.

Suitable evidence would be:

- their last 5 payslips if paid weekly
- their last 3 payslips if paid every 2 weeks
- their last 2 payslips if paid every month, or every 4 weeks

The evidence you send us must include:

- the employee's name;
- the name and address of the employer;
- the number of hours worked and the period covered;
- the earnings before deductions for the period of payment, and for the year to date

q Any other income

If the adults that live with you have any other income that you have not already told us about, you can use the boxes in this question to tell us about it. We will also need to see evidence of this income, showing how much is paid, how often, and where from. Evidence could be a letter of confirmation from the person or organisation that pays this income, or a recent payment slip.

Section

4

About earnings Part A - Employed

a If you or your partner work for an employer, or are in receipt of Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) or Statutory Adoption Pay (SAP) you must provide us with suitable evidence of your earnings, such as:

- your last 5 payslips if you are paid weekly
- your last 3 payslips if you are paid every 2 weeks
- your last 2 payslips if you are paid every month, or every 4 weeks

Your payslips must be up to date and consecutive. The evidence you send us must include:

- your (or your partner's) name;
- the name and address of the employer;
- the number of hours worked and the period covered;
- the earnings before deductions for the period of payment, and for the year to date;
- the income tax deducted for the pay period, and for the year to date;
- the National Insurance contributions deducted for the pay period, and the year to date;
- any deductions made for superannuation, occupational pensions or personal pensions;
- the method of payment, for example cash, cheque, direct payment to a bank account;
- details of any SSP, SMP, SPP, or SAP included in the gross pay.

If you have recently started work and do not have enough payslips, send in the payslips you do have. You must then provide further payslips as you receive them. Or, you can provide a letter from your employer projecting your expected earnings, providing as much detail as possible. As soon as payslips are received you must forward these to us as evidence of actual earnings.

Remember, if you, or your partner, have more than one job, we need to see separate evidence of earnings for each employment.

Section

4

About earnings Part B - Self-employed

a If you or your partner are self-employed

Annual accounts/profit and loss accounts

We need to see a copy of your most recent audited accounts, for each separate self-employed business you operate. If you are sending us accounts from a previous financial year, you also need to send us your up to date accounts as soon as they are completed. If you don't do this, you may be overpaid benefit. You must ensure that the accounts you send clearly show all business income and expenditure and your net profit for the period in question.

What happens if I do not have any prepared or annual accounts?

If you do not have any accounts available, you must explain why. You can use the space in Section 10 of the form to tell us this. It may be that you have not yet been trading for a full year.

In any case, we still need to see summarised details of your income and expenditure for either the last twelve months or for the period that you have been trading. The table on the next page illustrates the way in which you could present your business income and expenditure, where you have no prepared annual accounts available.

Remember, if you or your partner have more than one self-employed business, we need to see separate accounts for each business.

About earnings

Part B - Self-employed

Section 4

Presenting your business income and expenditure where you have no accounts.

Trading Profit/Loss account for :

Your name

Your business address

For the trading period

**Total income/receipts for period
(Gross profit)**

Less expenses

Advertising

Petrol (business only)

Telephone (business only)

Postage

Equipment

Bank charges

Other expenses (please specify)

Total expenses

Net profit (Total income less total expenses)

From _____ to _____
£
£
£
£
£
£
£
£
£
£ _____
£ _____

Please also provide the following information:

- Tell us the nature of your business, e.g. private hire driver, greengrocer.
- If expenses include items such as petrol or telephone costs, tell us what percentage of these are for business use only. We may ask for proofs of your business expenditure.
- If expenses include purchases of capital assets, e.g. vehicles, computers, machinery, tell us whether these have been purchased to replace existing capital assets.
- If your expenses include salaries or wages, tell us who these are paid to.
- Tell us the name of any partners in your business and what percentage share of the total profit or loss is yours.
- Tell us if you pay into a private pension scheme, and send proof, e.g. bank statements
- Specify the dates covered by any expense that is for a period greater than the accounting period you have provided. For example, a motor insurance payment in April may cover 12 months, but the accounts you provide may only be for the period April to July.

Section

5

About benefits and tax credits

b-e Benefits, pension credits, tax credits or other allowances.

Evidence can be award notices or letters from:

- Department for Work and Pensions (DWP) • HMRC
- The Pension, Disability and Carers Service (PDCS)

We need to see all the pages of the notification or letter to make sure we get all of the right information about your entitlement. Bank statements or up to date payment slips can be used as supporting evidence, but these cannot be the only proof you provide because they will not show us the detail we need about how your payment is made up.

