

how will I be paid?

You will be paid directly into your bank every 4 weeks, unless you have asked for your landlord to be paid direct.

If you have asked us to pay your landlord, we will send them a cheque or pay direct into their bank account.

Tenants of Peddars Way Housing Association and Kings Forest will have their benefit credited to their rent accounts.

If your circumstances change however you are paid, you must tell the Benefits Office staff at once about any changes in your circumstances that may affect your benefit.

...and finally

Now you have read this leaflet please make a claim for Housing Benefit.

You may be a pensioner

You may work

You may be single or have a family

You may be on Income Support

But to get your benefit you must make a claim.

Council Tax Benefit

If you are a Council Tax payer your claim will automatically be treated as a claim for Council Tax Benefit as well as for Housing Benefit.

For more information about this benefit please read the leaflet 'Council Tax Benefit'.

Discretionary Housing Benefit

If you have exceptional circumstances and we are not paying your full rent, you may be entitled to Discretionary Housing Benefit. Please ask for details.

Claim now!

to make sure that you do not lose your benefit

Breckland Council

Revenues Services
Breckland House
St Nicholas Street
Thetford IP24 1BT
Phone: 01362 656872
Fax: 01842 756513

Forest Heath District Council

Benefits Section
College Heath Road
Mildenhall
Bury St Edmunds
Suffolk IP28 7UZ
Phone: 0800 163030

Please see our website:
www.angliarevenues.gov.uk

If you prefer independent advice why not contact:

- Welfare Rights Officer
- any Advice Centre, Citizens Advice Bureau or Law Centre.

Anglia Revenues Partnership



Housing Benefit
A scheme to help you pay your rent



Revenues Services

who can claim housing benefit?

If you pay rent you can claim Housing Benefit.

We will work out whether you are entitled to benefit from the information that you give us on your application form.

The amount of benefit you get will depend upon:

- the rent that you pay.
- the needs of your family
- your income
- your savings
- the people who live with you.

how much rent can be paid?

All your rent can be paid. However, we don't pay for services that are included in your rent. These include:

- heating
- lighting
- hot water
- cooking
- meals.

Your benefit will also be reduced if the Rent Officer decides that your rent is high compared to similar properties in the area.

The rent we pay for once all these reductions are made is known as the 'Eligible Rent'.

how are my needs decided?

The money you need to live on is worked out from figures that the government sets each April. You get allowances for yourself and for the members of your family, and these are extra premiums.

The premiums are awarded for extra expenses that you may have if:

- you have a family
- you are disabled or have a disabled child
- you are a pensioner
- you care for someone.

The allowances and premiums are added together to give your 'Applicable Amount'. This represents your needs for one week.

how is my income worked out?

Your income is all the money you receive in one week. This includes earnings, pensions, other benefits and an assumed income from any savings.

(If you receive Pension Credit this will be calculated by the Pension Service.)

Earnings include money you receive from employment and from self employment.

We take off income tax, national insurance and half of any pension contributions you pay. We can also ignore at least £5 of your earnings.

Some benefits are completely ignored, for example Attendance Allowance and Disability Living Allowance.

If you have a partner, both your incomes are added together.

how are my savings included?

You are not entitled to benefit if you have more than £16,000 in savings.

If you have savings of less than £3,000 these will not be used to work out your benefit (£6,000 if you are over 60).

If you have between £3,000 and £16,000, we have to assume you are getting an income of £1 a week for every £250 (or part of £250) you have above £3,000 (or above £6,000 if you are over 60). We will add this to your actual income. If you are over 65 we have to assume an income of £1 for every £500.

what if I have people living with my family?

Your Housing Benefit will be less if you have a 'non-dependant' living with you, such as an adult son or daughter. The deductions are set each year and depend upon the person's income. Please see the non-dependants leaflet.

how is my benefit worked out?

If you receive Income Support, Jobseekers Allowance (Income Based) or Guaranteed Pension Credit you will receive your 'Eligible Rent' less any 'non dependant deductions'. This is the most we can pay.

If you do not receive Income Support the money you have coming in is compared with the money you need to live on.

If your income is below your 'Applicable Amount' you will have all your rent paid.

If your income is above your 'Applicable Amount' we have to take 65 pence from your benefit for every £1 of income above the applicable amount. The smallest payment we can make is 50 pence a week.