

J DUCKWORTH

AA123456A

TRAINING DEMO

jobcentreplus

To:	Local Authority Name Civic Buildings 1 Alpha Street Blackpool FY2 2AA LA 002520	From:	Mexford House Mexford Avenue Blackpool FY2 0XN Phone number 020 77122171 Date 20 October 2010
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LOCAL AUTHORITY INPUT DOCUMENT

RE: MR JACK DUCKWORTH
AA123456A

Date of first contact: 19/10/2010

Primary Benefit: Income Support

Benefit claimed: Housing Benefit and Council Tax Benefit

Type of Tenancy: Private Landlord

Permission to disclose Information to Landlord: Yes

Address:	
Address Line 1	36 Warbreck Hill Road
Address Line 2	Blackpool
Postcode	FY2 9SU



Customer Details

Title	Mr
Name	Jack Duckworth
Date of Birth	26/09/1964
NINO	AA123456A
Phone No & Location	Home 01253 347745
Alternative Contact Number	No
Nationality	British
Marital or Civil Partnership Status	Married or Civil Partner
Are you registered on a course of study?	No
Are you on Work Based Learning for Young People/Skillseekers?	No
Have you ever been on the LA register for the blind?	Yes
Are you still on it?	No
When were you removed from it?	12/09/2005
Are you being held in custody until a trial or until you are sentenced?	No
Are you in a residential care home, nursing home or residential accommodation?	No
Are you receiving a training allowance?	No
Are you currently an in-patient in hospital?	No

Residence

Have you returned to the UK in the last 5 years?	No
Do you have a right of abode in the UK?	No
Have you returned to or arrived on the UK in the last 2 years?	No

Sponsorship

Partner Details

Do you have a partner?	Yes
Title	Mrs
Name	Vera Duckworth
Date of Birth	25/02/1966
NINO	AB123456A
Has your partner returned to, or come to live in, the UK within the last 2 years?	No
Is your partner registered on a course of study?	No
Is your partner on Work Based Learning for Young People/Skillseekers?	No
Has your partner been on the LA register for blind persons?	Yes
Are they still on it?	Yes
Is your partner being held in custody until a trial or until they are sentenced?	No
Is your partner in a residential care home, nursing home or residential accommodation?	No
Is your partner receiving a training allowance?	No
Is your partner currently in hospital?	No

Children Details

Do you have any dependent children under 20 living with you?	Yes
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Name	Date of Birth	Gender	Relationship of Customer	Relationship of Partner
Peter Duckworth	17/03/1993	Male	Parent	Parent

Are any children at boarding school?	No
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Are you (or your partner) getting Child Benefit?
Child Benefit No.

Yes
11223344NN

Which children are you receiving Child Benefit for?

Name	Receiving Child Benefit	Applied for Child Benefit not in payment	Anyone else getting CHB	Will they give it up
Peter Duckworth	Yes			

Have any of your children ever been on the local authority blind register?
Do you pay for childcare?

No
No

Other People in Household

Does anyone over 16, except your partner and any children you are claiming for, live with you in this property?

Yes

Other People in the House 1

What is their name?
What is their gender?
What is their date of birth?
What is their relationship to you?
What do they do?
Do they pay you rent any money?
Do they normally live with you?
Are they in legal custody?
Are they registered blind or severely mentally impaired?
Are they in hospital?
Do they work over 16 or more hours a week?
What is their gross pay?
Do they receive Income Support or Jobseekers Allowance (Income Based), Pension Credit or Employment and Support Allowance (Income Related)?
Do they have any other money coming in?

Mrs Michelle Smith
Female
28/06/1970
Other
Work
£40.00, Rent
Yes
No
Neither
No
Yes
£160.00 Weekly
None
No

Customer Work Details

Do you have a job at the moment, paid or unpaid?
Are you getting Child Tax Credit or Working Tax Credit?

No
None

Self-employed

Voluntary/Unpaid Work

Partner Work Details

Does your partner have a job at the moment, paid or unpaid?
No. hours currently per week?
No. hours normally per week?
Is your partner getting Child Tax Credit or Working Tax Credit?

Yes
15
15
Child Tax Credit

Employed

Job 1

Do hours vary?

No



How often paid?	Calendar Monthly
Has your partner had a pay rise in this job?	Yes
Date of last rise?	01/01/2009
When is your partner's next pay increase due?	Don't Know
Normal net wage	£600.00
What deductions does your partner have taken out of their wages apart From tax, NI and pension?	Yes

Deduction	Amount
Sports & Social Club	£1.00

Does your partner incur any expenses for their job and which ones if any
Does the employer refund your partner for?

