

Housing Benefit/Council Tax Benefit Guidance Manual

Amendment 22

To: All holders of the Housing Benefit/Council Tax Benefit Guidance Manual

Subject: Amendment to the Housing Benefit/Council Tax Benefit Guidance Manual

Content: This amendment

- corrects minor typographical errors (please note these are not sidelined)
- incorporates various changes including information from HB/CTB circulars up to and including A8/2010

With the exception of A13/2007, A2/2008, A3/2008, A4/2008, A5/2008, A10/2008, A23/2008, A24/2008, A26/2008, A3/2009, A5/2009, A8/2009, A10/2009, A11/2009, A13/2009, A14/2009, A15/2009, A20/2009, A21/2009, A22/2009, A23/2009, A2/2010, A3/2010, A4/2010, A5/2010, A6/2010 and A7/2010 circulars up to and including A8/2010 can be destroyed. However, you may want to keep a copy of these circulars for reference purposes in the case of any queries about treatment of a past case.

You will find HB/CTB A circulars on the DWP website at <http://www.dwp.gov.uk/local-authority-staff/housing-benefit/user-communications/hbctb-circulars/>

A revised current HB/CTB A Circulars list will be published in a General Information Bulletin in due course.

Action: Remove the pages listed below and insert the replacements as instructed. When you have incorporated the amendments circulate this sheet to staff who use this guide.

Amendment 22

A guide to the HB/CTB Guidance Manual

Remove		Insert	
Index		Index	
Adult placement schemes -		Adult placement schemes -	
Appointees	[1]	Appointees	[1]
Conditions for recovery by deduction - Direct telephone lines	[3]	Conditions for recovery by deduction - Direct telephone lines	[3]
End of entitlement -		End of entitlement -	
Gypsy site rents	[2]	Gypsy site rents	[2]
Indicative Rent Levels (IRLs) -		Indicative Rent Levels (IRLs) -	
Large families	[1]	Large families	[1]
LTAHAW - Youth Training Scheme	[2]	LTAHAW - Youth Training Scheme	[2]
'Old scheme' rules - Held in trust	[1]	'Old scheme' rules - Held in trust	[1]
Special types of income - Two or more changes occur in the same benefit week	[3]	Special types of income - Two or more changes occur in the same benefit week	[3]

Part A and B

Remove		Insert	
A4		A4	
4.722 - 4.750	[1]	4.722 - 4.750	[1]
4.850 - 4.910	[1]	4.850 - 4.910	[1]
4.1841 - 4.1909	[1]	4.1841 - 4.1909	[1]
A5		A5	
5.640 - 5.662	[1]	5.640 - 5.662	[1]
Annex A	[2]	Annex A	[2]
Annex D	[1]	Annex D	[1]
A6		A6	
Contents	[1]	Contents	[1]
6.182 - 6.999	[14]	6.182 - 6.999	[15]
BW1		BW1	
Contents	[2]	Contents	[2]
(W1.180) xvii - (W1.180) xxxiv	[1]	(W1.180) xvii - (W1.180) xxxiv	[1]
W1.281 - W1.623	[8]	W1.281 - W1.623	[8]
(W1.641) - W1.699	[1]	(W1.641) - W1.699	[1]
Annex D	[3]	Annex D	[3]
Annex E	[1]	Annex E	[1]

BP1		BP1	
Contents	[2]	Contents	[2]
P1.176 - (P1.181)	[1]	P1.176 - (P1.181)	[1]
P1.330 - P1.999	[13]	P1.330 - P1.999	[13]
Annex D	[3]	Annex D	[3]
Annex E	[1]	Annex E	[1]
BW2		BW2	
(W2.70) - W2.83	[1]	(W2.70) - W2.83	[1]
W2.190 - W2.219	[1]	W2.190 - W2.219	[1]
W2.533 - W2.542	[1]	W2.533 - W2.542	[1]
W2.612 - W2.622	[2]	W2.612 - W2.622	[2]
W2.637 - W2.672	[1]	W2.637 - W2.672	[1]
Annex B, 1 - 10	[1]	Annex B, 1 - 10	[1]
Annex B, 23 - 60	[2]	Annex B, 23 - 63	[2]
BP2		BP2	
P2.00 - (P2.11)	[1]	P2.00 - (P2.11)	[1]
(P2.51) - P2.70	[1]	(P2.51) - P2.70	[1]
P2.160 - P2.165	[1]	P2.160 - P2.165	[1]
P2.190 - P2.221	[1]	P2.190 - P2.221	[1]
P2.462 - P2.499	[1]	P2.462 - P2.499	[1]
P2.533 - P2.571	[2]	P2.533 - P2.570	[2]
P2.620 - P2.622	[1]	P2.620 - P2.622	[1]
P2.682 - P2.752	[1]	P2.682 - P2.752	[1]
P2.892 - P2.999	[1]	P2.892 - P2.999	[1]
BW3		BW3	
Contents	[1]	Contents	[1]
W3.150 - W3.163	[1]	W3.150 - W3.163	[1]
W3.252 - W3.302	[1]	W3.252 - W3.302	[1]
Annex A	[1]	Annex A	[1]
BP3		BP3	
P3.45 - P3.199	[1]	P3.145 - P3.199	[1]
Annex A	[1]	Annex A	[1]

Part C

Remove

C2	
(2.30) - 2.40	[1]
2.110 - 2.196	[3]

Insert

C2	
(2.30) - 2.40	[1]
2.110 - 2.196	[3]

