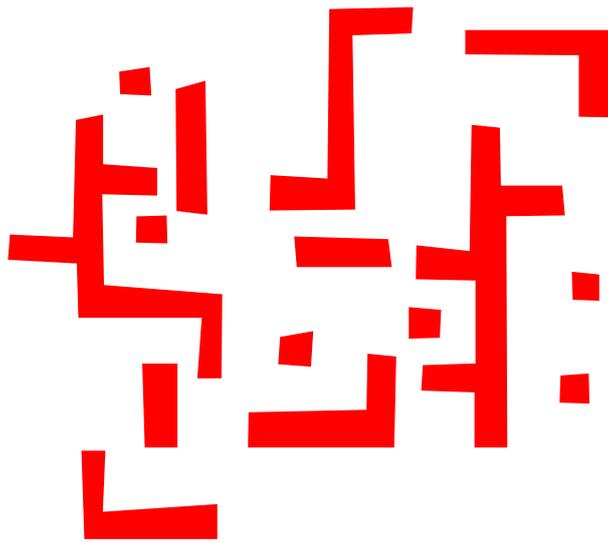


Introduction to Benefits and Tax Credits

July 2019



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A) Introduction

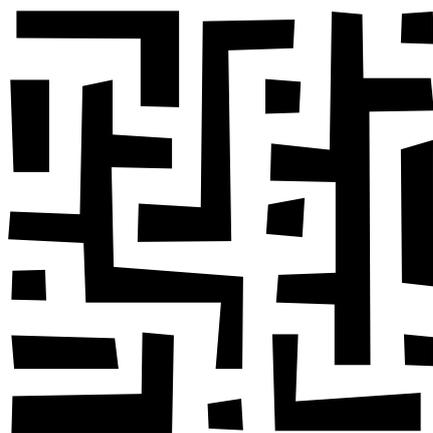
Why do we need to understand benefits and tax credits? Just a few of the reasons are:-

- There are many different benefits.
- The benefit rules are complicated and keep changing.
- Large numbers of people do not claim the benefits they are entitled to.
- Billions of pounds go unclaimed each year.
- Benefit rates are low – people need to get all they are entitled to.
- The benefits system can be very daunting – people need help to claim correctly.
- It is important people understand what is required to claim benefit and to avoid benefit problems, such as sanctions and overpayments, and ensure benefit is paid correctly and on time.

For more information on benefits, benefit changes, benefit advice in Newcastle and to sign up for a Benefit Bulletin visit the website at www.newcastle.gov.uk/welfarerights

These notes offer a **very basic** overview of the main benefits and the benefits system. There is also a checklist of benefits that may be payable for the various circumstances a person may be in. As these notes are so basic, many of the exceptions to the general rules are not included. Remember that the benefit rules and amounts change regularly so even these general notes will have a limited shelf life. They are as accurate as possible at the date on the cover. Email for the latest version: activeinclusion@newcastle.gov.uk

They have been produced by Newcastle City Council's Active Inclusion Newcastle (AIN) service. Dealing with benefits is a part of Newcastle City Council working together with its partners to support people with financial inclusion and avoiding crisis. To find out more, contact the AIN Unit. Email: activeinclusion@newcastle.gov.uk



B) The benefit structure and welfare reform

Broadly speaking benefits can be divided into two main groups: **Non means-tested benefits** and **means-tested benefits**. Non means-tested benefits can be further split into two groups; **contributory** and **non-contributory**.



These notes briefly describe the rules for the benefits under each of the above groups. This is shown in a table in section C4 below. Other payments are in section C3 below.

Welfare reform and benefit changes

The Government is making about £26 billion of welfare savings a year. Here is a list of the main changes which are incorporated into these notes where applicable. **Exceptions may apply**. Details can be found on our website, for example in the benefit changes timeline and Benefit Bulletins.

- Cuts to Housing Benefit for private tenants (Local Housing Allowance) from April 2011 and for working age social housing tenants, the 'bedroom tax' from April 2013, increased Discretionary Housing Payments funding to councils, removal of 'automatic' Universal Credit housing costs for new claims from 18-21 year olds, rescinded from 31 Dec 18 and a reduction in social sector rents by 1% for 4 years from April 2016.
- Mortgage help became a repayable loan from April 2018. The delay in help following a new claim increased from 13 to 39 weeks from April 2016.
- Various reductions in Tax Credits since April 2011. A 2-child limit introduced and family element removed for new children from April 2017, with similar limits in Universal Credit and Housing Benefit.
- Uprating of many working age benefits reduced, and frozen for four years from April 2016.
- Incapacity benefits reassessed under the tougher Employment and Support Allowance (ESA) from March 2011, and the £29 a week extra for those in the ESA work related group to stop for new claims from April 2017.
- Child Benefit frozen and, from April 2013, cut for higher earners.
- Women's age to claim State Retirement Pension is increasing. The age for men and women is also increasing for 'working age' benefits like Jobseeker's Allowance and 'pension age' benefits like Pension Credit and Winter Fuel Payment and Attendance Allowance. Simplified State Pension rules including the 'triple lock' and reductions in Pension Credit from April 2016
- 7 day waiting period that already exists for Jobseekers Allowance and Employment and Support Allowance introduced for Universal Credit from 2015 then removed from February 2018
- Shared parental leave and pay from April 2015

- Increased work-related conditionality for working age benefit claimants. For example, increased work related activity such as work focused interviews for those on ESA and lone parents, and for jobseekers e.g. work related activity for lone parents with children aged one, mandatory work activity and the claimant commitment; conditionality extended to partners, carers and part time workers under Universal Credit; and those aged 18-21 on Universal Credit will have to apply for an apprenticeship, traineeship, gain work based skills or go on a work placement for 6 months - called the '[youth obligation](#)' from April 2017. Increased sanctions for non-compliance e.g. sanction periods increased and under Universal Credit, multiple sanction periods run consecutively rather than concurrently, and hardship payments become a repayable loan. Aligned with this is free childcare doubled from 15 to 30 hours a week from 2017, an increase in apprenticeships and other support into training and employment and increased help with childcare costs under Universal Credit
- Increased restrictions on benefits for European Economic Area people
- Household benefit capped to average wages from 2013. The cap was lowered from November 2016, so it affects more people, but some carers and other added to those who are exempt. The Cap affects Housing Benefit and Universal Credit.
- Council Tax Benefit and parts of the discretionary Social Fund abolished and handed over with a reduced budget to councils from April 2013
- Disability Living Allowance (DLA) for those aged 16 or who were born after 8 April 1948 replaced by Personal Independence Payment (PIP) for new claims from April 2013 and at various stages existing DLA claimants to claim PIP until process ends
- From 2013 people have to request a 'mandatory reconsideration' before making an appeal to an independent tribunal, except for Housing Benefit.
- Universal Credit replaces 6 working age income related benefits by 2023, which includes the 'two child limit' from January 2019 and other reductions. More changes to UC announced in Budget 2018 and later, including some easements, new claims for Universal Credit allow run-ons of more 'legacy benefits' and the big roll out from 2019 replaced with small pilots, some people with disabilities protected from claiming Universal Credit from January 2019.
- New claims from mixed age couples (one over pension age) will have to claim Universal Credit instead of Pension Credit from 15 May 2019
- Bereavement Support Payment replace Bereavement Payment scheme from April 2017
- Parental bereavement leave for 2 weeks and possibly pay from April 2020.

C) The benefits

1) Non Means-Tested Benefits

Many of these benefits are designed to compensate for loss of earnings and are called 'earnings replacement' benefits. Normally income or capital does not affect entitlement but some are affected by certain income. A person can only receive one 'earnings replacement benefit' at a time, or a combination. See 'overlapping benefits' rules below. A person will qualify if s/he satisfies certain conditions. For example being available for work, incapable of work, disabled or widowed. An additional amount for an adult dependant may be included but for some benefits, only for claims before 6 April 2010. Additions for children were abolished for new claims in 2003.

Contributory Benefits

In order to qualify for these benefits a person must have paid enough 'National Insurance Contributions' in past years. These are either deducted from a person's wage or credited when not able to work – for example, by signing on at the Jobcentre as available for work or being a carer. HM Revenue & Customs (HMRC) keep a record of all contributions paid.

Contributory Employment and Support Allowance (ESA)

General rules for ESA

Paid to working age people who have 'limited capability for work' due to a disability or illness. It was introduced in 2008, replacing Incapacity Benefit and Income Support (paid on the basis of incapacity for work). Normally ESA will not be paid whilst working but see 'work' in 'general principles' below. ESA has two parts: **Contributory ESA** and **Income Related ESA**.

The award process is split into two periods.

