

Application for a Discretionary Housing Payment for Customers receiving Universal Credit with Housing Costs

For Official use only:	
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For more information on Discretionary Housing Payments please visit the Haringey website www.haringey.gov.uk/dhp

How to contact us:

If you would like to contact us or need help and advice please go to www.haringey.gov.uk/contact-benefits

Please send this form and any proof to support your application to:

Shared Service Centre | Benefits
PO Box 10505
Wood Green
N22 7WJ

What is DHP?

DHP is a short term emergency payment to help with paying the shortfall in your rent, (i.e. the difference between your rent and your UC Housing Cost / Housing Benefit.) The aim of the payment is to give you time to move or reassess your finances. It will not be awarded indefinitely.

DHP cannot be paid:

1. If you are not entitled to Universal Credit with housing costs or Housing Benefit (HB)
2. For service charges that do not qualify for Universal Credit / HB, for example - heating charges and hot water charges.
3. Until your Universal Credit or HB claim has been assessed.

Who can claim DHP?

DHP's are available to claimants who are entitled to Universal Credit with housing costs / Housing Benefit (HB) and require further financial assistance in order to pay their rent. DHP's are not classed as payments of HB.

Haringey Council is limited by Central Government in the total amount that it can pay in DHPs in any financial year. Therefore, unless you can show an above average need for further financial help with your rent you will not receive this extra payment.

If you are reapplying for a DHP because a previous award has ended, please state clearly what steps you have taken to improve your situation. Please include steps you have taken to look for another property and/or find work / increase your hours. We cannot guarantee that you will be awarded a further payment.

How to claim

If you are receiving Universal Credit with housing costs please answer all questions on this form where applicable and provide the information requested. (If you are receiving Housing Benefit please complete the DHP form for customers in receipt of HB). Please return the completed form with supporting evidence to the address at the bottom of this page. We cannot make a decision without all of the information and evidence. We may request additional information before we make a decision on your Discretionary Housing Payment application.

How will I know if my claim is successful?

Once a decision is made you will be notified in writing with reasons for the decision. If successful you will also be told of the amount and the period of payment. Payment will be made into your bank account. In most cases, if you are overpaid DHP then you must repay it.

Application for Discretionary Housing Payment

Please complete this form if you are receiving Universal Credit with Housing costs and wish to claim a Discretionary Housing Payment. Please answer the questions below as fully as possible.

My full name is:

My address is:
Postcode:

My date of Birth is:

My National Insurance number is:

My Universal Credit reference number is:

Home telephone number:

Mobile telephone number:

Email address:

Would you like to receive your decision letter via email Yes No

SECTION 1

I wish to apply for Discretionary Housing Payment.
The date I would like it to start is:

If the start date is before today, please advise why you did not apply for Discretionary Housing Payment earlier:

SECTION 2

Have you or your partner made a claim for Universal Credit? Yes No

If **Yes**, please state the date you made your claim:

Have you received any Universal Credit payments? Yes No

Please provide your latest Universal Credit award letter

SECTION 3

Do you have a partner who lives with you? Yes No

If yes:

What is their full name?
 What is their date of Birth?
 What is their National Insurance number?

Does anyone else other than your partner (if applicable) live with you? Yes No

If **YES**, please complete the box below – please include any children

Name	Date of Birth	Relationship to you	Student / Training Scheme / Apprenticeship Please state which	Details of income (please provide proof)	If working, please state the number of hours worked each week

Are any of the above (*other than your partner and yourself*) married or living together as a couple? Yes No

If **YES**, please give their names

If you have children living with you for some of the time, please give their name(s) and details of when they stay (if Social Services are involved please give as much detail as possible).

SECTION 4

Do you rent from? Council Housing Association Private Landlord

Please state the name of your landlord

How much is your rent? £ Weekly Monthly 4 weekly

Please provide your tenancy agreement

How much rent can you afford to pay each week?

£

If you have to pay the shortfall in rent yourself, what difficulties will this cause you?

Do you have any other financial resources that you could rely on i.e. family or friends? If yes, please give details.

Are your circumstances likely to change in the future e.g. starting work, someone moving in or out, a health condition which may improve? If so, please give details and provide evidence.

SECTION 5

- Please tell us about your home by circling the accommodation that best describes it:

Detached House	Semi Detached House	Terraced House	Maisonette
Bungalow	Flat in house	Flat in block	Flat over shops
Bedsit or rooms	Hostel	Hotel	Other (please specify)

- Does your rent include any charges for Water / Council Tax / Heating / Lighting / Other? If yes please give details

- Please tell us how many rooms there are in your property:

	Total number of rooms in your flat / house	How many rooms are only for you / your family	How many rooms do you share
Living or dining rooms			
Bedrooms			
Bedsitting rooms			
Kitchen			
Bathroom			
Toilet			
Other(please specify)			

SECTION 6

How did you find your accommodation?

Was anywhere cheaper offered / available to you? If yes, why did you not take it?

