



Your benefit decision notice explained

Your benefit decision notice contains headings with writing and numbers underneath them. These headings and phrases mean:

Claim reference number

At the top of the page is your claim reference number. You'll need this number if you contact us about your claim.

Reason for calculation

A description of the reason this Benefit Decision Notice was sent to you.

Weekly benefit award

'Award' means what we can pay you. This is the amount of benefit you'll get before any deductions.

Overpayment recovery

If you have an overpayment of housing benefit, we may recover this from your ongoing entitlement. The amount shown is the weekly amount we're taking from your housing benefit entitlement.

Net benefit payable

This is the weekly amount of benefit you'll get.

Weekly gross rent/council tax

This is the total amount of rent/council tax that your benefit is based on.

Amount you must pay weekly

If you're a council tenant, this is the amount of rent you need to pay from the date the benefit starts on

The benefit starts on

The start date of the period that this Benefit Decision Notice relates to.

Weekly eligible rent/council tax

This is the amount of rent/council tax that we take in to account when working out how much benefit you're entitled to.

Weekly ineligible service charges

This amount is for services included in your rent, which we cannot pay for like fuel charges, water rates.

The first payment will be

This is the amount of your first payment.

This will be paid on

This is the date the amount leaves our account. The money will go into your account within four working days of the payment date.

Non-dependant deductions

This is money taken off your benefit because you have other adults, apart from your partner, living in your home.

Financial details (information we've used to work out your benefit)

Your weekly earned income

This is your earnings shown as a weekly figure after deductions for tax, National Insurance, and half of any pension contribution.

Your partner's weekly earned income

Your partner's earnings shown as a weekly figure after deductions for tax, National Insurance, and half of any pension contribution.

Any other income

This means all other types of income, including tax credits, child benefit, state benefits, private pensions. They're added together and shown here.

Assumed income

We must assume you have an income from money in bank accounts, savings or investments. The amounts we have to assume are fixed, and based on your total savings and capital.

Disregarded income

We ignore some income when we work out your benefit, for example disability living allowance, child benefit, attendance allowance, maintenance. An amount may also be ignored from your earnings and tax credits dependant on your family circumstances and hours you work. If you pay child care costs they may also be included in this figure

Applicable amount

This is the figure that we must use as the amount needed for day-to-day living expenses. It's dependent upon your household circumstances.