



Discretionary Housing Payments Leaflet and Form

What are discretionary housing payments (DHPs)?

You can get discretionary housing payments if we think that you need extra help with housing costs. Any payment awarded is on top of any Housing benefit or Council Tax Support that you have received.

The amount that can be paid in any financial year is very limited and therefore careful consideration will need to be made before any award can be made.

Among other things DHPs will cover:

- Restrictions in Housing Benefit allowance following the introduction of size criteria in the social rented sector for disabled people living in specially adapted accommodation.
- Rent deposits or rent in advance if you need to move home.

Adapted Accommodation

If you live in accommodation that has been significantly adapted for you or someone in your household due to a disability, you may be entitled to a DHP to make up any shortfall in your rent from having a reduction for your spare room.

Important Information about Under Occupancy

If you have been told you are under occupying your home and you have,

- 1) a disabled child who can't share a bedroom
- 2) one foster child, waiting for a foster child, or have fostered a child in the last 12 months, if you have more than one foster child then you will need to complete this form for a DHP
- 3) a grown up child in the armed forces, who normally lives at home but has been deployed on operations and intends to return to your home,

you could have your housing benefit increased without a DHP, you just need to tell us about your situation.

To help us decide whether you need this extra help we will look at the following

- Your total income;
- Whether you have any savings;
- Whether anyone else in the house is able to help financially;
- Whether you have any loans or debts still to pay;
- Whether you could rearrange your finances to ease the situation;
- Whether you or your family have any special circumstances, like ill health or disability.

How much DHP will I receive?

How much you get depends on your circumstances, and we look at each case individually.

We can pay Discretionary Housing Payments for different periods of time. However, there is no guarantee that you will actually get a payment.

How can I apply for a discretionary housing payment?

You will need to fill in and return the application form attached to this leaflet immediately, and send us any supporting evidence either with your application or at a later date.

Discretionary Housing Payment Claim Form

| | |
|----------------------------|------------|
| Benefit Reference: | |
| Name: | Telephone: |
| National Insurance Number: | |
| Date of Birth: | |
| Address: | |
| Email address: | |

| |
|--|
| How did you find out about Discretionary Housing Payments? |
|--|

Please tell us if you have been affected by any of the following:

Under occupying the property - do you have too many bedrooms for your need?

Benefit cap - has your money reduced because your total benefits are too high?

Please note the most we can pay is the difference between your benefit award and the rent charged. We cannot award a DHP for charges included in your rent such as water, fuel or food or to cover other debts such as overpayments, loans, utility bills.

Please tell us why you want a Discretionary Housing Payment (DHP)

| | |
|-----------|--|
| 1. | I, or a member of my family will suffer exceptional hardship if I do not receive extra benefit. This is because: |
| | |

| | |
|-----------|--|
| 2. | What is the name of your landlord? What is their phone number? |
| | |

| | |
|-----------|---|
| 3. | When did you move to this address and when does your tenancy end? |
| | |

| | |
|-----------|---|
| 4. | Have you asked the landlord to reduce the rent? What was the outcome? Are you in rent arrears? |
| | |

| | |
|-----------|--|
| 5. | What have you done to find cheaper accommodation? Is there any reason why you could not move if you found cheaper accommodation? |
| | |

| | |
|-----------|--|
| 6. | Is there anything else we should know (refer to the front page)? |
| | |

If we pay a DHP it will only be for a short time. Tell us how you will change your financial situation in future to enable you to pay the rent shortfall yourself:

Payment

Housing Benefit customers – we will pay your DHP the same way as we do your Housing Benefit, unless you are more than 8 weeks in arrears.

Universal Credit customers – If you are in arrears with your rent we will need to pay the DHP to your landlord, please provide your landlords payment details.

Name of the person payable to

.....

Bank/Building Society name

.....

Sort Code..... Account number

You must now fill in the form to tell us about your income, expenses and money you owe.

Please contact us if you have any queries regarding your claim for Discretionary Housing Payment.

Tel: 01925 443321

Fax: 01925 442333

Email: benefits@warrington.gov.uk

Post: Benefits and Exchequer services, New Town House, Buttermarket St, Warrington, WA1 2NH

Visit: Contact Warrington, 26-30 Horsemarket St, Warrington

Web: www.warrington.gov.uk

Financial Statement

We will require two consecutive monthly bank statements to confirm the information you have put in the tables below

| | Amount per week |
|--|-----------------|
| Income | |
| Wages/salary | |
| Partners wage/salary | |
| Income support | |
| Jobseekers allowance | |
| Retirement pension | |
| Works pension | |
| Bereavement Benefit | |
| Child benefit | |
| Maternity benefit | |
| Working/child tax credit | |
| Incapacity benefit | |
| Attendance allowance | |
| Disability Living Allowance | |
| Statutory Sick pay | |
| Contributions from other household members | |
| Rent from tenants/boarder payment | |
| Maintenance | |
| Other income (please detail) | |
| | |
| | |
| Total | £ |

| | Amount per week |
|------------------------|-----------------|
| Expenses | |
| Rent | |
| Mortgage | |
| Council Tax | |
| Water rates | |
| Electricity | |
| Gas | |
| Housekeeping/food etc | |
| Telephone | |
| Insurance | |
| Petrol | |
| Fares | |
| Hire purchase | |
| Loans | |
| Clothing | |
| TV licence/Sky | |
| Maintenance | |
| Child support payments | |
| Court Orders | |
| Credit/store cards | |
| Other (please detail) | |
| | |
| | |
| | |
| | |
| Total | £ |

| | Account Balance |
|-----------------------|-----------------|
| Savings | |
| Bank Account | |
| Savings account | |
| Building society | |
| Post Office | |
| Other (please detail) | |
| | |
| | |
| Total Savings | £ |

Total Income £ _____
(minus)
Total Expenses £ _____
(equals)
Money Available £ ____ . ____

Declaration: I understand that you will check the information against my Housing Benefit claim. You may share any information I provide with other organisations that handle public funds in order to prevent and detect crime.

Your Signature: _____ Date: _____