If you do not have evidence at the moment, or you have claimed a benefit that you are still waiting to hear about, send your completed form back now and send the evidence as soon as it is available. If you delay in completing the form you may lose out on benefit.

Section

6

About other income

b Private pensions, works pensions, pensions from a former employer, payments from the Financial Assistance Fund

Evidence could be the most recent payment slip or annual notification letter. We cannot accept bank statements as proof of these payments because we need to see details of any deductions that may be taken before you receive payment.

c Any other income

For maintenance, evidence can be a letter from the Child Support Agency (CSA), a court order, or a letter from the person paying the maintenance.

For student loans, grants or bursaries, evidence should be a Financial Assessment Notification of entitlement from the Student Loans Company.

For any other income, evidence can be an up to date payment slip or bank statement, or a letter of confirmation from the person or company making the payments to you.

You do not need to tell us about any money you receive from the Eileen Trust, the Fund, the MacFarlane Trust, the Independent Living Fund, the VCJD Trust or the Skipton Fund.

Section

7

About what you pay for

a Payment to a pension scheme that is not paid through your employer

Evidence of these payments can be a letter of confirmation from the pension company, a payment schedule or bank statements showing payments made.

b Contributions to support a son or daughter at college or university

If you have been assessed as being able to make contribution to a student grant or loan for a son or daughter, we need to see the Financial Assessment Notification of entitlement from the Student Loans Company. You must send us all pages so that we can see how the loan or grant is made up.

About your money

We need to know about any bank, building society, credit union or Post Office accounts that you have. This includes all accounts, even if they are empty or overdrawn, that you hold in this country, or abroad. We also need to know about any savings that you have invested in, for example, bonds, savings certificates, stocks, shares, unit trusts. If you own any land or property, either in the UK, or abroad, other than the property you are living in, you must tell us about this. You must also tell us about any savings held in accounts for you by other people, or savings that you hold as cash.

You will not be entitled to Housing Benefit or Council Tax Support if you and your partner, if you have one, have combined savings over £16,000. However, if you are aged 60 or over and receive the guarantee credit element of pension credit, you may still be entitled regardless of the amount of savings you have.

a Bank, building society, credit union or Post Office accounts.

Evidence can be any of the following:

- Bank, building society, credit union or Post Office account statements or passbooks covering at least the last 2 months transactions. We cannot accept balance slips showing the amount in your account.
- A letter from your bank, building society or credit union. This should show the type of account(s) and the current balance on each one. The letter should confirm the balance(s) over the last 2 months, and whether any regular amounts are paid into the account(s).

You do not need to tell us about savings or investments coming from payments made by the Eileen Trust, the Fund, the MacFarlane Trust, the Independent Living Fund, the VCJD Trust or the Skipton Fund.

b-c Stocks, shares, bonds, unit trusts, or National Savings Certificates

Evidence could be:

- original documents showing proof of ownership, for example, share certificates
- dividend statements detailing assets of certificates, bonds, unit trusts, stocks and shares

d Compensation payments from the Government or any other organisation

If you, or your partner, have received any compensation payments from the Government or any other organisation, for example, Far Eastern Prisoners of War payments or the London Bombings Charitable Relief Fund, we can exclude some or all of these payments from the total amount of your savings when deciding your entitlement to benefit. We will need to see evidence of any compensation payments received. Proof can be the notification of the original payments.

e Ownership of property or land besides the one you are claiming for

The benefit rules say that we must take account of any ownership of land and/or buildings other than the property where you live. We need to ask you more questions about anyone living there, details about outstanding debt or mortgage on the property, as well as any intent to sell the property. To provide answers to these additional questions you will need to fill in a further form about the property or land. You can download the **Additional property or land details** form from www.leeds.gov.uk/benefits, or call us on 0113 222 4404 and ask for one to be sent to you.

g Any other kind of savings or investments

If you have savings or investments that you have not already told us about in your answers to questions **a-f**, you must tell us about them in question **g**. This will include money saved in your home, or held in accounts on your behalf by other people. You will need to send us evidence of these savings and investments.

Section

9

About rent

The evidence you send needs to show all of the following details:

- your landlord's name and business address;
- if your landlord uses a managing agent, the agent's name and business address;
- the date your tenancy agreement started;
- any joint tenants on the tenancy agreement;
- the amount of rent you are charged;
- how often your rent is due, for example, weekly, monthly, 4 weekly;
- whether there are any rent free weeks;
- what is included in the rent charged, for example charges for heating or lighting costs.