The first 13 weeks of a claim is called the 'assessment phase'. During which time the claimant is given a basic amount and tested for incapacity for work (called 'limited capability for work') and which of two groups they will fit into. The amount is less for under 25's. Their GP has to explain what work they can do as well as their incapacity on a 'fit note' which replaced sick notes in April 2010.

After 13 weeks:

- Those classed as 'severely disabled' go into the 'support group' and get a higher rate
- Others are placed in the 'work related activity group' and have to take part in work focused interviews and other work related activity. They also get a higher amount, which is a bit less than in the support group. *This amount was cut for new claimants from April 2017.* If they do not take part in these activities their ESA may be cut for a period (sanctioned).

Contributory ESA

This part of ESA is payable if sufficient National Insurance contributions have been paid. A waiver for young people was stopped in April 2012. Payment is limited to one year, but can continue in some circumstances, such as being in the ESA support group. It is treated as income by other means tested benefits that may be payable as a 'top up' such as Income related ESA or UC. It has not been replaced by Universal Credit. When claimed in a Universal Credit area, Contributory ESA is called 'new style ESA' and is treated as income in full by Universal Credit.

See 'means tested' section below for **Income related ESA**.

Contribution based Jobseeker's Allowance (JSA)

General rules for JSA

Paid to working age people who are unemployed or in part time work (see 'general principles' below). The claimant has to sign up to a jobseeker's agreement, now called the 'claimant commitment'. This involves adhering to strict labour market conditions such as being available for and actively seeking full-time work and possible referral to 'work activities' that must be undertaken, such as mandatory work activity. Failure to comply can lead to periods of no or reduced benefit, called sanctions. People studying full time cannot usually get JSA but there are exceptions.

Contributory JSA

This is payable if sufficient National Insurance contributions have been paid. It is payable for up to six months. Earnings and certain pension payments are taken into account, with some disregards. It is treated as income by Income based JSA and other means tested benefits. It has not been replaced by Universal Credit. When claimed in a Universal Credit area, Contributory JSA is called 'new style JSA' and is treated as income in full by Universal Credit.

See 'means tested' section below for **Income based JSA**.

Incapacity Benefit

A person qualified if they are incapable of work because of illness or disability. Incapacity Benefit was replaced for **new** claims from 2008 by ESA. Existing awards continue until they are reassessed under the ESA test, which began in March 2011 and was due to finish by 2014 or later. Some complicated transitional rules apply.

Bereavement Support Payment

This replaces Bereavement and Widows Benefits for those under pension age and whose husband, wife or civil partner died on or after 6 April 2017 and satisfied certain national insurance contributions rules or died due to an industrial injury or disease. The payment is set at two rates -

- A standard rate for those who do not qualify for the higher rate – with monthly payments of £100 for a period of 18 months following the date of death, plus an extra payment of £2,500 for the first month, and

- A higher rate for pregnant women or those entitled to child benefit – with monthly payments of £350 for a period of 18 months following the date of death, plus an extra payment of £3,500 for the first month.

Key points include the loss of the Widowed Parents Allowance for those with children, the replacement of the initial lump sum payment, the continuation of help for the 18 months – which unlike present payments will be ignored by Universal Credit and the benefit cap, and a simplification of the national insurance contribution conditions.

Bereavement and Widows Benefits

Paid to some people whose spouse or civil partner has died **before** 6 April 2017 (where the above Bereavement Support Payment may not apply). Entitlement and the amount depends mainly on the late spouse or civil partner's national insurance contribution record or if their death was caused by their job (see Industrial Injuries Benefits). Some women continue to get **Widows Benefits** for claims before April 2001. There are three different bereavement benefits:

Bereavement Payment

A tax-free lump sum payment of £2,000. The bereaved must be under pension age when his/her spouse/civil partner dies or if older, the spouse/civil partner was not entitled to a Category A Retirement Pension when s/he died. It is paid in addition to one of the following.

Widowed Parents Allowance

Paid to a bereaved person under pension age with Child Benefit for a relevant child, or widows who are pregnant by their late husband or after fertility treatment.

Bereavement Allowance

Paid to a bereaved person over 45 and under pensionable age. It must be claimed within 52 weeks of death. It is payable for up to 52 weeks.

Widows Parents Allowance and Bereavement Allowance cannot be paid at the same time. They stop if a person remarries or forms a civil partnership and are suspended whilst the person lives with someone as if they were husband and wife.

State Retirement Pension

Retirement Pension is for those who reached pension age from 6 April 2016 and have paid sufficient national insurance contributions. It is paid at a basic rate which is increased if deferred. People who reached that age or claimed it before 6 April 2016 get the 'old' State Retirement Pension, which had three main categories: **Category A** for those who have paid enough National Insurance contributions themselves, **Category B** based on contributions paid by a person's spouse or civil partner and **Category D** for those aged over 80. Retirement Pension is paid from a person's 'pension age', which depends on a person's date of birth. See www.gov.uk/new-state-pension. See also 'age' below.

Non-Contributory Benefits

There is no National Insurance contributions requirement for these non-means tested benefits.

The main non-contributory benefits are:-

Attendance Allowance

Paid to ill or disabled people who first claim aged 65 or over (and from 6 December 2018, state pension age) and have care and/or supervision needs. There are two rates of payment depending on whether the needs are during the day and/or night time.

Child Benefit and Guardians Allowance

Paid to people who have responsibility for children under 16 years old and some 16 to 19 year olds who are either in full-time education or who have recently left school or in training. Child Benefit is taxable for higher earners. **Guardians Allowance** is paid in addition to Child Benefit to people looking after children who are effectively orphans

Carer's Allowance

Paid to those who earn below a set weekly amount and provide at least 35 hours a week care to people on the highest two levels of Disability Living Allowance care component, either rate of the Personal Independence Payment daily living component or Attendance Allowance. Additions for a spouse or civil partner may be included for those who claimed before April 2012.

Disability Living Allowance (DLA)

Paid to some ill or disabled people who claimed before they were 65 or state pension age). It is made up of two components: A **care component** for people who need attention or supervision or can't cook a main meal due to an illness or disability, and a **mobility component**, for example for people who have problems walking or need supervision while walking or have a certain level of blindness. There are three rates of payment of the Care Component and two rates of the Mobility Component.

From April 2013, Personal Independence Payment (PIP) replaced DLA for new claims from those aged 16 or who were born after 8 April 1948 (aged 65). No new DLA claims were possible for people of that age and from January 2015, those on DLA had to claim PIP instead if they reported a change in circumstances, they near the end of their DLA award or they reach 16. DLA is still available to children under 16. At some stage, remaining claimants of the above age on long term or indefinite awards of DLA will be invited to claim PIP. Those born on or before 8 April 1948 can keep and renew their DLA and will not have to claim PIP.

Industrial Injuries Benefits

For employees who were injured at work or who have a prescribed industrial disease due to certain kinds of work which results in a certain level of disability. There are various allowances including **Disablement Benefit** and **Reduced Earnings Allowance** where the amount of benefit paid depends on the percentage of disability and when it occurred.

Maternity Allowance

Paid for up to 39 weeks to recently employed or self-employed women who are pregnant, have recently given birth and do not qualify for Statutory Maternity Pay. There are two different rates of allowance depending on earnings. An addition can be paid for a husband/civil partner. See Shared Parental Leave and Pay below.

Personal Independence Payment (PIP)

Payable to some ill or disabled people aged 16 to 64 (and from 6 December 2018, before state pension age). See above about how it is replacing Disability Living Allowance for adults. It is made up of two components: a **daily living component** for people who have problems managing everyday life, and a **mobility component** for help with getting around – with each component is paid at two different levels. This depends upon information provided by the claimant, a medical assessment, scoring enough points under each component and how long the needs have been for.

Severe Disablement Allowance

Abolished from 6 April 2001. Existing claimants continue to get it. It was paid to those who were incapable of work but did not qualify for Incapacity Benefit. Replaced by ESA as for Incapacity Benefit. See above.

Statutory Sick Pay

Paid by employers to some employees who are incapable of work for 28 weeks or less. To qualify a person must be earning over a certain level.

Statutory Shared Parental Pay (SSPP)

See 'shared parental leave' below.

Statutory Maternity Pay

Paid for up to 39 weeks by employers to some employees who have been employed for 26 weeks, are pregnant or who have recently given birth and their earnings are at a certain level. It can start from 11 weeks before the baby is due or later. Maternity Allowance may be payable if Statutory Maternity Pay is not. See also Shared Parental Leave and Statutory Shared Pay below.

Statutory Paternity Pay

Paid by employers to some employees whose spouse/partner has either given birth or who have adopted a child. The employee must have been employed for at least 26 continuous weeks ending with the 15th week before the baby is due or 26 weeks ending with the week when notified that he has been matched with a child for adoption. Ordinary Statutory Paternity Pay is paid for a maximum of two consecutive weeks. Other rules apply. See also Shared Parental Leave and Statutory Shared Pay below.