Expense	Amount	Refunded by Employer
Parking	£1.00	No

Job Title	Telephonist
Employer's Name and Address	Sky
Address Line 1	55 Sherbourne Road
Address Line 2	Blackpool
Postcode	FY1 2PQ
Contact Name	Mr Bossman
Contact Number	01253 123456
Start date of employment	30/04/2002
How are your partner's wages paid?	Bank Account
Employee Ref. No.	Yes, 12345
Is this work for a limited period?	No
Are you getting any of the following:	
Statutory Maternity Pay	No
Statutory Sick Pay	No
Payment from your employer while on Paternity leave	No
Statutory Adoption Pay	No
Does your partner pay into a pension scheme?	No

Self-employed

Voluntary/Unpaid Work

About Claim

	Customer	Partner
Are you disabled?	No	No
Illness or disability that prevents working?	Yes	No
Claiming or receiving RP?	No	
Receiving SSP?	No	No
Expect to receive SSP?	No	No
Claiming or receiving SMP?		No
Receiving Maternity Allowance?		No
Receiving Carer's Allowance?	No	No
Claimed Carer's Allowance?	No	No
Person you are caring for claiming or receiving DLA, AA or CAA?	No	No

Are you getting or waiting to hear about Housing Benefit or Council Tax Benefit?

Getting Housing Benefit?	No
Getting Council Tax Benefit?	No
Waiting for Housing Benefit?	No
Waiting for Council Tax Benefit?	No
Not Claimed	Yes

Do you want to claim Housing Benefit or Council Tax Benefit?

Both

Customer Educational Details

Other Benefit Details

Do you get any other Social Security benefits or help with mobility?

Person	Receiving	Benefit Name
Jack Duckworth	No	
Vera Duckworth	Yes	Child Benefit
Peter Duckworth	No	

Have you claimed another benefit that you are waiting to hear about?

Person	Claimed	Benefit Name
Jack Duckworth	Yes	Income Support
Jack Duckworth	Yes	Incapacity Benefit
Vera Duckworth	No	
Peter Duckworth	No	

Care Details

Does anyone care for you on a regular basis?

No

Does anyone care for your partner on a regular basis?

No

Other Income Details

Private or Occupational Pension

Customer

Do you expect to get any money from a private or occupational pension now or do you expect to get it in the next three years?

No

Partner

Does your partner expect to get any money from a private or occupation pension now or do they expect to get it in the next three years?

No

Money Owed to Assessment Unit

Does anyone owe you, your partner or your children any money?

Yes



Owed To	Amount Owed	Money Owed For	Expected Pay Back Date
Jack Duckworth	£50.00	Lent a friend some money	23/12/2010

Rent Received Details

Does anyone pay you rent for rooms or property? No

Credit Insurance

Customer

Do you get payments from a credit insurance firm? No

Partner

Does your partner get payments from a credit insurance firm? No

Money Paid to Someone Else on Your Behalf

Does anyone pay money to someone else on your behalf? No

Maintenance Payments

Do you or your partner or any of the children you are claiming for receive any maintenance payments? No

Money from Any Other Source

Do you or your partner or any of the children you are claiming for receive any other money from any source? Yes

Money From Any Other Source 1

Who is getting this?	Vera Duckworth
Who pays you this money?	Inland Revenue
What is the money for?	Child Tax Credits
How much is paid?	£38.44
How often is it paid?	4-weekly
How is this paid?	Bank Account
When did this income start?	05/01/2009
When is this income likely to go up?	04/2011
	Unable to provide exact date

Permanent Health Insurance

Education Course Funding

Have you, your partner or any of the children you are claiming for, received any Financial assistance towards the costs of a course of education which Ended in the last 3 months or is still current? No

Do you expect to get any financial assistance towards the cost of a course? No

Do you pay towards the upkeep of a student? Yes

How much do you pay and how often?

Amount	Frequency
£1000.00	Annually

Does your partner pay towards the upkeep of a student? No



Capital Details

Do you or your partner have any of the following and if so how much is in each one? Yes

Full Name	Savings Type	Savings	Amount
Jack Duckworth	Bank Account – Savings	No	
Jack Duckworth	Unit Trusts, ISAs, PEPs, TESSAs or other investments	No	
Jack Duckworth	National Savings Account	No	
Jack Duckworth	Premium Bonds	No	
Jack Duckworth	Money Saved for Something	No	
Jack Duckworth	Cash	No	
Jack Duckworth	Other Savings	No	
Jack Duckworth	Bank Account – Current	No	
Jack Duckworth	Money or Property Held in Trust – including any trusts set up for your child(ren)	No	
Jack Duckworth	Building Society Account	Yes	£1000.00
Jack Duckworth	Post Office Accounts	No	
Jack Duckworth	Income Bonds and Capital Bonds	No	
Jack Duckworth	Money from the Sale of a House	No	
Jack Duckworth	Money from a Redundancy Payment	No	
Vera Duckworth	Bank Account – Savings	Yes	£1000.00
Vera Duckworth	Unit Trusts, ISAs, PEPs, TESSAs or other investments	No	
Vera Duckworth	National Savings Account	No	
Vera Duckworth	Premium Bonds	No	
Vera Duckworth	Money Saved For Something	No	
Vera Duckworth	Cash	No	
Vera Duckworth	Other Savings	No	
Vera Duckworth	Bank Account –Current	No	
Vera Duckworth	Money or Property Held In Trust– including any trusts set up for your child(ren)	No	
Vera Duckworth	Building Society Account	No	
Vera Duckworth	Post Office Accounts	No	
Vera Duckworth	Income Bonds or Capital Bonds	No	
Vera Duckworth	Money from the Sale of a House	No	
Vera Duckworth	Money from a Redundancy Payment	No	

Do any of the savings and investments you have told us about include a Lump sum from a Personal Injury Payment received by you within the last 52 weeks? No

Do any of the savings and investments you have told us about include a Lump sum from a Personal Injury Payment received by your partner within No



the last 52 weeks?