You may need to use more than one document to provide all of the evidence we need, for example:

- tenancy agreement
- letter from landlord or their managing agent
- rent book
- rent receipts

If you do not have evidence which shows all of this, you can ask your landlord to complete the Tenancy Confirmation form on page 15 of this booklet.

Section

10

Additional information

Part A - anything else you need to tell us

If there is anything else that you need to tell us in support of your claim, you can use the space in Section 10 on page 24 of the claim form. This may include future changes to your circumstances that you know about now which may affect your entitlement to benefit. You must provide evidence of anything you tell us about in this section. If you are unsure what suitable evidence would be, please contact us on 0113 222 4404 for advice.

Discretionary Housing Payments scheme

The Discretionary Housing Payments (DHP) scheme helps people who are getting Housing Benefit and, because of special circumstances, need extra help with their rent .

You can apply for this extra help if:

- you get Housing Benefit; and
- this benefit doesn't fully cover your rent; and
- you have special circumstances which mean you need extra money to help pay these bills

You cannot get this extra help:

- to pay for any services included in your rent that cannot be met by Housing Benefit, for example water rates; or
- to cover any shortfall in Housing Benefit that occurs due to an overpayment being recovered; or
- to pay a rent that is clearly excessive

If you want to be considered for DHP, you will need to provide additional information by completing a further form, and returning it to us. You can get a **Discretionary Housing Payment** form from www.leeds.gov.uk/benefits or by calling us on 0113 222 4404.

What to do when you have filled in the claim form

Check that you have completed all sections of the form and signed the declaration in Section 11 on page 26. Return it to us with the evidence that we need in support of your claim.

Remember, **if you do not return the form straight away, you might lose some benefit or support.** It is important that you send your form back to us as soon as you can, even if you are waiting for evidence of your income, rent or other details.

Please provide evidence as soon as it becomes available. We can start to process your claim when we receive your form, but we will not be able to pay you any benefit until we have all the evidence we need.

You must make sure you send original documents, not copies, and put your name, address and National Insurance number on anything you send to us.

We recommend that you do not send any valuable items such as passports, birth certificates or bank books through the post, as we cannot accept responsibility for them if they are lost. We recommend that you take these documents to one of our One Stop Centres, listed on page 4 of this booklet, or to your local housing office, where we can take the details we need and give the documents straight back to you.

We also need the same evidence from your partner, if you have one, and for any other adults living in your home.

You can send your completed claim form and any documents to:

**Leeds Revenues & Benefits Service
Leeds City Council
Selectapost 15
Leeds
LS2 8BA**

Alternatively, you can hand it in at any of the One Stop Centres listed on page 4 of this booklet, or at your local housing office.

If you post your form and evidence, we will send you a receipt by post and return the original evidence within seven days of receiving it. If you hand it in at a One Stop Centre or a local housing office we will give you a receipt as proof that the form was handed in and hand your evidence back to you.

What happens next?

We will process your claim as soon as we can, but we can only do this if you have sent all the evidence that we need.

We will check your form to make sure that it is properly completed, and that you have provided all the documents and evidence that we need. If we need more information we will contact you.

Once we have all the information we will work out your benefit entitlement and send you a letter. This will tell you how much you will get, when it will start, and how you can make an appeal, or find out about how we have worked out your benefit.

We can usually award benefit or support from the Monday after we receive your claim form. Sometimes we can make the award from an earlier date if you have a good reason for not claiming at that time. If you want us to consider paying from an earlier date, tell us in part 10 of the form when you want to be paid from and the reason you did not apply at the right time.

Payments

While you are waiting for a decision on your claim, you should continue to make payments for rent and Council Tax to make sure you do not build up arrears. If you are having difficulty in making rent payments you must contact your local housing office, housing association or landlord to keep them informed, and advise that you have made a claim to help meet the costs. The receipt you receive from us is proof that you have made a claim. If you are having difficulty in paying Council Tax, please contact Leeds Revenues and Benefits Service on 0113 222 4404.

Council Tax Support

If you are entitled to Council Tax Support we will pay this straight to your Council Tax account and you will be sent a new bill taking into account your discount.

Housing Benefit

Council tenants

If you are entitled to Housing Benefit, we will pay Housing Benefit straight to your rent account. If the amount of Housing Benefit you are entitled to is less than the rent you are charged, it is your responsibility to make sure the difference is paid to your rent account by the appropriate date.

Housing Association and Hostel tenants

If you are entitled to Housing Benefit and you rent from a Housing Association or Hostel, you can choose how your benefit is paid. It can be paid either directly to the Housing Association, or Hostel, or we can make payments direct to your bank, building society or Leeds City Credit Union account, and it is then your responsibility to pay your landlord.