Statutory Adoption Pay

Paid for up to 39 weeks by employers to some employees who have adopted a child. The employee must have been employed for at least 26 continuous weeks ending within the week when notified that s/he has been matched with a child for adoption. A man cannot claim both Statutory Paternity Pay and Statutory Adoption Pay. See also Shared Parental Leave and Statutory Shared Pay below.

Shared Parental Leave and Statutory Shared Parental Pay

Couples are allowed to share up to 50 weeks of maternity and adoption leave and up to 37 weeks of pay for new babies or adoptions that are due on or after 5 April 2015. They must be taken between the baby's birth and first birthday (or within one year of adoption). Other rules apply, such as being an employee for at least 26 weeks with the same employer and so on.

This applies to parents in work, new babies, adoption, same sex couples, co-habiting couples. The child can be from a previous relationship.

For more details see: www.gov.uk/shared-parental-leave-and-pay/overview

Parental bereavement leave and pay

From April 2020, employees who suffer the death of a child aged under 18 years old, or a stillbirth after 24 weeks of pregnancy, will be entitled to two weeks of leave and pay if they meet certain rules.

War Pensions/Armed Forces Compensation Scheme

For people who are either injured or disabled whilst working or serving in the armed forces. It can also be paid to widows/widowers of those who have served or worked in the armed services. There are various allowances similar to Industrial Injuries Benefits. War Pensions were replaced by the Armed Forces Compensation Scheme in April 2005 but existing recipients are protected.

For more details, phone the Veterans UK helpline on 0808 1914 2 18 or see: www.gov.uk/government/organisations/veterans-uk

Overlapping benefit rule

Some **non- means-tested** benefits exist to compensate for a person's inability to work through unemployment, sickness, pregnancy or old age. Therefore, even though a person may satisfy the rules for more than one of the following benefits, s/he is only entitled to receive one of them or a combination.

Contributory benefits:

Contribution based Jobseekers Allowance

Incapacity Benefit

Contribution based Employment and Support Allowance

Maternity Allowance

State Retirement Pension

Widow's or Bereavement Pension or Widowed Mother's or Widowed Parent's Allowance

Non-contributory benefits:

Severe Disablement Allowance

Carer's Allowance

A contributory benefit is paid in preference to a non-contributory benefit. This is topped up by any balance of the non-contributory benefit due. For example, a person satisfies the rules for both Retirement Pension and Carer's Allowance. If the Retirement Pension were £20 and the Carer's Allowance £66.15, there would be a combination of £20 Retirement Pension and £46.15 of Carer's Allowance. But if the Retirement Pension were higher than Carer's Allowance then no amount of Carer's Allowance would be payable.

These benefits also 'overlap' with dependants' additions. For example, a wife will not get a dependant's addition on her Retirement Pension for her husband if he is also getting Retirement Pension.

In addition, Attendance Allowance and Disability Living Allowance care components overlap with Constant Attendance Allowance (part of Disablement Benefit).

An example of how this plays out is for people with disabilities and their carer. To get the Severe Disability Premium (SDP) worth £65.85 a week (April 2019) in for example their ESA, one rule is that no one *receives* Carers Allowance. If a carer claims and satisfies Carers Allowance rules, they may not *receive* Carers Allowance because they get another overlapping benefit but have an underlying entitlement to Carers Allowance. This means the person they care for continues to get the SDP and the carer can have a 'carers premium' included in their means tested benefit.

2) Means Tested Benefits

Also known as 'income related benefits', these benefits are affected by most types of income and often capital (savings) but do not depend on National Insurance contributions. The amount involves a calculation. The basic principle is as follows:

Capital (savings)

For many means-tested benefits there are various upper and lower capital limits. For example, Housing Benefit and Universal Credit are not payable for someone with capital of £16,000 or over but capital below £6,000 (or £10,000 if in a care home) is ignored. For every £250 between the upper and lower limit, the claimant is treated as having a £1 a week income. It is £500 for people above pension age (see general principles below). This is called 'tariff income.' Tax Credits do not have capital limits but income from some capital is taken into account. There is no upper limit for Pension Credit.

The calculation

Means-tested benefits are calculated by comparing a claimant's 'means' (income) with a total amount allowed for their circumstances, such as numbers in the family and entitlement to extra 'premiums' or 'elements'. Each means tested benefit has its own calculation. As an example, see the Income Support calculation below. Of course, there are many other rules. For example, there are different income and capital rules for those below and above pension age. Working age means tested benefits are capped – called the 'benefit cap' but there are exemptions.

Council Tax Reduction

Paid to help people aged 16 or over on a low income to pay their Council Tax. Administered by the local authority. In 2013, Councils had to devise their own scheme for working age people (see 'general principles' below). Note that the Council Tax bill can also be reduced by for example, a 'disability reduction' or a 'discount.' Council Tax Reduction is not replaced by Universal Credit.

Housing Benefit (HB) and Local Housing Allowance (LHA)

Paid to help tenants aged 16 and above to pay their rent. It can be paid with other benefits and is administered by the local authority. Temporary absences are allowed for 4, 8, 13 or 52 weeks depending on the circumstances. Sometimes it can be paid for two homes.

In some cases, the rent that is 'eligible' for Housing Benefit is restricted which could mean more rent to pay because the actual rent charged by the landlord is higher than the 'eligible rent'. For private tenants, the Local Housing Allowance (LHA) rules provide these restrictions. For social housing tenants (Council and housing associations) of working age, the eligible rent is reduced by 14% or 25% if they are deemed to have one or more 'spare bedrooms' (commonly referred to as the "bedroom tax"). If a 'non-dependant' (e.g. a

grown up son or daughter) lives in the house then Housing Benefit may be reduced, called a 'non-dependant deduction' or the equivalent in Universal Credit called a 'housing costs contribution'.

If entitled to Income Support, Income related ESA, Income based JSA or Pension Credit (guarantee), there is usually a 'passport' to 100% HB of 'eligible' rent (see above). If not, HB is claimed separately, and the amount of HB is reduced by a taper. Universal Credit is replacing Housing Benefit for working age people. Universal Credit includes help with rent apart from 'specified' or 'temporary' accommodation for which Housing Benefit remains payable. See Universal Credit below. Housing Benefit (or Universal Credit) can be reduced if certain benefits go above the household benefit cap. See introduction.

Two weeks of Housing Benefit can continue to be paid when Universal Credit is claimed.

Discretionary Housing Payments can be claimed from the Local Authority on top of an award of HB or housing costs rent element in Universal Credit if there is hardship.

Income based Jobseeker's Allowance (JSA)

This is the means tested part of JSA. See Contribution based JSA above for general rules about JSA. It can be paid if contributory JSA is not payable or as a top up of it. For some couples, both have to satisfy the labour market conditions and make a joint claim. Help with mortgage costs was replaced by a private loan from April 2018. Income based JSA has been replaced by Universal Credit for most new claims. See Universal Credit below.

Income related Employment and Support Allowance (ESA)

This is the means tested part of ESA which replaced Income Support for those incapable of work from 27 October 2008. See Contribution based ESA above for general rules about ESA. It can be paid if contributory ESA is not payable or as a top up of it. Help with mortgage costs was replaced by a private loan from April 2018. Income related ESA has been replaced by Universal Credit for most new claims. See Universal Credit below.

Income Support

Paid to working age people who have a low or no income and are not receiving ESA or JSA. It can be claimed by people who do **not** have to be available for and actively seeking work, such as carers, entitled to Statutory Sick Pay, lone parents who have a child under 5 years old or under 18 and have a child of any age, pregnant with 1 weeks to go, had a child in the last 15 weeks or in education or training under limited circumstances and so on. It can be paid as a sole form of income or as a 'top up' to other incomes or benefits. Help with mortgage costs was replaced by a private loan from April 2018. Many people claiming Income Support have to attend a work focused interview. Income Support has been replaced by Universal Credit for most new claims. See Universal Credit below.

The Income Support calculation is as follows: The following three elements are added together: (1) 'personal allowances' (mainly for adults as Child Tax Credits is payable for children), (2) 'premiums' which are various amounts for different circumstances (in receipt of a disability benefit, certain carers etc.) and (3) possible housing costs (help with rent). The total of these are compared with their income. If income is lower, then the difference is payable as Income Support.

Pension Credit

There are two kinds of Pension Credit:

Guarantee credit. Payable from a person's 'Pension Credit age' (see 'general principles' below). For couples, one only needs to be of Pension Credit age to claim Pension Credit but when Universal Credit applies, both need to be of Pension Credit age. Its calculation is similar to Income Support but is more generous. Help with mortgage costs was replaced by a private loan from April 2018.

