

# Explanation of your Housing Benefit award letter

This guide should help you understand your Housing Benefit award letter.

An award letter is sent to you after you have made a new application or if you have notified a change in circumstances (for example, you may have recently started work or your rent has increased).

To help you further understand your benefit award, you may wish to try our on line calculator. This can be found at [www.hillingdoncalc.entitledto.co.uk](http://www.hillingdoncalc.entitledto.co.uk)

If after reading this guide you still require assistance in understanding your reduction award letter, please contact the Benefits Team on **0300 123 1384**.

Your claim reference number. Please quote this on all written correspondence and when phoning the Benefits Team.

This provides details of the amount of benefit you have been awarded each week.

This tells you the reason why you have been sent this award letter.

If you are repaying an overpayment of Housing Benefit, the amount deducted each week from your benefit is shown here.

This provides details of the start date this benefit award letter refers to. You may receive several award letters for different periods.

This provides details of your weekly rent. This is the amount we have used to calculate your benefit.

Non-dependants are people who live with you, who you or your partner do not receive Child Benefit for. The details of the non-dependants are shown here along with the amount by which your benefit has been reduced. This amount is based on the income of the non-dependants, as decided by central government. Note: This section will be blank if there are no non-dependants in your household.

This provides details of the income we have used to calculate your benefit. If you have a partner living with you, their income is also included.

If you or your partner are working some of your income may be disregarded for benefit purposes. The amount disregarded is dependent on your circumstances, for example the number of hours you work and whether you have a partner and/or dependent children.

Your 'applicable amount' is the amount of money the government have decided should meet the basic living needs of you and your family. It is made up of different amounts according to who is living with you, for example, if you have a partner and/or dependent children.

London Borough of Hillingdon, Revenues and Benefits Services, PO Box 531, Sale, M33 0FQ  
Tel: 0300 123 1384. email [benefits@hillingdon.gov.uk](mailto:benefits@hillingdon.gov.uk). [www.hillingdoncalc.entitledto.co.uk](http://www.hillingdoncalc.entitledto.co.uk)

 HILLINGDON  
LONDON

**BENEFIT DECISION NOTICE**  
Please read both sides of the enclosed blue sheet carefully. A more detailed explanation of the calculation can be provided on request

A. N. OTHER 1A ANY ROAD HAYES MIDDLESEX UB4 9ER	<b>Claim Reference</b> 123456 <b>Council Tax Reference</b> <b>Landlord Reference</b> <b>Rent Reference</b> <b>Date</b> <b>Benefit Enquiries</b>
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**REASON FOR CALCULATION:** A Change In Your Income

**HOUSING BENEFIT**

The Weekly Benefit Award is:	£86.06
Less Overpayment Recovery:	£0.00
<b>Net Benefit Payable:</b>	<b>£86.06</b>
Weekly gross Rent/Council Tax is:	£167.31

The Benefit Starts on: 26 Nov 2012  
The Benefit Ends on: 30 Dec 2012

Weekly Eligible Rent/Council Tax:	£167.31
Weekly Ineligible Service Charges:	£0.00

**NON DEPENDENT DEDUCTIONS:** £0.00

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)	DEDUCTION (COUNCIL TAX)
In working out your weekly benefit, we have used the following information:				
<b>FINANCIAL DETAILS:</b>		<b>APPLICABLE AMOUNT</b>		
Your weekly earned income	£201.00	Single claimant between 25 and pension	£71.00	
Your partner's weekly earned income (N/A)	£0.00			
Any other income (converted to weekly)	£0.00	<b>TOTAL APPLICABLE AMOUNT</b>	<b>£71.00</b>	
Assumed income from £219 Capital	£0.00			
<b>TOTAL WEEKLY INCOME</b>	<b>£201.00</b>			
Disregarded income	£5.00			
Less Expenses e.g. Child Care Costs	£0.00			
<b>INCOME USED IN CALCULATION</b>	<b>£196.00</b>			

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YOU MUST CHECK THIS LETTER AND TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE

Please note that your Housing Benefit Award letter does not advise you how much rent you need to pay. You should discuss and agree the amount of rent you are required to pay in addition to your benefit with your landlord.

**London Borough of Hillingdon, Revenues and Benefits Service, PO Box 1120, Number 1 Market Street, Nelson, Lancs BB9 7LJ**

**0300 123 1384 @ [benefits@hillingdon.gov.uk](mailto:benefits@hillingdon.gov.uk)**