If you paid a deposit before you moved in, will you get it back?

Yes

No

If no, please state why not

What was your previous address?

Did you own the property you previously occupied?

Yes

No

If yes, please provide evidence of its sale.

If you did not pay rent please explain on what basis you were living there (e.g. living with friends) and why you moved. If you were evicted from your previous property, please state why?

How much was your rent at your last address?

£	per week/month
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How much of the rent was met by UC / HB?

£	per week/month
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Have you lived in the London Borough of Haringey before?

Yes No

If yes, please give details:

Address	Period of residence

Do you have any other links with the London Borough of Haringey? Examples include family live in the borough, work in the borough, children attend local schools. Please provide full details.

If you did not previously live in the London Borough of Haringey, why did you move to this borough?

Before moving to your present address did you contact the Council and ask how much HB you might get? If you did, please say what the reply was.

If you did not make any enquiries either with the Council or anyone else please explain how you expected the rent to be paid

SECTION 7

Are you prepared to move to cheaper / smaller accommodation?

Yes No

Have you registered on a council house waiting list or with a Housing Association to downsize?

Yes No

If yes, what banding are you?

How many bids have you placed?

If you are unable or unwilling to move to cheaper / smaller accommodation, please explain why?

Please explain why you need to live in Haringey?

[Empty box]

Have you attempted to re-negotiate your rent with your landlord? If so, what was the outcome?

[Empty box]

Would you like the council's Housing Advice section to try and re-negotiate the rent with your landlord? If no, please state why.

[Empty box]

Would your landlord be agreeable to reducing the rent to an amount you could afford if HB were paid directly to your landlord? Yes No

When does your tenancy end?

If you have to leave your present accommodation, how much notice do you have to give?

Are you in arrears with your rent? Yes No

If yes, by how much.

Have you had a Notice to Quit from your landlord? Yes No

Please provide proof of arrears and your Notice to Quit (original documents, not copies please).

If your rent is not in arrears please explain how you have been able to pay the rent.

[Empty box]

When did your landlord give you the Notice to Quit, what steps taken to find new accommodation?

[Empty box]

SECTION 8

Please list each bedroom in your home and explain what it is used for (e.g. who sleeps there or if it used for something else please explain)

If you have children living with you for only some of the time, please give details of when they stay (if Social Services are involved please give as much detail as possible).

Are you expecting an increase in the number of people living in your property in the near future? e.g. is anyone in the household expecting a child/adopting a child, or is someone else coming to live with you?

Are you a registered foster carer?

Yes

No

If yes, please give the name of who you are registered with and how many additional rooms you need due to fostering. Please also provide the full name(s), date(s) of birth and gender of the child(ren) you foster.

SECTION 9

Do you or any member of your family receive Disability Living Allowance (DLA) / Personal Independence payment (PIP) / Attendance Allowance (AA)?

Yes

No

If yes, please state the name of the person the DLA / PIP / AA is paid for?

Have you applied for DLA / PIP / AA and are waiting to hear? Yes No

If so, please say who is disabled and when you applied.

Are there medical reasons why you or your partner or any members of the household, including children, need a separate bedroom? Please provide details and original documentary evidence of the medical condition.

Do you or your partner have a carer (other than your partner) who stays overnight in your home? Yes No

If 'Yes', how often do they stay?

Is overnight care provided by a carer who doesn't normally live in your home? Yes No

Do you have a spare bedroom that the carer uses to sleep in overnight? Yes No

Who needs the overnight care?

Do you or any member of your family living with you have any special needs which require you to spend more money than normal e.g. special dietary needs or medical reasons? Yes No

If yes, please complete the box below

Special Need	Weekly Cost

How much do you spend on prescription charges each week? £

What impact does it have on your housing situation?

Do you, or any member of your family who lives with you, have any health problems, which mean you need to live in your current accommodation, or might be made worse if you had to move?

Yes

No

If yes, please give details.

Has your home been adapted or modified for the needs of you or any member of your family who lives with you?

Yes

No

If yes, please give details.

Do you have a social worker / support worker who is working with you or a member of your household?

Yes

No

If yes, please provide their name and contact details.

SECTION 10

Non-Dependants

Most non-dependants who are aged 18 or over will usually be expected to make some contribution towards the housing costs. We take this into account by making a reduction in your Housing Benefit.

The amount of the reduction is set each year and depends on the income and circumstances of the non-dependant. The Housing Benefit rules do not allow us to ignore the reduction or to alter the amount.

If there are non-dependent adults living with you, how much can they afford to pay towards the rent? £

Please provide your non-dependants' income for the last two months.

Please explain what financial help your non-dependant gives you. For example, does he or she help with any of the bills and / or pay for any of the food?

SECTION 11

Has someone you lived with recently died (within last 12 months)? Yes No

If yes, please tell us your relationship to the person who died and the date they died.

Relationship.

Date they died.