Savings credit. For those aged 65 and above. It may help people who have made some provision for retirement above the basic state pension. For example, an occupational pension or savings. Savings Credit is being phased out from April 2016

Both above Credits are claimed at the same time and if entitled, both are payable.

Tax Credits

Tax Credits are administered by HMRC and are calculated and reassessed annually from April. Universal Credit has replaced Tax Credits for most new claims. There are two types of Tax Credits:

Working Tax Credit (WTC). For people who work a certain number of hours and are in various situations. For example:

- Single, work at least 16 hours a week and have a 'qualifying' disability
- A lone parent working at least 16 hours a week
- Single, aged 60 or over and work at least 16 hours a week
- A couple with children and work at least 24 hours a week. It is 16 if a partner is ill or in hospital etc.
- Single, aged 25 or over and work at least 30 hours a week. Single people under 25 may only qualify under the first two bullets above.

Child Tax Credit (CTC). For people who have a child or children. Both credits are claimed on the same form and, if entitled, both credits are payable. A child element is not awarded for third or subsequent children born on or after 6 April 2017, but exceptions apply.

Universal Credit

Universal Credit is replacing these six 'means tested' or 'legacy benefits' for people of 'working age' (see general rules below): Housing Benefit, Income based JSA, Income related ESA, Income Support, Child Tax Credit and Working Tax Credit. It is being rolled out and tested across the UK. In Newcastle for example, 'full service' Universal Credit' has now rolled out for most new claims to both Newcastle jobcentres.

When in a full-service UC area:

- Those still on a limited form of UC for single jobseekers from April 2015, called 'live service' will at some stage be told to claim full service UC
- Those on legacy benefits who have a certain change in circumstance, will be told they have to claim full service UC, called 'natural migration'
- Those still on legacy benefits by 2019-23 will be told they must claim UC in a process called 'managed migration' *although in January 2019, the government changed this to a limited introduction to test it with 10,000 people*

How much is payable depends upon a means test calculation comparing family needs and housing costs with income, including a new way to treat earnings. The amount could be more or less than 'legacy benefits'. If someone's 'legacy benefits' are higher than Universal Credit when they are moved across under 'managed migration', they may get a frozen top up. This 'transitional protection' can be lost with certain changes, such as couples separating. But those who have to claim Universal Credit due to a change in circumstances under 'natural migration' will not get this transitional protection. Some disabled people getting the 'severe disability premium' in their legacy benefit are protected from this drop because from January 2019 they were not able to claim Universal Credit and legacy benefits remain available. They will only be able to claim Universal Credit under 'managed migration'.

A 'two child limit' rule applies as it does with Child Tax Credit – see above.

Some of the restrictions to help with rent under Universal Credit, such as the 'bedroom tax' are similar to those in Housing Benefit above. There are also rules about help with two homes and temporary absences.

The main differences with the 'legacy benefits' that UC replaces include:

- Help with rent will normally be paid to the claimant rather than the landlord
- Monthly payments in arrears rather than two weekly payments
- Payment to one person in a couple
- On-line claim and management of the award
- Increased work conditionality for more people in the claim, see below

Those who may have budgeting, IT or other problems may be offered 'personal budgeting support' and 'Alternative Payment Arrangements' can include temporarily paying the housing costs element direct to the landlord, more frequent than monthly payments and split payment for couples. Councils, including Newcastle, are involved in the support provided.

Universal Credit includes increased work-related conditionality, such as those working and earning under a certain threshold, self-employed people and some partners of the claimant. In other words, those not working full time. Such work-related requirements and signing a 'claimant commitment' is a condition of entitlement and will be identified at the claim stage and can be reconsidered during the award. Universal Credit will be reduced for non-compliance, called a 'sanction.' Sanctions will run consecutively rather than concurrently as with Jobseekers Allowance. A hardship payment may be payable during a sanction but unlike 'legacy benefits', it will be a loan, repayable at the end of the sanction period.

Claims for Universal Credit must be made online. There is telephone support (see G below) and there is some support for those who cannot manage this process. See below. Following a claim, an interview will be arranged where the claimant commitment will be agreed. It may take several weeks or more before the monthly in arrears payment starts. A Universal Credit Advance Payment can be requested if there is hardship on day one of the claim.

More details on Universal Credit from these websites:

- The Government: www.gov.uk/universal-credit and more detailed guidance: www.gov.uk/universal-credit-toolkit-for-partner-organisations
- Citizens Advice: www.citizensadvice.org.uk/benefits/universal-credit/
- Disability Rights UK: www.disabilityrightsuk.org/universal-credit-uc
- Newcastle City Council: www.newcastle.gov.uk/universalcredit.

3) Other help: one-off and weekly payments, help with work

One-off payments and other help

Here are some examples. Unless stated, these are administered by the DWP.

Social Fund grants

For people on certain benefits:

- Cold Weather Payments – made in periods of exceptionally cold weather
- Sure Start Maternity Grant – £500 for those who are pregnant or had a baby and have received health and welfare advice.
- Funeral Expenses Payment – help with some funeral costs for close relatives on a low income
- Winter Fuel Payments – annual payment for people of pension age.

Social Fund budgeting loans

Are repayable, interest free loans for 'one-off' expenses such as a cooker for those who have been on Income Support, income based JSA, income-related ESA, Pension Credit (Guarantee) for at least twenty six weeks.

Universal Credit budgeting advances / advances (Benefit Transfer)

'Budgeting advances' are repayable interest free loans for those receiving Universal Credit, have been on it or 'legacy benefits' (see above) for at least six months, earn below a set amount and be able to repay it. Paid for 'one-off' expenses. A Universal Credit advance (Benefit Transfer) is where a partner joins a single claimant and they are waiting for a higher payment.

Short term benefit advances / Universal Credit advance

A repayable loan made by Jobcentre Plus if there is a delay in:

- dealing with a claim for benefit that you are likely to be entitled to, or
- paying benefit

And because of the delay there is a financial need, with a serious risk to health. It does not apply to all benefits such as PIP, Child Benefit or Housing Benefit.

Interim payments of Child Benefit and Guardian's Allowance

A loan by HMRC if payments of those benefits are delayed. Details:

www.gov.uk/hmrc-internal-manuals/child-benefit-technical-manual/cbtm03070

Housing Benefit and help with rent

- **'Interim payments'** or **'payments on account'** may payable to private or housing association tenants whilst the Local Authority takes time to assess someone's Housing Benefit. Details:

https://england.shelter.org.uk/housing_advice/housing_benefit/getting_payment_on_account

- **Discretionary Housing Payments.** See Housing Benefit in section C)2

Local Welfare Schemes

In April 2013, two parts of the Social Fund – Community Care Grants and Crisis Loans – were abolished and were replaced by Local Authorities' local welfare schemes. Newcastle provides these two schemes:

- **Supporting Independence Scheme**

claimed via a support worker for people who need help to set up, resettle or remain in the community or maintain their independence. More details: 0191 277 1707 or www.newcastle.gov.uk/sis

- **Crisis Support Scheme**

which provides food, fuel and clothing to residents who have suffered a crisis or disaster.

More details: 0191 278 7878 or www.newcastle.gov.uk/css

Health costs

These include free, or help towards costs with,

- prescriptions
- glasses
- dental treatment
- Travel costs to get treatment

Some people are automatically exempt from charges and others have to apply for help on low income grounds. More details: www.nhs.uk/healthcosts

Healthy Start

Milk, vitamins and food vouchers for pregnant women or mothers and on certain benefits. More details: www.healthystart.nhs.uk

Education Benefits

- Free school meals – for children of families receiving Income Support, Pension Credit guarantee, income-based JSA, income related ESA or Child Tax Credit (where not entitled to Working Tax Credit and annual

income is below a set figure) and Universal Credit (after an earnings threshold).

- Bursaries are available for some young people aged 16 to 19 staying on at school or on certain courses.
- Adult Learning Grant to help 19-year olds and over in education.

More details from school, the Council on 0191 2772727 and

www.newcastle.gov.uk/education-and-learning or www.gov.uk/student-finance

Charities

Several websites which list charities that help people in financial need:

- www.charitychoice.co.uk/ – Directory of charities
- www.turn2us.org.uk/ – Charities, benefit calculator & information
- www.familyholidayassociation.org.uk/ – Help for families
- www.britishgasenergytrust.org.uk/ – Helping people in fuel poverty

Foodbanks in Newcastle

Are listed on the [Newcastle Council for Voluntary Service Poverty and social justice webpage](#)

and here: www.informationnow.org.uk/article/food-banks-in-newcastle/

See also the ‘Debt and money advice’ pages on the City Council website:

www.newcastle.gov.uk/welfare/rights

Help when starting work

Extended payments of Housing Benefit

You can of course get Housing Benefit whilst in work. Where people stop getting Income Support or income based JSA or income related ESA because they have got a job or increased hours or pay, their Housing Benefit continues at the same rate for an extra four weeks.

