

SPC - SETTING A NEW ASSESSED INCOME PERIOD - RAPID REVIEW

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INTRODUCTION

- 1 This Memo gives guidance on regulation 3 of the SS (Students and Miscellaneous Amendments) Regulations¹ coming into force on 25.8.08. This amends the provisions requiring the claimant to provide information and evidence when an AIP comes to an end. The Memo should be read with the guidance at DMG 04600 - 04623, which it replaces for cases covered by this Memo.

1 SI 2008 No. 1599

ASSESSED INCOME PERIOD EXPIRES

- 2 At present when an AIP ends all claimants are required to provide information and evidence so that the DM can determine whether to set a new AIP, and if so the period of the AIP.
- 3 From 25.8.08 this requirement no longer applies where the Secretary of State considers it unnecessary in the light of the information already held¹. In these cases the claimant is notified of the new AIP automatically. The notification includes a breakdown of the claimant's income and circumstances, and invites them to notify the DWP if their retirement provision has changed. This change to information requirement only applies when the AIP has ended because it has expired.

1 SS (C&P) Regs, reg 32(6)(a)

RAPID REVIEW

- 4 From 25.8.08, cases where information is not required in order to set a new AIP will be automatically selected by the Income Support Computer System (ISCS) according to specific criteria, and decision notices will be computer generated. This process is known as Rapid Review. This Memo
 1. explains the Rapid Review process **and**
 2. gives guidance on the action to take where a claimant notifies that the information held is incorrect.

- 5 The criteria for selection for Rapid Review are that
 1. the claimant (and partner if appropriate) is aged 65 or over
 2. any capital held is
 - 2.1 £6,000 or less **or**
 - 2.2 £10,000 or less where the claimant is permanently residing in a care home
 3. any non-state pension is a fixed amount
 4. no other income is held.

- 6 Where cases are automatically selected, the claimant is notified that a new AIP has been set on the basis of the information already held (but see paragraph 7 for exceptions). The notice includes details of the claimant's retirement provision. The claimant is invited to notify corrections to their retirement provision, and/or any other changes since the last AIP was set.

- 7 Where a case is selected for Rapid Review, but there is outstanding action, ISCS will not generate an AIP decision notice until the action is cleared. See operational guidance for further information.

- 8 Cases where an AIP is due to end and which
 1. are not selected by ISCS for Rapid Review **or**
 2. are clerically maintainedare subject to the normal information requirements. The guidance at DMG 04600 - 04623 continues to apply.

CLAIMANT NOTIFIES CHANGES

9 Where

1. a new AIP has been set following ISCS Rapid Review **and**
2. the claimant notifies that the information already held is incorrect

the DM should consider whether revision or supersession of the SPC award, and the new AIP, is required.

Note: Normal effective date rules apply where changes are notified more than a month after the change – see DMG Chapter 04.

Example 1

The claimant's AIP is due to end on 14.12.08. On 3.11.08 ISCS generates a notification that a new AIP of 5 years is set from 15.12.08. The claimant phones on 20.1.09 to say that he had inherited £15,000 in 2006, bringing his savings to £15,300. As the change occurred in the period of the previous AIP, the DM determines that the change does not affect the amount of SPC during that period. The DM then determines the claimant's retirement provision from 15.12.08, including deemed weekly income from capital, and supersedes the decision awarding SPC from the first day of the benefit week which includes 15.12.08.

Example 2

The claimant's AIP is due to end on 14.12.08. On 3.11.08 ISCS generates a notification that a new AIP of 5 years is set from 15.12.08. The claimant writes in on 13.11.08 to say that his non-state pension had reduced from 14.10.08. The DM determines retirement provision, and supersedes the decision awarding SPC to increase the amount from the first day of the benefit week which includes 14.10.08. The change does not affect the previous AIP, nor the date of the new AIP.

Example 3

The claimant's AIP is due to end on 14.12.08. On 3.11.08 ISCS generates a notification that a new AIP of 5 years is set from 15.12.08. The claimant's son notifies that the claimant was admitted permanently to a care home on 5.11.08. His former home is up for sale. The DM supersedes the decision setting the original AIP and ends it from 5.11.08. The DM then undertakes a check of the claimant's circumstances, and revises the new AIP decision on the grounds that a further AIP

should not be set. The claimant's retirement provision is now unstable because his house has not been sold.

ANNOTATIONS

Please annotate the number of this memo (DMG 23/08) against the following DMG paragraphs:

04600, 04601 heading, 04615 heading.

CONTACTS

If you have any queries about this memo, please write to Decision Making and Appeals (DMA) Leeds, GS36, Quarry House, Leeds. Existing arrangements for such referrals should be followed, as set out in [Memo DMG 18/07](#) - Obtaining legal advice and guidance from DMA (Leeds).

DMA Leeds: August 2008