

Housing Benefit

General Information Bulletin

Department for Work and Pensions, Ground Floor, Caxton House, Tothill Street,
London SW1 9NA
www.gov.uk/dwp

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HB G4/2018

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Contact	Queries about the <ul style="list-style-type: none">• technical content of this bulletin, contact details are given at the end of each article• distribution of this bulletin, contact housing.correspondenceandpqs@dwp.gsi.gov.uk
Who should read	All Housing Benefit (HB) staff
Action	For information

Contents

	paragraph
Information on Housing Benefit Matching Service rules	1
Discretionary Housing Payments – end of year returns 2017-18.....	13
HB decisions with the Upper Tribunal.....	18
New Legislation	21
What’s new on our HB pages on www.gov.uk	23
Discretionary Housing Payments 2017-18 monitoring return form provided as a separate Appendix A	

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Information on Housing Benefit Matching Service rules

1. The Housing Benefit Matching Service (HBMS) is a mechanism used to cross reference all Department for Work and Pensions' (DWP) benefits systems by data matching details against local authorities (LAs) systems with the purpose to support LAs to identify fraud and error.
2. HBMS is issued to LAs each month on a non-mandatory basis and consists of 3 parts:
 - HBMS rules – There are currently 24 rules that produce outputs where there is a discrepancy between the benefit related information held across LA and DWP systems.
 - Risk scores – The report categorises each of the LAs caseloads into risk groups each have estimated probabilities of being incorrect, based on characteristics which have been associated with Housing Benefit (HB) overpayments detected in the past. These reports help LAs understand the risk profile of their HB cases and better target Fraud and Error.
 - Personal Details Verification Report – This report is produced after a preliminary sift to identify any discrepancies in personal details held across LA and DWP systems.
3. This guidance is to inform LAs to changes that are taking place within HBMS rules.
4. Currently there are two rules which identify when customers are in receipt of HB on the basis that a DWP benefit is in payment. This is often referred to as HB pass-porting. The two rules are HBIS105 and HBJS105 and the rules alert the LA that HB is currently in payment to the customer on the understanding that Income Support and Income Based Jobseekers Allowance is in payment, but DWP have identified that no current entitlement to that benefit exists.
5. A gap has been identified in the rules where the same data matching could take place on other DWP benefits. This gap has led to the development of two new rules for Employment and Support Allowance (ESA) Income Related and Pension Credit (PC) Guaranteed Credit
6. The new rules which will be coded as HBES105 (ESA pass-porting rule) and HBPC005 (PC pass-porting rule) are in the final stages of development and testing. It is anticipated that the rules should be ready to be rolled out to LAs by early May 2018 at the latest. We will update you when we have the exact rollout date.
7. The rollout of the new rules will be in 2 phases. DWP will issue approximately 20 cases within the initial HBMS file that contains the new rules. This will ensure the LAs can action the rules and report any issues if necessary with LAs receiving large volumes of data. It also give DWP the opportunity to make

any necessary amendments to improve the rule if needed.

8. Should you notice any issues with the data being sent by DWP please raise them through the normal escalation route into DWPs' Housing Delivery Division – Data Strategy Team by emailing hbms@dwp.gsi.gov.uk
9. The bulk of the cases will then be delivered within the HBMS file the following month.

Further guidance

10. The rule descriptions and guidance can be found in **Annex A**.
11. DWP will incorporate the new rules into the existing HBMS Rules Guide which will be made available on Glasscubes.
12. If you need further support or have any queries regarding the content of this article you can contact Karen Macaulay by phone on either 01253 689427 or 07785716585 or you can email karen.macaulay@dwp.gsi.gov.uk.