‘Welfare to Work beneficiary’ protection – linking rules

Some people who are on incapacity benefits can try out work but if they become incapable of work again within 104 weeks of starting work or training then can return to the same level of benefit. There is also a ‘rapid reclaim’ system for people on Income Support or JSA who try a job but it ends within 26 weeks.

Other work schemes

There are many activities to help people back into work. For example, Jobcentre Plus has Work Coaches, Disability Employment Advisers, Access to Work and the Work and Health Programme to help people with disabilities or health problems disabled people into work and the Universal Credit Youth Obligation is for 18 – 21 year olds. More details: www.gov.uk/moving-from-benefits-to-work

See also the section ‘work’ below

4) Table of benefits

Paid by the DWP unless specified.

Non-means-tested		Means-tested
Contributory	Non-contributory	
Bereavement Allowance ^T	Attendance Allowance	Child Tax Credit (HMRC) ^{WA U}
Contribution based Employment and Support Allowance (from 2008) ^{T WA}	Carer's Allowance ^T	Council Tax Support (local council)
Incapacity Benefit (no new claims from 2008) ^{TT WA}	Child Benefit and Guardians Allowance (HMRC)	Education Benefits (local council)
Contribution Based Jobseeker's Allowance ^{T WA}	Disability Living Allowance	Income related Employment and Support Allowance (from 2008) ^{WA U}
Retirement Pension ^{T PA}	Industrial Injuries Benefits	Health costs (Health Service)
Widowed Parents Allowance ^T	Maternity Allowance	Housing Benefit and Local Housing Allowance (local council) ^U
Widowed Mothers Allowance and Widows Pension (no new claims from 2001)	Personal Independence Payment	Income Support ^{WA U}
	Severe Disablement Allowance (no new claims from 2001) ^{WA}	Income based Jobseeker's Allowance ^{T WA U}
	Statutory Adoption Pay (employer) ^T	Pension Credit ^{PA}
	Statutory Maternity Pay (employer) ^T	Social Fund
	Statutory Paternity Pay (employer) ^T	Working Tax Credit (HMRC) ^{WA U}
	Statutory Shared Pay	Universal Credit ^{WA}
	Statutory Sick Pay (employer) ^T	
	War Pensions/Armed Forces Compensation Scheme (MOD)	

T = Taxable, TT = taxable after 28 weeks, WA = working age benefit, PA = pension age benefit. U = replaced by Universal Credit from 2015 to 2023.

D) Some general principles

1) General benefit rules

There are some rules that are shared by all or most of the benefits. Rather than list them under each benefit, they are described briefly here.

Immigration and residence rules and going abroad

Most benefits are subject to immigration status or residence restrictions. For example, some people's entry into the country is on the basis that they will have no 'recourse to public funds' which include many benefits. To claim benefits in this situation may seriously jeopardise their stay here. For most benefits a claimant must satisfy certain residence conditions. There are also complicated rules and limitations on claiming benefits for those from the EEA.

Some benefits can be paid whilst abroad but some will stop after being abroad after a certain time.

Studying

The scope for claiming means-tested benefits whilst studying is restricted. Some of it depends on whether the course is full or part time and how old a person is. It is easier to get benefits if studying part time. Most full-time students are excluded from some benefits but there are exemptions, such as a student with disability or lone parent. There are no such restrictions for Child Tax Credit. 'Full time' students cannot claim Carer's Allowance.

Hospital, residential care, prison and homeless

Some benefits reduce or stop after a person has been in **hospital** for certain lengths of time. For example, Personal Independence Payment stops after 28 days in hospital. Housing Benefit can continue for 52 weeks whilst in hospital. However, many others continue but the amount may change. It is important to notify the benefit office of a stay in hospital and residential care to avoid an overpayment.

Some benefits are affected by **residential care**. For example, Attendance Allowance stops after 28 days unless the person is funding the accommodation themselves. Other benefits may continue.

People in **prison** or on **remand** may have restrictions on their benefits and other special rules apply.

Income Support, income related ESA, income based JSA and Universal Credit are paid at a reduced rate for people '**without accommodation**'. There may be problems with payment of benefit and proving availability for work, although the Jobcentre can take it into account.

Trade dispute

Certain benefits are stopped or reduced or affected in some way if a person is involved in a trade dispute: for example, Income Support, JSA, Housing Benefit, Universal Credit, Statutory Sick Pay and ESA.

Work

Many benefits are affected by employment. Some of the rules are explained under each benefit, but here are some general points:

- Carer's Allowance is not payable if earnings are above a certain amount.
- Although generally ESA is not payable whilst working, some limited work is allowed. For example, work as a local councillor, the care of a relative and the 'permitted work' rules – which allow for certain hours of work and wages in specific circumstances.
- People can receive PIP, DLA and AA and still work. Income Support and income based JSA are not payable if in full time work (16 or more hours a week and 24 hours for a partner). However, WTC is only payable if a person is in full time work (16, 24 or 30 hours a week). Earnings are taken into account by means-tested benefits and some non means-tested benefits.
- Universal Credit or Housing Benefit have no hours limits, although earnings are taken into account as income.
- People who are classed as incapable of work may be entitled to benefits like Statutory Sick Pay and ESA or Universal Credit.

Also see the section above on 'help when starting work'.

Work related requirements and sanctions

Entitlement to JSA or Universal Credit requires the claimant (and sometimes their partner) to agree to a 'claimant commitment' (previously called a jobseekers agreement), be available for full time work, actively seek full time work and agree to take part in work and work related activities, which can sometimes be mandatory.

Claimants on Income Support, ESA, Incapacity Benefit or Carer's Allowance, (and their partners) are expected to take part in 'work focused interviews'. ESA claimants in the Work Related Activity Group (not those in the ESA Support Group) are also expected to take part in 'work related activities'.

Such requirements are tailored to the individual so it is important the claimant explains what s/he reasonably can and can't do at the start and during the claim. So if reading English is a problem, then he or she may get sent to English classes. If a claimant does not meet these requirements, they will be **sanctioned** where their benefit is either reduced or stopped. It is important for the claimant to contact the Local Authority to make sure Housing Benefit continues based on 'nil income.' A hardship payment can also be claimed from the Jobcentre.

Families, adults and children

What benefits are available, and the amount often depends on whether a claimant is single, one of a couple, married, living together as husband and wife, or in a civil partnership, in a polygamous marriage, has children, is a single parent and so on. Usually, means-tested benefits include a higher amount for couples than for single people. Each benefit has its own rules on this.

Children: There are rules about whether someone (it does not have to be a parent) can claim for children, such as being 'responsible' for the child, how old the child is and whether they are in full time non-advanced education. Those children who may have left such education or reached a certain age may not be in that category and cannot be claimed for - as they have stopped being 'dependent'. If they remain at home they may be classed as 'non-dependants', which can reduce the Housing Benefit (or UC equivalent - 'housing costs') of the adult. There are special rules for fostered and adopted children and children in care are generally excluded from means tested benefits but there are exceptions. See section F below for which benefits relate to children. Child Tax Credits and Universal Credit have a two-child limit for children born after April 2017, although exceptions apply.

Age

Benefit rules and amounts depend upon the claimant's age. For example:

- Several benefits and their rules depend on whether the claimant is either 'working age' or 'pension age,' which is determined by their date of birth. For example, someone born on 7 September 1951 reached pension age on 6 March 2013 and was therefore entitled to move from a 'working age' benefit such as Jobseekers Allowance and claim the more generous Pension Credit and also avoid the "bedroom tax". To calculate 'pension age', go to: www.gov.uk/calculate-state-pension. 'Working age' benefits include ESA, JSA, Income Support and Universal Credit. 'Pension age' benefits include Pension Credit, Winter Fuel Payment. Some benefits do not have such a working age/pension age distinction, such as Housing Benefit, Tax Credits and Child Benefit
- State Retirement Pension age may be different to the above 'pension age', which can be worked out via the above calculator.
- Most benefits can be claimed from 16 but 16 and 17 year olds have to satisfy extra rules to get some means tested benefits.
- DLA can now only be claimed for children aged under 16.
- PIP can only be claimed by people aged 16 to below state pension age.
- AA can only be claimed by people aged state pension age.
- Means-tested benefits like Income Support and Housing Benefit are set at different amounts depending on a person's age and if single or a couple. For example, it is lowest for those under 18 and goes up for 25 year olds.
- Single people cannot get WTC unless they are 25 or over and work at least 30 hours a week.
- The Housing Benefit restriction for under 25's in private tenancies was extended to under 35's in January 2012.

