

Housing Benefit/Council Tax Benefit Subsidy Guidance Manual

Amendment 7

- To: All holders of the Housing Benefit/Council Tax Benefit Subsidy Guidance Manual
- Subject: Amendment 7 to the Housing Benefit/Council Tax Benefit Subsidy Guidance Manual
- Content: This amendment gives details of the subsidy arrangements for the relevant year
- Action: This is a full reprint of the HB/CTB Subsidy Guidance Manual. It is being published online, on the DWP website, at <http://www.dwp.gov.uk/local-authority-staff/housing-benefit/performance-and-good-practice/subsidy-guidance-manuals/>

The first year for which this manual should be used when claiming subsidy is 2011/12 and is referred to in this manual as the “relevant year”

DWP
April 2012

Housing Benefit and Council Tax Benefit

Subsidy Guidance Manual

Record of amendments

- 1 Amendments are serially numbered so that holders can check they have received the full series.
- 2 Incorporate amendments immediately and record that you have done so below.

Serial number	Initials	Date	Serial number	Initials	Date
1	Incorporated	Dec 05	19		
2	Incorporated	Oct 06	20		
3	Incorporated	Feb 08	21		
4	Incorporated	Apr 09	22		
5	Incorporated	May 10	23		
6	Incorporated	Feb 11	24		
7	Incorporated	Mar 12	25		
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Abbreviations

BRMA	Broad Rental Market
CRR	Claim Related Rent
CTB	Council Tax Benefit
DRI	Disproportionate Rent Increase
DWP	Department for Work and Pensions
EPCS	Expenditure, Protective and Cultural Services
HA	Housing Association
HAL	Housing Association Leasing
HAMA	Housing Association Managing Agents
HAT	Housing Action Trust
HB	Housing Benefit
HBMS	Housing Benefit Matching Service
HBSD	Housing Benefit Security Division
HMRC	Her Majesty's Revenue and Customs
HRA	Housing Revenue Account
IAD	Information and Analysis Directorate
IB	Incapacity Benefit
IOW	In and Out of Work
IRL	Indicative Rent Level
IS	Income Support
JSA(IB)	Income-based Jobseeker's Allowance
LA	Local Authority
LAA	Local Authority Association
LHA	Local Housing Allowance
LRR	Local Reference Rent

NAW	National Assembly for Wales
NINO	National Insurance Number
PoA	Payment on Account
RSL	Registered Social Landlord
SDA	Severe Disablement Allowance
STL	Short-term Leased
SRR	Single Room Rent

About this manual

Background

- 1 From 2010/11 the Subsidy Guidance Manual changed to a different format to previous editions.
- 2 In the past each edition was written for a specific year. This edition is generic and can be used for any year from 2010/11 until further notice and within this manual 'the relevant year' means the year for which subsidy is being claimed.
- 3 Some parts of the manual do refer to a specific year, for example, Appendix A, and this is noted.
- 4 In the future the only parts of the manual that will be updated will be those where there has been a change in policy or there is a need to refer to a specific year.
- 5 Amended pages/sections will be issued each year as appropriate, to make sure that the information in the manual is kept up-to-date for future years' claims. As this information is central to the correct completion of final subsidy claims, the amendments should be incorporated in the manual as a matter of urgency.
- 6 The Subsidy Guidance Manual amendments will be:
 - issued to local authorities by email only
 - available on the DWP website at <http://www.dwp.gov.uk/local-authority-staff/housing-benefit/performance-and-good-practice/subsidy-guidance-manuals/>

What this manual contains

- 7 This manual details the subsidies the Department for Work and Pensions (DWP) will pay Local Authorities (LAs) for certain costs of the Housing Benefit (HB) and Council Tax Benefit (CTB) schemes.
- 8 This guidance covers subsidies for
 - benefit costs
 - administration costs
- 9 This manual is also supported by
 - several appendices
 - a key word index

Cross references

- 10 Whenever possible all main guidance for a particular issue is contained in the same section. Sometimes you will be referred to another part of the manual or another document for further related information, rather than repeating that same information.
- 11 The following cross reference terms are used
- see Further applications for Rent Officer determinations earlier/later in this section, as appropriate, for information that is in the same section
 - see Further applications for Rent Officer determinations earlier/later in this manual, as appropriate, for information that is in a different section

Language of the manual

- 12 Some ordinary words and phrases have been used within the manual with a specific meaning to aid ease of reading and understanding. These words and phrases are
- 'you' is used to mean the person within the local authority making the decision
 - 'home' or 'accommodation' is used rather than 'dwelling they occupy as their home'
 - 'authority' or 'authorities' is used to denote authorities' responsibilities especially if talking about the administration arrangements within an authority

Queries

- 13 If you have any queries concerning the
- content of this manual, contact details are given at the end of each subject
 - distribution of this manual, contact housing.correspondenceandpqs@dwpgsi.gov.uk

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