Discretionary Housing Payments – end of year returns 2017-18

13. In this month's April issue of [HB Direct](#) we provided you with advance notice that the Discretionary Housing Payments (DHPs) 2016/17 end of year monitoring arrangements would be due for completion. These returns continue to improve the department's understanding of how Discretionary Housing Payments (DHPs) are being used to support people affected by the Welfare Reforms.
14. In line with the mid-year format, English and Welsh LAs are asked to record if a successful DHP applicant had been affected by one of the Welfare Reforms together with the main outcome expected from that award.
15. The last monitoring period spanned 1 April 2017 to 30 September 2017. You are now asked to supply information in respect of the complete financial year; in other words, 1 April 2017 to 31 March 2018. We are only seeking details of DHPs paid during this period; please do not include DHP committed which is due to be paid after 31 March 2018. Further details can be found in Appendix B and paragraphs 7.9 - 7.14 of the [DHP Guidance Manual](#) and the notes tab of the DHP monitoring form.
16. In line with the approach taken previously, the monitoring form asks for the value of DHP paid, broken down into Welfare Reform impact and purpose of the award, for example, award made as a result of implementation of the benefit cap with the purpose of helping the claimant secure and move into alternative accommodation. If the information relating to the purpose of the award is not available LAs are asked just to record the total DHP paid in respect of the Welfare Reform listed.
17. **Please complete and return the monitoring form**, attached as Appendix A, by Friday 11 May 2018 to dhp.monitoringinbox@dwp.gsi.gov.uk

HB decisions by the Upper Tribunal

18. Decision Making and Appeals (DMA) Leeds is aware of the following HB cases that have been decided by the Upper Tribunal (UT):

- CH/1360/15: Tribunal needed to establish whether non-dependant son normally occupied the dwelling as his home.
- CH/4922/14: Removal of the Spare Room Subsidy (RSRS). Remit. Nelson and Carmichael followed.
- CH/1051/17: Remit - Tribunal did not apply the correct test in relation to recoverability of HB, in particular did not investigate the question of official error.
- CH/1625/16: Non-dependant cannot “normally reside” with an HB claimant yet also have their “normal home” elsewhere.
- CH/1126/17: Appeal dismissed – not entitled to backdated HB, not shown continuous good cause for late claim – Overpayment recoverable as failure to disclose.
- CSH/431/14: RSRS subsidy. Claimant appeal dismissed. Carmichael followed.
- CH/1983/17: Inadequate findings and reasons on liability issue.
- CH/2712/15: Appeal by the LA. Being a work seeker is not sufficient for Article 10 and a jobseeker cannot gain a right to reside under this article.
- CH/2942/16: Remitted - Tribunal failed to adequately explain why it had disbelieved the claimants contention that he had hand delivered a letter relating to his HB.

19. Decisions of the UT are published on their website which can be found on www.gov.uk

20. If you have any queries about cases before the UT Judges or courts, please contact us by email at fdmdma.customersupportservices@dwp.gsi.gov.uk or fax on 0113 232 4841.

New Legislation

21. The following Statutory Instruments (SIs) have been laid:

- [2018 No.168, The Universal Credit \(Work-Related Requirements\) In Work Pilot Scheme \(Extension\) Order 2018, came into force 19 February 2018](#)
- [2018 No.271, The Social Security Revaluation of Earnings Factors Order 2018, coming into force 6 April 2018](#)

22. Copies of SIs/SRs can now be downloaded from legislation.gov.uk

What's new on our HB pages on www.gov.uk

23. The following items can be found on the website link shown:

Document Type	Subject	Link
HB G3/2018	<p>Court of Appeal benefit cap judgement in the case of DA and Others v Secretary of State</p> <p>Local Authority Insight Survey: Wave 34 deadline extended</p> <p>Reminder: Correct routes for LA queries</p> <p>Scottish rate of Income Tax</p> <p>HM Courts and Tribunal Service relocating within Scotland</p> <p>Cases with the Upper Tribunal</p> <p>New Legislation</p> <p>What's new on our HB pages on <u>www.gov.uk</u></p>	<p><u>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/693182/g3-2018.pdf</u></p>
HB Direct issue 183	<p>Editorial</p> <p>Real Time Information for Housing Benefit Overpayment Recovery</p> <p>Replacing the Employee Authentication Service</p>	<p><u>https://www.gov.uk/government/publications/hb-direct-newsletters-2018/hb-direct-issue-183</u></p>