Changes in circumstances

Once a benefit is awarded it can be changed or stopped. For example, PIP may be increased or decreased if the claimant's needs have increased, Child Benefit and CTC can increase if another child has joined the family and benefits will be stopped if it is decided they do not fit the criteria at all. Benefits are also reconsidered periodically to see if they satisfy the criteria. Sometimes the benefits office discovers that someone may be getting a benefit or amount of benefit they are not entitled to. In which case they may want to recover this 'overpayment' and sometimes decide it is fraud. Sometimes a person discovers they should have been getting more benefit, in which case they can ask for the underpaid amount. This is difficult but possible in some cases. See 4 and 6 below.

It is therefore very important to inform the benefit office of changes in circumstances and usually in writing.

The benefit cap

From 2013, the total of some (not all) household benefits were capped to average wages (£500 for couples and lone parents and £350 for single people). From November 2016, the limits reduced to £385 and £258 with higher amounts in London. The excess above those amounts is removed from Housing Benefit only but if Universal Credit applies, that is reduced by the whole amount of the cap.

The cap does not apply if for example, the claimant or partner is of 'pension age', in the ESA support group or equivalent in UC, if WTC or a disability benefit like DLA or PIP is in payment, on UC and earning above a set amount and from November 2016, certain carers.

2) Administration – who deals with what benefit?

Benefits are administered by different departments, as follows:

- Most benefits are administered by the **DWP**. Within the DWP:
 - Local Jobcentre Plus offices administer most working age benefits such as Income Support, JSA, ESA and Universal Credit,
 - The Pension Service administer State Pension, Pension Credit and Winter Fuel Payments,
 - The Disability and Carers Service administer benefits like DLA, PIP, AA and Carer's Allowance,
 - Regional centres administer Industrial Injuries Benefit,
- **Local councils** administer Housing Benefit, Council Tax Support, welfare schemes (that replaced parts of the Social Fund from 2013), education benefits and free school meals.
- **HMRC** administers WTC, CTC, Child Benefit and Guardians Allowance.
- The DWP contract out medical advice and examinations for health-related benefits such as PIP and ESA to companies called Capita, Atos and Maximus.
- **The Veterans UK**, part of The Ministry of Defence, administer War Pensions/Armed Forces Compensation Scheme.

- **Employers** pay Statutory Sick Pay, Statutory Adoption Pay, Statutory Maternity Pay and Statutory Paternity Pay.

The theory is that many offices will take claims for other benefits but they are not obliged to tell claimants about other benefits they do not administer in their office.

3) Contacting benefit offices

There are several ways to contact a benefit office:

Phone: When phoning, information like a National Insurance number and date of birth is required. Many Jobcentre Plus benefits, like Income Support, are initially claimed over the phone. See below. If the person ringing is not the claimant or is the claimant's appointee, the claimant may need to speak first, or they may need to provide their written authority.

Visiting: As the benefit administrators centralise and cut local offices, it is increasingly difficult to see someone face to face. Much of the work is done in remote offices. However, it is still possible to see someone in a Jobcentre Plus office (usually by appointment) or request a home visit or meet an officer in a local office.

Online: Some offices have email addresses. UC has to be claimed and managed online where communications are sent via the 'journal' and 'to do' parts of the Universal Credit online account.

In writing: Benefit letters usually have addresses people can write to.

4) Claims and payments

Claiming

All benefits have to be claimed in writing. Usually this means filling in a special form – one for each benefit. With benefits, there is an onus on the claimant to provide **all** required information before a claim is accepted as valid. Delays in providing such information can mean a claim lapses.

Claims for many benefits often have to be started by a phone call, which is followed up by a form which has to be completed.

Some benefits can be claimed 'online' such as Carer's Allowance and JSA. Housing Benefit, Council Tax Support, help from the Crisis Support Scheme and Discretionary Housing Payments can be claimed via Newcastle City Council's website www.newcastle.com/benefits-and-council-tax.

Universal Credit must be claimed and administered online. See more details under Universal Credit above.

See the list of benefit office phone numbers and websites in section G below.

There is no onus on any of the benefits authorities to go out and look for people who may be entitled. Many people miss out on benefits they are

entitled to. So as a general rule, a person should claim as soon as s/he thinks s/he might be entitled. It is only possible to get benefit backdated in limited circumstances. See below.

Interchange of claims: A claim for one benefit may be treated as a claim for another. For example, a claim for AA can be treated as a claim for DLA or PIP. There is a limited list but it means that if the wrong benefit has been claimed it may be possible to treat it as a claim for the correct benefit.

Backdating a claim

This is about backdating a new **claim**. For details on changing an existing award and backdating, see 6 below.

There are strict time limits for claiming benefits. Some benefit claims can be backdated to one month for example. Sometimes good cause for a late claim has to be shown. Usually backdating must be requested. Backdating a claim for PIP or AA is not possible. If the DWP make an error on a claim or give wrong advice it may be possible to get benefit backdated beyond the normal time limits. The intervention of an MP or the Ombudsman may help in these circumstances. See also 'backdating beyond the normal time limits' below.

There are other ways to get benefits backdated beyond these limits where benefits or increases of benefits depend on the award of another benefit. For example, getting a claim for Carers Allowance backdated to the date of the claim for PIP. See 'backdating beyond the normal time limits' under 6 below.

Waiting days

Following a claim for JSA or ESA, there is no entitlement for the first seven days, unless for example, it is linked to a previous award of other benefits. Universal Credit waiting days rule was removed from February 2018.

Payments

How are benefits paid?

Most benefits are paid into a person's bank, building society, credit union or Post Office card account. For those who cannot manage such an account, DWP benefits may be paid by the 'HM Government Payment Service' (which replaced 'simple payment' card in March 2018) at a PayPoint outlet. Cheques are issued in very limited circumstances. Benefits like Statutory Maternity Pay and Statutory Sick Pay are usually paid with a person's wages. CTC is paid to the main carer of the child.

For Your Homes Newcastle (YHN) tenants, Housing Benefit is paid as a rent reduction. For private or housing association tenants, Housing Benefit is normally paid to the tenant or direct to the landlord if requested or if the tenant is in eight weeks of rent arrears. Help with housing costs is normally included in the single Universal Credit payment.

There are some one-off payments for delays in payments. See 'other payments and help' above.

Frequency and length of payments

When and how often benefits are paid depends on the benefit. Some benefits are paid fortnightly in arrears and some are allocated a payday based upon the last two digits of their national insurance number. Universal Credit is paid monthly in arrears but more frequent payments may be allowed in special circumstances. Payment may be made for an indefinite period until a person's circumstances change or it is reassessed or can be made for a set period, when it can be reclaimed. Examples include PIP and ESA. Payment of DLA, PIP or AA is suspended whilst in hospital.

When are benefit payments reduced?

Payment can be reduced for a number of reasons, such as paying off a loan, deductions for rent or fuel arrears, a fine or work related sanctions. The 'benefit cap' may reduce the total amount of some benefits paid. See above.

More details on the payment of benefits:

www.gov.uk/how-to-have-your-benefits-paid and 'simple payments':
www.gov.uk/simple-payment

Overpayments

Most benefits

Benefit overpayments occur in a number of ways. For example, if a claimant has a change in circumstances which means s/he is no longer entitled to a benefit or an amount of benefit and this is only discovered some time later. Sometimes the benefit authority makes a mistake and pay too much benefit. When the overpayment is 'discovered' benefit may be re-adjusted or stopped, in which case a new claim may be necessary. Sometimes the overpayment can be 'offset' by another benefit that should have been paid instead. *It is therefore important to inform the benefit office of any relevant changes in circumstances when they occur.*

Some overpayment decisions can be challenged on whether it is recoverable and by how much, depending on the benefit and circumstances. There is less scope to challenge a Universal Credit overpayment. Also, the DWP has the discretion not to recover an overpayment e.g. on hardship grounds.

Housing Benefit overpayments

Are not recoverable if, for example, it was due to 'official error' and the claimant did not contribute to that error and could not have reasonably realised an overpayment was being made.

Tax Credits overpayments

Overpayments (and underpayments) are a built in feature and consequence of the Tax Credits system of estimated awards and annual reassessments. Overpayments can be recovered in a number of ways, including through pay as you earn tax (PAYE). However, recovery of Tax Credit overpayments can be challenged and may be waived in certain circumstances. More details:

www.revenuebenefits.org.uk/tax-credits/guidance/how-to-deal-with-hmrc/challenging-overpayments/

The Fraud Act

This gives powers to stop or reduce benefit and take people to court or pay a penalty instead (between £350 and £5,000). If accused of fraud people should seek advice immediately before making any statements. More details: www.gov.uk/benefit-fraud.