We cannot pay your benefit into a Post Office card account. If you do not already have a bank account and would like to open one, we can offer you advice.

If the amount of Housing Benefit you are entitled to is less than the rent you are charged, it is your responsibility to make sure the difference is paid to your landlord by the appropriate date.

Private tenants

Housing Benefit for private tenants is called Local Housing Allowance (LHA). If you are entitled to Housing Benefit and you rent from a private landlord, we will usually pay your Housing Benefit direct to your bank, building society or Leeds City Credit Union account, and it is then your responsibility to pay your landlord.

While ongoing payments will be made directly to your account, the first payment is usually made by cheque and sent to you, but it will be made payable to your landlord. If this will cause you any problem, you must tell us in Section 9K of the claim form.

We cannot pay your benefit into a Post Office card account. If you do not already have a bank account and would like to open one, we can offer you advice.

Free School Meals

If your children are entitled to Free School Meals, we will notify you and their school.

Leeds Revenues and Benefits Service Tenancy Confirmation

Tenants name:

Address of property:

Postcode

To the landlord or managing agent

The above named tenant has applied for Housing Benefit in respect of the above address, but is unable to provide a current tenancy agreement as proof of their rent. Entitlement to Housing Benefit cannot be assessed unless evidence is provided of:

- The date the tenancy started
- The amount of rent the tenant is liable to pay
- How often they pay the rent
- Details of any arrears of rent

Please could you complete the details below and overleaf giving details of the tenancy and return this to us as soon as possible at:

Leeds Revenues & Benefits Service
 Leeds City Council
 Selectapost 15
 Leeds
 LS2 8BA

If you have any queries concerning this form, please contact us on 0113 222 4404.

Landlord's name:

Landlord's address:

Postcode
Phone number

Agent's name:

Agent's address:

Postcode
Phone number

Name of tenant/joint tenants

Address of tenant

Postcode

Please state the amount of rent charged

£

What period does each rent charge cover

(e.g. 1 week, 2 weeks, 1 month, 4 weeks)

If the rent has altered in the last 12 months,
tell us the date of the change

Was the date of the rent review stated in the
original tenancy agreement?

No

☐

Yes

☐

Please tell us the date the tenant moved in

Please confirm the exact date your tenant's
rent liability commenced

Are you related to the tenant
or the tenants children?

No

☐

Yes

☐

If yes, please state the relationship

(e.g. father, daughter, uncle, sister)

Is the rent currently paid up to date?

No

☐

Yes

☐

If no, please state the current amount
of arrears

£

What period do these arrears cover?

Please be aware, knowingly giving false information may lead to prosecution.

Signature of landlord or managing agent

Date

Please ensure this completed form is returned as soon as possible to:

Leeds Revenues & Benefits Service,
Leeds City Council,
Selectapost 15,
Leeds
LS2 8BA

Changes in circumstances

If you receive Housing Benefit and/or Council Tax Support, or Second Adult Rebate the law states that you must tell us about any changes in your or your family's circumstances. This is because it may affect the amount you are entitled to.

If you do not tell us about a change in your circumstances within one month of it happening, you may lose money or we may pay you too much money and you will have to pay it back to us.

You must tell us straight away if any of the following apply to you:

- your or your partner's wages go up or down
- you or your partner start to receive a new state benefit
- any state benefits you or your partner are receiving either change or stop
- you or your partner stop working, start working or change jobs
- there is a new child in your household, or a child moves out of your household.
- one of your children starts or leaves school, or moves to a different school
- any adults move in or out of your home, or any of their circumstances change
- you or your partner move home
- your or your partner's private pension goes up or down
- your or your partner's savings go up or down
- you or your partner have any other change which may affect your benefit
- you are a joint tenant, please tell us about any changes in your household

You must provide evidence of your new circumstances and tell us the date they changed. As with your initial claim, we can only accept original documents.

Use the tear out form on this page and overleaf to tell us about any changes. Once completed, you can post it to us at

**Leeds Revenues & Benefits Service
Leeds City Council
Selectapost 15
Leeds
LS2 8BA**

Or, hand it in at any of the One Stop Centres listed on page 4 of this booklet or your local housing office.

There are no excuses for benefit fraud - if you suspect someone of benefit fraud please contact the council in confidence on freephone 0800 915 6661.

Your full name:

Your full address:

Your claim number:

Use this space to tell us what has changed, and when the change happened

What date did the change occur?

/

/

Tell us about the change in this space:

Your signature:

Date:

/

/

Use this page for your own notes