	<p>Reminder: Subsidy/Discretionary Housing Payments final claims deadline 30 April 2018</p> <p>LA Welfare Steering Group and Practitioners' Operational Group</p> <p>Update: Verify Earnings and Pensions service Alerts</p> <p>DHP monitoring returns 2017-18 for England and Wales</p>	
Circular HB S5/2018	Additional New Burdens funding to meet the costs of implementing Welfare Reform changes in 2018- 19	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/695691/s5-2018.pdf
Circular HB S6/2018	Payment of New Burdens relating to the Single Fraud Investigation Service for 2018-19	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/695726/s6-2018.pdf
Circular HB S7/2018	Assurance of Housing Benefit subsidy claims 2018-19 (England only)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/695745/s7-2018.pdf
Circular HB S8/2018	Rent Rebate Subsidy Limitation information – 2018-19	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/696429/s8-2018.pdf
Circular HB A5/2018	Verify Earnings and Pensions Alerts service	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/699619/a5-2018.pdf

HBES105 – False Declaration by customer or partner of receipt of Employment and Support Allowance Income Related

Rule description

This rule has been designed to identify Housing Benefit (HB) for customer or partners who have stated they are in receipt of Employment and Support Allowance (ESA) Income Related (IR) but there is no match within the ESA system.

System match details

Customer and Partner data is extracted from HB Single Housing Benefit Extract (SHBE) system and matched against data held on the DWP ESA system, using the customer and partner National Insurance Number.

Match example

Below is an example when HBMS will produce an output because the HB customer is stating they are in receipt of ESA IR (which acts as a gateway to receiving HB), but there is no live claim found on the DWP ESA system;

HB System – Claim to HB

HB Customer

Name:	Mary Smith
NINO:	QO123456A
Status:	Live
Extract Date:	19/04/2017
ESA_IB_Fg	5 (Y)

HB Partner	Harold Smith
Name:	OQ12456B
NINO:	
End Date:	
Date of Death:	

DWP ESA System – No Claim to ESA

ESA Customer

Name:	
NINO:	

Status:
Extract Date:

Data matching details

The rule will only include Match a (HB) customer records where at the matched date, the following applies:

- HB claims must be live
- HB claims must be in payment above £0
- HB records indicate that ESA IR is in payment to either the HB customer or HB partner
- There is no HB current claim suspension in place.
- The latest payment of HB is within the last 32 days or there is a current payment in issue.
- Non customer records must be for HB Partners on a claim and no other dependents within the claim.
- There is no record type end date on the HB Partner record.
- There is no date of death recorded for the HB Partner on the record.

The HB criteria will complete a non-match against ESA to identify ESA customers who **do not** meet the following criteria:

- The ESA claims are live
- ESA claims are for 'real' customer records and not for alias or preferred name types.
- ESA claims must be in payment above £0.
- The ESA claim must be Income Related.
- Date of last Payment is within 32 days of the date of data extract or there is a current payment in issue.

Additional information

Benefit Source	Variable Name	Variable Type	Description
HB	CLAIM_START_DATE	Date	HB Claim Start Date DD/MM/YYYY
HB	HB_AMT	Numeric	Latest Amount of HB in Payment
ESA	CLAIM_START_DATE	Date	ESA Claim Start Date DD/MM/YYYY
ESA	CLAIM_END_DATE	Date	ESA Claim End Date DD/MM/YYYY