Do you, your partner or any of the children you are claiming for own any shares? No

National Savings Certificates No

Property or land

Apart from your home, do you or your partner or any of the children you are claiming for, own any property or land in this country or abroad even if it is on a mortgage? No

Housing Details

Do you and/or your partner pay rent for or own the place where you are living? Rent

Are you liable for paying the rent on the whole property? Yes

Have you and/or your partner moved in last 12 months? No

Who receives the council tax bill for your home? Customer

Who do you and/or your partner rent from? Private Landlord

Does anyone else share the rent with you (and your partner)? No

When did you move to this address? 30/06/2010

When did your partner move to this address? 30/06/2010

When did you and/or your partner become liable for paying rent? 30/06/2010

How much rent do you and/or your partner pay? £ 515.00

How often is this paid? Calendar Monthly

Are you or your partner behind with the rent? No

Is anything else included in with the rent? Yes

Rent Item	Amount	Details
Garage or Parking Space	£5.50	UNANSWERED

What sort of property do you live in? Semi-Detached House

How many of the following do you have?

Type of Room	Whole Property	Number of Exclusive Use Rooms	Number of Shared Rooms
Living Rooms	1	1	0
Bedsitting Rooms	0	0	0
Bedrooms	3	3	0
Bathrooms	1	1	0
Toilets	1	1	0
Kitchens	1	1	0
Other Rooms	1	1	0

Are service charges paid for this property? No

Landlord Details

Landlord's details Eddie Westhead
 Address Line 1 2a Walpole Avenue
 Address Line 2 Blackpool
 Postcode FY4 1SF
 Phone number 01253 337214



Does the landlord have an agent? No
 Are you/your partner or any of the children related to Landlord or their Yes
 Partner or are you or your partner, the former partner of the landlord's
 partner?

Name	Relationship (to Landlord)
Partner	Other

Name	Relationship (to Landlord's Partner)
Partner	UNANSWERED

Getting or Claimed HB

Have you ever received Housing Benefit? No

Partner Getting or Claimed HB

Has your partner ever received Housing Benefit? Yes
 When did your partner claim? 08/09/2002
 Was this for a different address? Yes
 Address Line 1 5 St Lukes Road
 Address Line 2 Blackpool
 Postcode FY4 2EL
 Which LA did your partner claim from? Blackpool
 Have LA been told your partner has moved? Yes
 Application made in any other name? No

Getting or Claimed CTB

Have you ever received Council tax benefit before? No

Partner Getting or Claimed CTB

Has your partner ever received Council Tax Benefit before? Yes
 When did your partner claim? 08/09/2002
 Was this for a different address? Yes
 Address Line 1 5 St Lukes Road
 Address Line 2 Blackpool
 Postcode FY4 2EL
 Which LA did your partner claim from? Blackpool
 Have LA been old your partner has moved? Yes
 Application made in different name? No

Establish Further Properties

Do you and/or your partner rent or own another property? No

Method of Payment

If payment to customer/partner how to be paid? ACT
 Customer to provide bank account details later for all benefits? No
 What type of account is it? Bank Account
 Please can you give me the sort code? 206985
 Please tell me the name and address of the bank/building society? Barclays Bank PLC

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TRAINING DEMO



Branch Name
Account Number
Account Holder's Name

PRESTON
80436194
Jack Duckworth

Backdating

When do you want to claim IS, HB and CTB from?
Why have you delayed claiming?
How did you find out that you could claim?
Did you ask anyone?
Who did you ask?
What did you ask?
How did you find out you could backdate your claim?
Have there been any changes in your circumstances sine 20/09/2010
What did they tell you?
Have you claimed any benefits before?
Has your partner claimed any benefits before?

20/09/2010
Not aware
CAB
Yes
CAB
What can I claim?
CAB told me
No
Claim
No
No



Verification and EBC Details

Verification Item Details

Verification Item 1	Details of any money owed		
Person	Customer, Jack Duckworth		
Verification Received	Not Seen	Received Date	

Verification Item 2	Blind Partner registration details		
Person	Partner, Vera Duckworth		
Verification Received	Not Seen	Received Date	



Proof of Identity Statement

Jobcentre Plus are satisfied that the requirements of Section 1(1A) and (1B) of the Social Security Administration Act 1992 have been fulfilled in respect of:-

Mr Duckworth.....(Customer)	Yes
Mrs Duckworth.....(Partner, if applicable)	Yes