

# Housing Benefit and Council Tax Benefit

## General Information Bulletin

Department for Work and Pensions, 1<sup>st</sup> Floor, Caxton House, Tothill Street, London SW1 9NA  
<http://www.dwp.gov.uk/housingbenefit/>

**HB/CTB G8/2009**

**7 May 2009**

<b>Contact</b>	Queries about the <ul style="list-style-type: none"><li>• technical content of this bulletin, contact details are given at the end of each article</li><li>• distribution of this bulletin, <b>contact Corporate Document Services Ltd Orderline</b><ul style="list-style-type: none"><li>- Email: <a href="mailto:orderline@cds.co.uk">orderline@cds.co.uk</a></li></ul></li><li>• bulletin in general, <b>contact Kath Murphy</b><ul style="list-style-type: none"><li>- Email: <a href="mailto:Kath.Murphy@dwp.gsi.gov.uk">Kath.Murphy@dwp.gsi.gov.uk</a></li></ul></li></ul>
<b>Who should read</b>	All Housing Benefit (HB) and Council Tax Benefit (CTB) staff
<b>Action</b>	For information

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### As a separate attachment

Proforma for notifying NDC of a change to the list of authorised signatures .....Appendix A

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## Update on identity cards for foreign nationals

- 1 In bulletin G19/2008 we told you about the introduction of identity (ID) cards for certain categories of foreign nationals who apply for further leave to remain in the United Kingdom (UK). The ID card and its security features were shown in HB/CTB G22/2008.
- 2 On 31 March 2009 the UK Border Agency (UKBA) extended the list of categories for foreign nationals who apply for leave to remain in the UK, requiring ID cards. A table of categories rolled out so far can be found on the link below to the UKBA website (then click on 'Applicant category table for ID cards'):  
<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/managingourborders/compulsoryidcards/IDcards/applicantstable>.  
The categories affected since 31 March are shown in the third and fourth column of the table.
- 3 The ID card is a secure way to provide evidence of the holder's nationality, identity and status in the UK. The cards will also help to determine whether the holder is eligible to public funds, including HB/CTB, and/or the right to work in the UK.
- 4 For further information on ID for foreign nationals please contact [PHILLIP.DE-SOUZA@DWP.GSI.GOV.UK](mailto:PHILLIP.DE-SOUZA@DWP.GSI.GOV.UK) or visit the UKBA website (<http://ukba.homeoffice.gov.uk/managingborders/idcardsforforeignnationals/>). More information on the National Identity Scheme can be found on the Identity and Passport Service website (<http://www.ips.gov.uk/identity/index.asp>).

## HB/CTB cases awaiting decision by the Upper Tribunal

- 5 Decision Making and Appeals (DMA) Leeds is aware of the following HB/CTB cases that are awaiting decision by the Upper Tribunal
  - CH/3733/2007: right to reside / free movement. Was the claimant a worker whilst working 13 hours pw for £65.00 pw?
  - CH/1866/2008: whether charge for future replacement of furniture is a service charge
  - CH/2728/2008: Regulation 9(1)(b) - effect of shared kitchen on whether residing in same dwelling
  - CH/352/2009: Habitual residence. Did the First-tier Tribunal fail to apply HB Regulation 10(3B)(k)?

- 6 Thank you to those authorities that have let us know about cases they are appealing. Please notify us of cases at the point that the application for leave to appeal is made to the Upper Tribunal (previously Commissioners') office, or the appeal is lodged following grant of leave by a First Tier Tribunal Judge (previously tribunal chairman). Please let us know if a case reference (CH/.. or CSH/..) has been allocated.

## Queries

- 7 If you have any queries about cases before the Upper Tribunal Judges (previously Commissioners) or courts, please contact us by
- email at [DMA-OFFICE-SUPPORT-L@DWP.GSI.GOV.UK](mailto:DMA-OFFICE-SUPPORT-L@DWP.GSI.GOV.UK) or
  - fax on 0113 2324841

## DCI1 Process – authorised signatures

- 8 Form DCI1 requires an authorised signature within the 'Housing Benefit signature' box, located at the top right hand corner of the form, before being despatched to the National Insurance Number Delivery Centre (NDC).
- 9 Local authority (LA) HB sections will already have a list of signatures registered with the NDC. This list is used by the NDC to check that only forms signed by an authorised signature are processed.

