



GLASGOW CITY COUNCIL

DISCRETIONARY HOUSING PAYMENTS

ARE YOU HAVING DIFFICULTY PAYING YOUR RENT OR COUNCIL TAX?

If you are receiving Housing Benefit or Council Tax Benefit but are still having difficulty meeting your payments, you may be able to get extra help from:

The Discretionary Housing Payment Fund

This leaflet contains information about the Discretionary Housing Payment Fund and an application form to apply for a payment from the fund.

About The Fund

The fund has been made available by the Council, with assistance from the Government, to enable additional financial assistance to be provided to claimants of Housing Benefit and / or Council Tax Benefit where they are not entitled to full benefit but are nonetheless experiencing financial difficulty in paying their Rent and / or Council Tax.

The following are some examples to show the types of circumstances where someone might wish to apply.

- The Rent Officer has restricted the amount of rent to be used in the assessment of Housing Benefit because he/ she has decided that the rent which a claimant has agreed to pay the landlord is too high.
- A claimant is not entitled to full Housing or Council Tax Benefit because his / her income is above the Income Support level but is having difficulty making ends meet due to an illness affecting a member of the household which is leaving him / her short of money.
- A claimant has just started work and has had his / her Housing Benefit or Council Tax Benefit reduced but is finding it difficult to make ends meet because he / she has new expenses, such as buying overalls, tools or other equipment needed for his / her job.

The above are just illustrations of the types of cases where a claimant might consider applying for some help from the Discretionary Housing Payment Fund.

Who Can Apply For Assistance From The Fund

The fund is only available to provide assistance, at the discretion of the Council, to people who are receiving either Housing Benefit or Council Tax Benefit but their entitlement is less than the full amount of their charge. The fund will not cover charges which are paid along with the Council Tax such as water and sewerage nor will it cover charges paid with the rent such as heating, fuel, house content insurance, food / board.

Who Decides If I Will Get A Payment From The Fund

Finance officers of the Council will have the discretion to make payments if they feel that the circumstances of the applicant are such that some extra financial assistance for a limited period, normally not exceeding 6 months, will help the claimant through a particular difficulty. The amount of money which the Council can spend has been set by the Government and is not sufficiently large enough to allow the Council to make payments to everyone who is likely to apply. Applicants may be asked to produce documents to confirm the information they have entered on the claim form and in some situations may have to take part in an interview.

Claim Form For Discretionary Housing Payment

About Yourself

I wish to be considered for a payment from the Discretionary Housing Payment Fund.

Title

First Name

Last Name

Flat number

House number

House name

Street name

City/town

Post Code

Phone

National Insurance No.

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About Your Circumstances

Please use this space to say why you want to be considered for a payment from the Discretionary Housing Payment Fund. Continue on a separate sheet if necessary.

Declaration

The information I have given on this form is true, complete and correct. I understand that I will have to repay any Discretionary Housing Payment which is later determined to have been overpaid.

You may make any enquiries necessary to check the information I have given.

Fair Processing Statement

Glasgow City Council administers Housing Benefit / Council Tax Benefit / Discretionary Housing Payments on behalf of the DWP. The law permits the DWP to share information about benefit claimants and members of their household with Glasgow City Council for Housing Benefit/Council Tax Benefit / Discretionary Housing Payment purposes.

The information that you provide will be processed by Glasgow City Council (which is the “data controller” for purposes of the Data Protection Act 1998) in order to calculate your entitlement to a payment from the Discretionary Housing Payment Fund.

The Council is under an obligation to manage public funds properly. Accordingly, the information that you provide will be used to ensure that the correct assessment of your benefit / discretionary housing payment is made. The information may also be used to prevent and detect fraud and may be shared for the same purposes with other public bodies which handle public funds.

Signature

Date

How To Apply For A Discretionary Housing Payment

Attached to this leaflet is a claim form for the Discretionary Housing Payment Fund. Anyone who is currently receiving either Housing Benefit or Council Tax Benefit can make an application.

Completed application forms should be returned to:

Glasgow City Council
Benefits Office
DHP Team
280 George Street
Glasgow
G1 1PR

or to the Office at which you are claiming your Housing Benefit or Council Tax Benefit.

When filling in the attached claim form, give details about why you are having difficulty paying your Rent and / or Council Tax.

- If the difficulties are because you have a lot of bills to pay you should tell us about all of them, stating how much you pay to each and how often. You should send in the bills to confirm the information entered on the claim form.
- If your health affects your housing needs or you have extra expenditure because of your ill health, or that of a member of your family, please provide details. Where possible provide a letter from your GP or hospital doctor.
- Have you received a social fund payment in the past 12 months? If so, please tell us for what purpose that money was made available to you.