

Housing Benefit

Subsidy Guidance Manual

DWP Department for
Work and Pensions

March 2018

Amendment 12

- To:** All holders of the Housing Benefit Subsidy Guidance Manual
- Subject:** Amendment 12 to the Housing Benefit Subsidy Guidance Manual
- Content:** **This amendment** gives details of the subsidy arrangements for the relevant year
- Action:** This is a full reprint of the HB Subsidy Guidance Manual. It is being published online, on the [GOV.UK](https://www.gov.uk) website,

The first year for which this manual should be used when claiming subsidy is 2017/18 and is referred to in this manual as the “relevant year”

Record of amendments

- 1 Amendments are serially numbered so that holders can check they have received the full series.
- 2 Incorporate amendments immediately and record that you have done so below.

Serial number	Initials	Date	Serial number	Initials	Date
1	Incorporated	Dec 05	19		
2	Incorporated	Oct 06	20		
3	Incorporated	Feb 08	21		
4	Incorporated	Apr 09	22		
5	Incorporated	May 10	23		
6	Incorporated	Feb 11	24		
7	Incorporated	Mar 12	25		
8	Incorporated	Mar 13	26		
9	Incorporated	Mar 14	27		
10	Incorporated	Mar 15	28		
11	Incorporated	Apr 16	29		
12	Incorporated	Mar 17	30		
13	Incorporated	Mar 18	31		
14			32		
15			33		
16			34		
17			35		
18			36		

Abbreviations

ADMIN	Administrative
ASHE	Annual Survey of Hours and Earnings
B+B	Board and Lodgings
BRMA	Broad Rental Market Area
CRR	Claim Related Rent
CTB	Council Tax Benefit
DCLG	Department for Communities and Local Government
DRI	Disproportionate Rent Increase
DWP	Department for Work and Pensions
EP	Extended Payments
ESA	Employment and Support Allowance
ESA(C)	Employment and Support Allowance Contributory Based
ESA(IB)	Employment and Support Allowance Income Based
HA	Housing Association
HAL	Housing Association Leasing
HAMA	Housing Association Managing Agents
HAT	Housing Action Trust
HB	Housing Benefit
HMRC	Her Majesty's Revenue and Customs
HRA	Housing Revenue Account
HRAS	Housing Revenue Account Subsidy
IB	Incapacity Benefit
IOW	In and Out of Work
IRL	Indicative Rent Level
IS	Income Support
JSA(IB)	Income-based Jobseeker's Allowance
LA	Local Authority
LAA	Local Authority Association
LCA	Labour Cost Adjustment
LHA	Local Housing Allowance
PoA	Payment on Account
RCA	Rates Cost Adjustment
RSL	Registered Social Landlord

SDA	Severe Disablement Allowance
SHBE	Single Housing Benefit Extract
VOA	Valuation Office Agency
WG	Welsh Government

About this manual

Background

- 1 From 2010/11 the Subsidy Guidance Manual changed to a different format to previous editions.
- 2 In the past each edition was written for a specific year. This edition is generic and can be used for any year from 2010/11 until 31.03.2018 'the relevant year' means the year for which subsidy is being claimed.
- 3 Some parts of the manual do refer to a specific year, for example, Appendix A, and this is noted.
- 4 In the future the only parts of the manual that will be updated will be those where there has been a change in policy or there is a need to refer to a specific year.
- 5 The Subsidy Guidance Manual amendments will be available at www.gov.uk

What this manual contains

- 6 This manual details the subsidies the Department for Work and Pensions (DWP) will pay Local Authorities (LAs) for certain costs of the Housing Benefit (HB).
- 7 This guidance covers subsidies for
 - benefit costs
 - administration costs
- 8 This manual is also supported by
 - several appendices
 - a key word index

Cross references

- 9 Whenever possible all main guidance for a particular issue is contained in the same section. Sometimes you will be referred to another part of the manual or another document for further related information, rather than repeating that same information.

Language of the manual

- 10 Some ordinary words and phrases have been used within the manual with a specific meaning to aid ease of reading and understanding. These words and phrases are
- 'you' is used to mean the person within the local authority making the decision
 - 'home' or 'accommodation' is used rather than 'dwelling they occupy as their home'
 - 'authority' or 'authorities' is used to denote authorities' responsibilities especially if talking about the administration arrangements within an authority

Queries

- 11 If you have any queries concerning the content of this manual, contact details are given at the end of each subject

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