5) Decisions and delays

Once a valid claim for benefit has been made, a decision maker will make a decision and send it in writing to the claimant or electronically for Universal Credit. If not already provided a person can ask for written reasons within one month of being sent the decision and they should be provided within 14 days or reasonable. Compensation may be claimed for payment delays. See 'complaints' below.

One-off payments may be payable for delays in decisions. See 'other payments' above.

Tax Credits

Again, the system is different for Tax Credits. A Tax Credit award is usually based on an estimate of the following year's income. Awards are reviewed at the start of every tax year, where the Tax Credit award is reassessed on the basis of that year's **actual** income and a final decision is issued. The initial decision can be reconsidered during the year if the claimant's circumstances change.

6) Challenging decisions and changing awards

There are various ways to get a decision changed. Note there are strict time limits. Here is a brief explanation. See also 'complaints' below.

Challenging most benefit decisions

If unhappy with most benefit decisions, claimants first (apart from Housing Benefit) have to ask the DWP office to reconsider their decision called a '**mandatory reconsideration**' or 'revision.' If unhappy with that decision, an **appeal** can be made to an independent **First Tier Tribunal**, called a '**direct lodgement**.' Both reconsideration and appeal should be done in writing and within one month of the date of the decision. Appeals should include specific information such as the 'mandatory reconsideration' decision, the benefit and the date of the decision being appealed. The one-month time limit can be extended but only for special reasons. The time limit for appealing can be extended by twelve months for special reasons. See below more details about First Tier Tribunals and extending normal time limits.

An appeal can be made without a 'mandatory reconsideration' for Housing Benefit. Benefit offices can reconsider a decision when receiving an appeal.

For more details see:

www.disabilityrightsuk.org/appeals-and-mandatory-reconsideration.

Challenging Tax Credits decisions

The above mandatory reconsideration and appeal rules apply to Tax Credits. For more details on challenging a Tax Credit decision see:

www.litrg.org.uk/tax-guides/tax-credits-benefits/tax-credits/how-do-i-appeal-a-tax-credits-decision or www.gov.uk/tax-credits-appeals-complaints

An appeal cannot be made about the decision to recover a Tax Credit overpayment (although the amount can). This is challenged through a particular dispute procedure (see 'Tax Credits overpayments' in 4 above).

First Tier Tribunals

- These tribunals consist either of one, two or three members depending on the type of appeal.
- They need not consider issues not in the appeal letter so all the grounds for appeal must be given in the appeal letter.
- They cannot consider changes between the appeal letter and the hearing so a new claim may be necessary if circumstances change.
- An appeal can be heard at a paper or oral hearing. A person is more likely to win if s/he attends an oral hearing, particularly if the appeal concerns a medical issue or disability.
- Notice of the tribunal's decision is provided in writing. This is usually brief, and a full decision will be provided, if it is requested, in writing, as soon as possible after the tribunal.
- If the appeal is successful benefit may be paid back to an earlier date, such as the original claim.
- If the person disagrees with the tribunal's decision it is possible to appeal to the Upper Tribunal but only on an error of law.
- Some appeals can be done online. Details <https://www.gov.uk/appeal-benefit-decision/submit-appeal>

Challenging Social Fund budgeting loans decisions

Can be made within 28 days by internal review. If unhappy with that decision, the Independent Case Examiner can be asked to look at the decision. See: www.gov.uk/government/organisations/independent-case-examiner

Changing awards – changes in circumstances

If a person's circumstances have changed since a decision was made then s/he can request their award be looked at. This is called a 'supersession'. For example, a person believes they are entitled to a higher rate of PIP. Equally a decision maker can instigate a supersession, for example if an alleged overpayment has been discovered.

Backdating beyond the normal time limits

Some benefits or increases in benefits (like 'premiums') that are 'dependent' upon entitlement to other 'qualifying' benefits can be backdated beyond the normal time limits to the same date of the 'qualifying' benefit. For example, Income Support (dependent benefit) can be increased by a 'carers premium' due to Carer's Allowance (qualifying benefit), or several means tested benefits can be increased by the 'severe disability premium' due to getting AA, DLA or

PIP and other rules apply. This can mean backdating a claim or backdating an increase of an existing award – beyond the normal time limits. It is particularly useful when it has taken a long time to obtain an award of a ‘qualifying’ benefit. It is advisable to notify the benefit office of the claim for the ‘qualifying’ benefit – even if the ‘dependent’ benefit depends on getting the ‘qualifying’ benefit. Then, if or when the ‘qualifying’ benefit is awarded, notify/make a ‘claim’ for the ‘dependent’ benefit/increase – within three months. The situation is similar with Carers Allowance which depends on an award of AA or a certain level of DLA or PIP. So long as it is claimed within 3 months of a decision for one of those benefits it will be backdated to the date they were awarded to.

If an ‘official error’ by the benefit administrator can be shown, any missed benefit should be backdated to the date of the error beyond any time limits – whenever that was. This is called an ‘official error revision.’

7) Complaints

The above describes the formal ways of challenging decisions. However, the claimant may complain about the way his/her case is dealt with or wish to get a quicker decision or to have something properly taken into account. Usually the first step is to ring or write to the office dealing with the benefit. Here are some ways a claimant can try to resolve a problem.

How to complain to the Jobcentre: www.gov.uk/complain-jobcentre-plus

The DWP ‘Compensation for poor service: staff guide’:
www.gov.uk/government/publications/compensation-for-poor-service-a-guide-for-dwp-staff

Tax Credits guide: ‘Appeals and complaints’:
www.gov.uk/tax-credits-appeals-complaints/complaints

If the matter cannot be resolved with the benefit office:

- The Independent Case Examiner hears complaints about the Jobcentre Plus and Social Fund Budgeting loans www.ind-case-exam.org.uk
- A person’s Local MP can be asked for help. See: <http://findyourmp.parliament.uk/>
- The Ombudsman can be contacted (via an MP) once the internal review/complaint procedure is ‘exhausted’. See: www.ombudsman.org.uk

8) Emergencies

See C3 above for one off payments and help.

E) Useful information, contacts and advice

DWP and HMRC information

The Government provide these websites which explain the benefit rules, on how to claim the benefits and how to contact them.

- www.gov.uk/browse/benefits
- www.gov.uk/browse/benefits/tax-credits
- www.hmrc.gov.uk/childbenefit/

For useful benefit office telephone numbers, see section G below and also www.newcastle.gov.uk/welfarerights

Independent help - local and national

Newcastle has a number of advice agencies that may advise residents. They are described in the document “Where to get Advice in Newcastle” which is available in City Council public offices and the website:

www.newcastle.gov.uk/welfarerights. They are also listed in the website www.newcastlefis.org.uk

Several **national** organisations provide independent benefit information on their websites, such as:

- <http://disabilityrightsuk.org/>
- www.turn2us.org.uk/
- www.citizensadvice.org.uk/
- www.entitledto.org.uk

Many national organisations have benefit information relating to the group of people they support, such as:

www.carersuk.org/help-and-advice
www.ageuk.org.uk/money-matters/

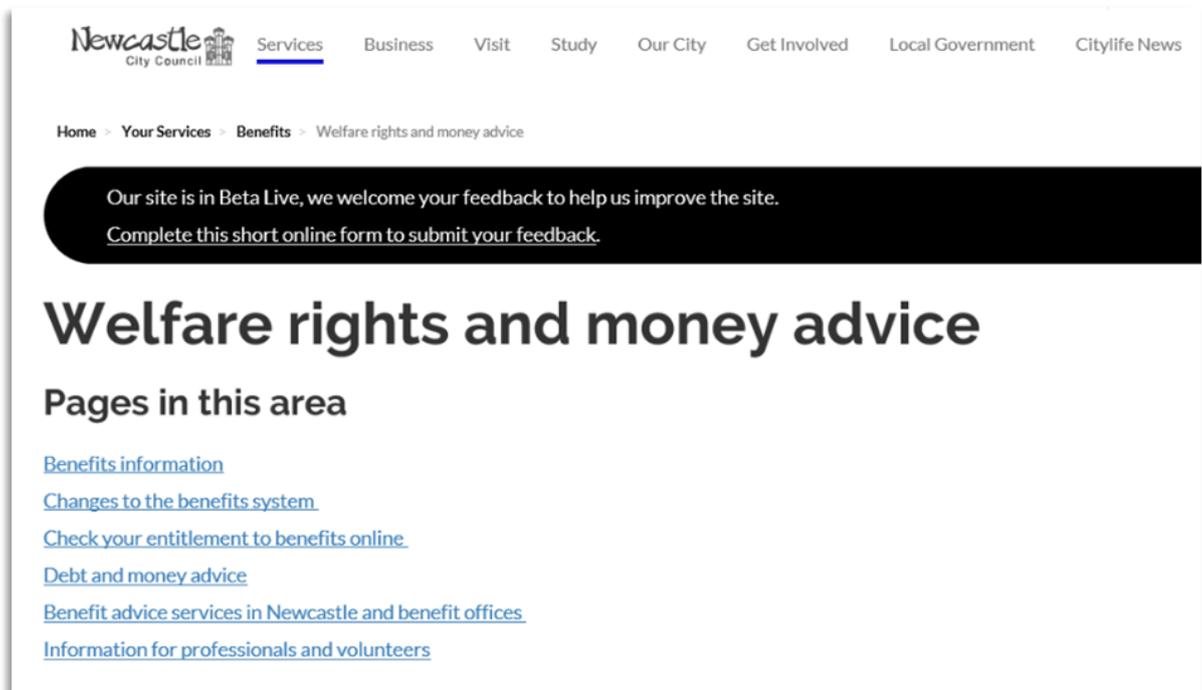
Independent reference material

- National Welfare Benefits Handbook. Covers all benefits in detail. Produced by the Child Poverty Action Group (CPAG).
www.cpag.org.uk/
Phone: 020 78377979
- Disability Rights Handbook. Produced by the Disability Alliance.
www.disabilityrightsuk.org
Phone: 020 72478776

Newcastle welfare rights and money advice website

The Active Inclusion Service website has benefit, debt and money information, including benefit rules and changes, independent advice, useful contacts, factsheets, help for professionals and sign up for a Benefit Bulletin.

www.newcastle.gov.uk/welfarerights



Some consultancy lines and email contacts – for professionals

Provided by Active Inclusion Newcastle

- Housing Advice Centre, Mon-Fri 8:30-12 & 1-4:30
0191 277 1711 / housingadvicecentre@newcastle.gov.uk
- Reporting concerns about suspected rough sleepers, Mon-Sun
0191 278 3899 / roughsleeping@newcastle.gov.uk
- Welfare Rights Service consultancy, Mon-Fri 10-12
0191 277 2633 / welfare.rights@newcastle.gov.uk
- Debt advice consultancy, Mon-Fri 8:30-4:30
0191 277 1050 / debtadvice@newcastle.gov.uk
- Financial inclusion, Mon-Fri
financialinclusion@newcastle.gov.uk
- Supporting Independence Scheme & Gateway, Mon-Fri 10-4
0191 277 1707 / gateway@newcastle.gov.uk

F) Who can get what benefit? A checklist

Here are some benefits a person may wish to claim under the following situations. Other benefits may also apply. In some cases they can claim more than one benefit at the same time. Bear in mind the interaction between benefits and the overlapping benefits rule in section C.

Bereaved/death

Bereavement Benefits
Council Tax Support
Health and Welfare Benefits
Housing Benefit
Jobseeker's Allowance/Income Support/Pension Credit
Social Fund – funeral payment
War Pension/Armed Forces Compensation Scheme

Carer

Carer's Allowance
Jobseeker's Allowance/Income Support/Employment and Support Allowance/Universal Credit (when it applies)/Pension Credit (including carer's element)
Housing Benefit (carers element)
Council Tax Support
See also 'disabled children' and adults below

Children and young people

Child Benefit
Child Tax Credit
Council Tax Support
Housing Benefit
Guardians Allowance
Education Benefits
Health and Welfare Benefits, milk, vitamins/Healthy Start
Jobseekers Allowance/Income Support/Pension Credit
Working Tax Credit (including child care element)
Universal Credit when it applies.
See also 'pregnant/adopting' below

Disabled child(ren)

Disability Living Allowance (child under 16)/Personal Independence Payment
Child Benefit
Child Tax Credit (disabled child element)
Housing Benefit (disabled child premiums)
See also 'children' above

Ill/disabled, care/mobility needs – adult

Attendance Allowance/Disability Living Allowance/Personal Independence Payment and connected Motability
Incapacity Benefit or Severe Disablement Allowance or Employment and Support Allowance or Universal Credit when it applies

Industrial Injuries Benefits
Health and Welfare Benefits
Housing Benefit (disability premiums)
Council Tax Support
Pension Credit (disability addition)
Statutory Sick Pay
Vaccine Damage Payments
War Pensions/Armed forces Compensation Scheme
Working Tax Credit/Universal Credit (disability elements)

Injured at work

Industrial Injuries Disablement Benefits
See also ill/disabled

Low/medium waged

Income Support/income related Jobseekers Allowance (less than 16/24 hours a week)
Working Tax Credit (16/24/30 or more hours a week)
Housing Benefit (any hours)
Council Tax Support
Child Tax Credit
Health and Welfare Benefits
See benefits in work section above
Permitted work rule for Employment and Support Allowance
Universal Credit when it applies

Moving into work

Back to Work benefits
Child Tax Credit
Council Tax Support
Health and Welfare Benefits
Housing Benefit
Working Tax Credit
Universal Credit when it applies

One off needs or in financial hardship

Social Fund, local welfare schemes, Discretionary Housing Payments and charities

Owner occupier

Income based Jobseeker's Allowance/Income Support/Income related Employment and Support Allowance/Pension Credit/ Universal Credit when it applies in the form of a loan

Pregnant/adopting a child

Social Fund (Maternity Grant etc)
Statutory Adoption Pay
Statutory Maternity Pay, Maternity Allowance, Shared Statutory Parental Pay
Statutory Paternity Pay
See 'children' above

Pension age

Pension Credit (pension age or above)
Council Tax Support
Housing Benefit
Health and Welfare Benefits
Retirement Pension
Winter Fuel Payment

Single parent

Child Benefit
Child Tax Credit
Council Tax Support
Education Benefits
Guardians Allowance
Health and Welfare Benefits
Housing Benefit
Income Support/income based Jobseeker's Allowance/Universal Credit when it applies

Travel to hospital

To get treatment – Health Service

Unemployed

Contributory Jobseeker's Allowance
Council Tax Support
Education Benefits
Health and Welfare Benefits
Housing Benefit
Income based Job Seeker's Allowance
Universal Credit when it applies

Without children

Council Tax Support
Health and Welfare Benefits
Housing Benefit
Income Support/income based Jobseeker's Allowance/Universal Credit when it applies
Working Tax Credit

G) Benefits administrators and contact details

The Pension Service: Provides access to pensions, benefits and retirement information	0800 731 7898 www.gov.uk/find-pension-centre
State Pension forecast	0345 3000 168 http://www.gov.uk/future-pension-centre
State Pension Claim Line: Free phone line	0800 731 7898 (Textphone: 0800 731 7339) www.gov.uk/claim-state-pension-online
Pension Credit Claim Line: Free phone line	0800 991 234 (Textphone: 0800 169 0133)
Pension Tracing Service: Lost track of a personal or company pension scheme?	0845 6002 537 (Textphone: 0845 3000 169) www.gov.uk/find-lost-pension
DWP Leaflet Line: (under 50 copies)	0845 7 31 32 33 https://www.gov.uk/government/collections/dwp-leaflets-and-how-to-order-them
Disability Living Allowance helpline	0800 121 4600 (Textphone: 0800 121 4523)
Attendance Allowance helpline	0800 731 0122 (Textphone: 0800 731 0317)
Winter Fuel Helpline: Information and advice	0845 9 15 15 15 (Textphone: 0845 601 56113)
Help with Health Costs Advice Line	0845 850 1166 http://www.nhs.uk/NHSEngland/Healthcosts/Pages/help-with-health-costs.aspx
Personal Independence Payment (PIP) Claim Line: PIP helpline: General enquiries	0800 121 4433 (Textphone: 0800 121 4493) 0345 850 3322
Carer's Allowance Unit	0800 731 0297 (Textphone: 0800 731 0317) www.gov.uk/carers-allowance/how-to-claim
DWP Bereavement Service	0345 606 0265 (Textphone: 0345 606 0285)
Office of the Public Guardian for those who lack capacity	www.publicguardian.gov.uk/index.htm
Jobcentre Plus	0800 055 6688 (JSA) (Textphone: 0800 023 4888) 0800 328 5644 (ESA) (Textphone: 0800 328 1344) www.gov.uk/contact-jobcentre-plus
Universal Credit 'full service' helpline: Claim online:	0800 328 5644 https://www.gov.uk/apply-universal-credit
HMRC: Tax Credits claims and information HMRC: National Insurance Contributions	0345 300 3900 (Textphone: 0345 300 3909) www.hmrc.gov.uk/
Industrial Injuries Benefit Regional Centre	0845 603 1358 (Textphone: 0845 608 8551)