Benefit Source	Variable Name	Variable Type	Description
ESA	CLAIM_STATUS	Character	Provides numeric Key 1 = Live 2 = Dormant 3 = Deceased
ESA	TOTAL_WEEKLY_BENEFIT_RATE	Numeric	Latest Payment Amount of ESA
ESA	CLAIM_TYPE	Character	Provides a numeric key: 5= Contributory 6= Contributory and Income-Related
ESA	LAST_PYT_DATE	Character	Date last payment of ESA issued
ESA	CONTS_WKLY_AW_AMT	Character	Amount of ESA Contribution-Based in last payment
ESA	IB_WKLY_AW_AMT	Character	Amount of ESA Income-Related in last payment

Mandatory field requirements

This referral is intelligence only and should be treated with caution. LA HB processing staff should ascertain that the incorrectness exists before making approaches to customers. This includes amongst others ensuring the personal details have matched correctly.

HBPC005 – False Declaration by customer or partner of receipt of Pension Credit Guaranteed Credit

Rule description

This rule has been designed to identify if a HB for customer or partner (if applicable) falsely declaring that Pension Credit (PC) is in payment.

System match details

Customer and Partner data is extracted from HB SHBE system and matched against data held on the DWP PC system, using the customer and partner National Insurance Number.

Match example

Below is an example when HBMS will produce an output because the HB customer is stating they are in receipt of PC Guaranteed Credit (GC) but there is no live claim to be found;

Match A – HB System – Claim to HB

HB Customer

Name: Mary Smith
NINO: QO123456A
Status: Live
Extract Date: 19/04/2016
PC_WKLY_GC_Fg Y

HB Partner

Name: Harold Smith
NINO: OQ123456B
End Date:
Date of Death:

DWP PC System – No Claim to PC

Match A

PC Customer

Name:
NINO:
Status:
Extract Date

Data matching details

The rule will only include Match A (HB) customer records where at the matched date, the following applies:

- HB claims must be live
- HB claims must be in payment above £0
- The PC GC Flag on both customer and partner (this field is populated on the HB non customer record) is set to 'Y'
- There is no current HB claim suspension in place.
- The latest payment of HB is within the last 32 days or there is a current payment in issue.
- Non customer records must be for HB Partners on a claim and no other dependents within a claim.
- There is no record type end date on the HB Partner record.

- There is no date of death recorded for the HB Partner on the record.

The HB criteria will complete a non-match against PC to identify PC customers who do not meet the following criteria:

- The Pension Credit Claims are live
- PC claims are for 'real' customer records and not for alias or preferred name types
- PC claims must be in payment above £0
- Guarantee Credit must be in payment above £0 in the PC claim.
- Date of last Payment is within 32 days of the date of data extract

Additional information

Benefit Source	Variable Name	Variable Type	Description
HB	CLAIM_START_DATE	Date	HB Claim Start Date DD/MM/YYYY
HB	HB_AMT	Numeric	Latest Amount of HB in Payment
HB	CAPITAL_DECLARED	Numeric	Amount of Capital Declared in the HB claim by the HB Customer
HB	OCC_PENSION	Numeric	Amount of HB Customer's Occupational Pension declared on the HB claim
HB	NC_OCC_PENSION	Numeric	Amount of HB Partner's Occupational Pension declared on the HB claim.
PC	CLAIM_START_DATE	Date	PC Claim Start Date DD/MM/YYYY
PC	CLAIM_END_DATE	Date	PC Claim End Date DD/MM/YYYY
PC	CLAIM_STATUS	Character	Provides numeric Key 1 = Live 2 = Dormant 3 = Deceased
PC	TOTAL_WEEKLY_BENEFIT_RATE	Numeric	Latest Payment Amount of ESA

Benefit Source	Variable Name	Variable Type	Description
P	PC_WKLY_GC_AMT	Numeric	Latest Amount of Guarantee Credit included in PC award

Mandatory field requirements

This referral is intelligence only and should be treated with caution. LA HB processing staff should ascertain that the incorrectness exists before making approaches to customers. This includes amongst others ensuring the personal details have matched correctly.