Housing Benefit

Subsidy Guidance Manual

DWP Department for Work and Pensions

March 2019
Amendment 14

To: All holders of the Housing Benefit Subsidy Guidance Manual

Subject: Amendment 14 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 website,

The first year for which this manual should be used when claiming subsidy is 2018/19 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.

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### Abbreviations

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<td>ADMIN</td>
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<tr>
<td>ASHE</td>
<td>Annual Survey of Hours and Earnings</td>
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<td>B+B</td>
<td>Board and Lodgings</td>
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<td>Broad Rental Market Area</td>
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<td>Claim Related Rent</td>
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<td>Department for Communities and Local Government</td>
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<td>Department for Work and Pensions</td>
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<td>Housing Association Leasing</td>
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<td>HAMA</td>
<td>Housing Association Managing Agents</td>
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<td>HAT</td>
<td>Housing Action Trust</td>
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<td>HB</td>
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<td>Her Majesty’s Revenue and Customs</td>
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<td>In and Out of Work</td>
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<td>Income-based Jobseeker’s Allowance</td>
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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 31.03.2019. ‘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

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

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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