## Additions and deletions

- 10 Any changes to the list of authorised signatures must be notified to the NDC. Failure to do so may result in forms being returned by the NDC unactioned.
- 11 If adding a new person as an authorised signature, a proforma must be
- completed, and
  - signed by the Manager to authorise the addition
- A copy of the proforma is attached at *Appendix A*, sent as a separate attachment to this bulletin.
- 12 The proforma should then be sent to the NDC in advance of the person starting to sign DCI1 forms. If this is not possible the proforma MUST accompany the first DCI1 or batch of forms the new person signs.
- 13 If an authorised signature requires deletion
- a proforma must be completed, and
  - the Manager must sign the proforma to authorise the deletion
- 14 The proforma should then be sent on to the NDC as soon as is practically possible.

15 Additions and deletions may be submitted on the same proforma.

## **Change of manager**

- 16 To notify NDC about a change of manager the LA should
- complete the proforma to show the
    - deletion of the departing manager, and
    - addition of the new manager
  - attach a covering letter on official headed paper that explains the situation, and
  - send the letter and attached proforma to the NDC
- 17 Whilst we have provided an example proforma as an appendix to this bulletin LAs are free to use their own versions, provided that all the information contained in the example has been included.
- 18 If you require any further information or advice please contact  
[NINOEXPERTDOMAIN.POINTOFCONTACT@JOBCENTREPLUS.GSI.GOV.UK](mailto:NINOEXPERTDOMAIN.POINTOFCONTACT@JOBCENTREPLUS.GSI.GOV.UK)

## **Notice of new address for the Upper Tribunal**

- 19 From Monday 11 May 2009, the Upper Tribunal (Administrative Appeals Chamber) Office will move to
- 1st Floor East  
Procession House  
55 Ludgate Hill  
London  
EC4M 7JW.  
Tel: 020 7029 9850  
Fax 020 7029 9820

## **Release of 2008/09 Right Time Indicator performance data**

- 20 This is to advise LAs that DWP will not be able to release overall performance data against the Right Time Indicator (RTI) for 2008/09. This is due to the issues we have had with the Single Housing Benefit Extract (SHBE) over the year, some of which we are still seeking to resolve. (Please see circular HB/CTB A3/2009 for more information).
- 21 The work currently being undertaken to share RTI data with individual LAs (such as the recent sharing of data for October and November 2008) enables us to work towards publishing some RTI performance information for the last quarter of 2008/09 – in respect of LAs with data that is considered to be reliable and representative.

- 22 We appreciate that the final quarter's data that we are hoping to publish later in the year cannot be seen to be representative of LAs' performance for the whole of the year, due to such factors as end of year processes and the economic downturn. This will be made clear when we make this performance information available.
- 23 This means that DWP will not be able to report against the indicator as originally intended for the National Indicator (NI 181) in England, or for its Scottish and Welsh equivalent indicator (BA2 and NS19 respectively).
- 24 We are continuing to work with LAs and their software suppliers to resolve outstanding issues and expect to run further data sharing exercises over the coming months (along the lines of the recent October/November data exercise) so that we can continue to improve the coverage and quality of RTI data and, consequently, maximise the performance information that we will be able to release for the last quarter of 2008/09 and for 2009/10.
- 25 We have advised colleagues in Communities and Local Government (CLG), the devolved administrations and relevant audit bodies of the above.
- 26 None of this should prevent individual LAs from reporting on their own performance in 2008/09, either against the RTI or any local measure they may have adopted in respect of HB and CTB processing.
- 27 Please direct any enquiries or requests for further information to [Performance-Framework@dwps.gov.uk](mailto:Performance-Framework@dwps.gov.uk)