SECTION 12

Please complete this section if your Universal Credit has been capped, if this does not apply please move to section 13

Most people who work are exempt from the cap, therefore, please answer the following

When was the last time you worked?

What was the job?

Are you currently looking for work? Yes No

If no, please explain why

(Please provide your Jobseekers Agreement that was signed with the Job Centre, and also your / recent job search activity logs)

When was the last time your partner worked?

What was the job?

Is your partner currently looking for work?

Yes

No

If no, please explain why

(Please provide your partner's Jobseekers Agreement that was signed with the Job Centre, and also your partner's recent job search activity logs)

Are you doing any training or courses to improve your chances of finding work?

Yes

No

Is your partner doing any training or courses to improve their chances of finding work?

Yes

No

If you are currently working can you increase your hours?

Yes

No

If your partner is currently working can they increase your hours?

Yes

No

(Please note, if we award any DHP, it will only be for a limited time, if you apply again, we will check back on what you have told us you are doing to avoid the cap)

SECTION 13

All customers must complete this section

Outgoings	£ per week	£ per month	Income	£ per week	£ per month
Rent			State Pensions		
Council Tax			Work Pensions		
Water Rates			State Pensions		
Food			Work Pensions		

Private pension contributions			Disability Benefits		
Travel/car			Child Benefit		
Gas			Main earnings		
Electricity			Main earnings		
Telephone			2 nd earnings		
Mortgage			2 nd earnings		
Clothes			Tips/gratuities		
Insurance – Buildings/contents			Working Tax Credit		
Other (Please detail)			Child Tax Credit		
Other (Please detail)			Maintenance		
Other (Please detail)			Child Support		
Other (Please detail)			Other (Please detail)		
Total:			Total:		

Total Savings

£

When we look at your spending, we normally disregard reasonable household expenses for food, fuel, clothes, telephone and toiletries. This is because the benefit calculations include an allowance for essential day to day living expenses. But if some of these expenses are especially high at the moment, please explain.

Have any of your other benefits been reduced as a result of a sanction or a reduced benefit direction?

Yes

No

If yes,

Please state your normal entitlement

£

And the amount of the reduction

£

Yes

No

Do you have any debts?

If yes, please state what debts they are, balance(s) due, agreed repayment rate(s) and when the repayment(s) period(s) is /are due to end.

Type of debt	Balance due	Agreed repayment	Date debt due to be cleared.

What steps have you taken to improve your financial situation?

SECTION 14

Personal statement - Please use this space to say why you believe you need a Discretionary Housing Payment, or to say anything else to support your application

SECTION 15

Payments will be paid direct into your bank or building society account.

The account can be:

- In your name;
- In your name and your partner's name;
- In the name of the person formally acting on your behalf; i.e. an appointee.

Please complete the details below for the account into which you would like your Housing Benefit paid.

Name of bank or building society

Branch address

Account name

Account number

Sort code

DECLARATION:

You and your partner must read this carefully before you sign.

- This is my/our claim for Discretionary Housing Payment.
- The information I/we have given on this form is correct and complete as far as I/we know.
- I/we give permission to you to check the information I/we have given with any of the other sections of the council, other councils and benefit authorities. I/we understand that the Haringey Council Benefits Service may use the information I/we have given on this form to detect and prevent fraud, including sharing this information with other organisations and Government departments.
- I/we understand that I have a duty to give the council such information as it may require, to enable it to make a decision
- I/we understand that I/we must tell the Haringey Council Benefits Service in writing about any changes in my/our circumstances that may affect my/our Discretionary Housing Payment.
- I/we understand that I/we may be prosecuted if I/we give information that is not correct or complete, or if I/we do not report any changes of circumstances which might affect my/our benefit.
- **I/we have read and understood this declaration.**

Your signature

Claimant

Date

**Your partner's
signature**

Partner

Date

If this form has been filled in by someone other than the person claiming, Please complete the box below.

Name:

Relationship to person claiming/reason for assisting

Signature:

Date

Checklist Info: Details of evidence you must provide:

In support of your application for a DHP, please provide all required information so that we can determine your eligibility this will mean that there is no delay in dealing with your request. **Please tick what evidence you are providing.** We may request additional information if needed.

- Universal Credit award letter
 - Evidence of your rent i.e. tenancy agreement
 - Evidence of assistance with your financial circumstances, such as a debt advisory agency.
 - Bank /Building Society statements etc covering at least three recent consecutive months of all accounts held.
 - If you have a non-dependent, please provide evidence of their income i.e. their last two months wage slips
 - Evidence of job applications/interviews attended
 - If you are in rent arrears, please provide proof of how much rent you are paying & rent arrangement.
 - If you are looking to move evidence of registration to downsize, letter from landlord if Council or Housing Association tenants / Number of bids made on Locata / Homeswap / Evidence of properties viewed
- Additional information if applicable: Supporting Evidence**
- Proof of any loan, Bills or credit card etc, medical evidence: letter from a doctor, hospital, social / welfare agency