## Statutory Instruments

- 28 The following Statutory Instrument (SI) has now been laid
- 2009 No.885, The Northern Ireland Act 1998 (Modification) Order 2009, coming into force 20 May 2009
- 29 Copies of SIs can now be downloaded from DWP's own website <http://www.dwp.gov.uk/advisers/docs/lawvols/bluevol/> and the website of the Office of Publication Information <http://www.opsi.gov.uk/stat.htm>

## Current HB/CTB Circulars

- 30 Following the issue of HB/CTB Guidance Manual, Amendment 18, the current 'A' circulars are listed in the table below.

<b>Number</b>	<b>Subject</b>
A17/2006 A17/2006 (Revised)	Targeting working age cases to reduce fraud and error in HB/CTB Reissued as A17/2006 (Revised)
A20/2006	Changes to Security Performance Measures
A13/2007	Details of the intended distribution of data collection modernisation funding
A2/2008	HB/CTB Performance Indicators from April 2008
A3/2008	Recovery from customers who have been declared bankrupt
A4/2008	HB/CTB Right Benefit Performance Indicator from April 2008
A5/2008	Guidance on completion of the Single HB Extract fields for the derivation of the performance data for the 'Right Time' and 'Right Benefit' indicators
A9/2008	Housing Benefit Data Service (HBDS) Timetable and process for the extraction and transfer of the Single HB Extract for 2008/09
A10/2008	Additional information for LAs on the 2008/09 HB/CTB Right Benefit and Right Time Performance Indicators and Comprehensive Performance Assessment 2008
A13/2008	Housing Benefit database and matching Service (HBMS) timetable and process for the return of Stats 124s 2007/08
A17/2008	Housing Benefit Data Service (HBDS) Timetable and revised process for transfer of the Housing benefit Recoveries and Fraud Return (HBRF) for 2008/09
A19/2008	Better off in Work Credit pilot
A21/2008	New appeals system
A23/2008	2008/09 HB/CTB Right Benefit and Right Time Performance Indicators and Publication of Performance Data and HB Recoveries and Fraud
A24/2008	Amendments to the HB Overpayments and Excess CTB Regulations, which include changes to the provisions relating to 'recovery from a partner' Introduction of a new overpayments subsidy classification called 'Administrative delay' Changes to the definition of a Fraud overpayment in the Subsidy Order
A26/2008	Guidance to LAs on the In and Out of Work Processes and The Housing Benefit and Council Tax Benefit (Amendment) (No. 3) Regulations 2008 SI No 2987
A28/2008	Revised process for the transfer of the Housing Benefit Recoveries and Fraud (HBRF) Return from 1 January 2009 (Quarter 3 2008/09 onwards)
1/2009	HB/CTB (Amendment ) (No.2) Regulations 2008 SI 2824/2008
2/2009	Introduction of the new Housing and Council Tax Benefit Forms for prisoners
3/2009	2008/09 HB/CTB Right Time Performance Indicator : Update for LAs
A4/2009	Change to the requirement for NINOs to be allocated to partners in claims for HB/CTB if they have no right to be in the UK
A5/2009	Sale and rent back arrangements
A6/2009	Supersession

<b>Number</b>	<b>Subject</b>
A7/2009	Data Take On and Processing Schedule (DTOPS) for the extraction and transfer of Housing Benefit Matching Service (HBMS) and Single Housing Benefit Extract (SHBE) data for 2009/10
A8/2009	2009/10 HB/CTB Right Benefit Performance Indicator - Update for Local Authorities (LAs)
A9/2009	Further amendments to HB/CTB to take account of the introduction of Employment and Support Allowance – SI 2009/583
A10/2009	The Social Security (Use of Information for Housing Benefit and Welfare Services Purposes) Regulations 2008
A11/2009	Dealing with changes in circumstances

31 You may destroy all other HB/CTB A circulars, but we recommend you keep at least one copy of each for reference purposes.