

Example of a Universal Credit monthly award notice

How your Universal Credit payments are worked out	
This is based on your circumstances between 1 December 2018 and 31 December 2018	
1. First, we bring together the basic parts of Universal Credit that apply to you.	
Standard Allowance for you and your partner	£498.89
Housing Element	£354.68
Child Element From 06/04/2017 Universal Credit will only pay the child element for 2 children or qualifying young people unless certain exceptions apply. For further information on when an exception may apply, see www.gov.uk Children on your claim XX XX We pay £277.08 for your first child or qualifying young person. For each other eligible child or qualifying young person, we pay £231.67 ESFA note: there can be other/different elements in this section.	£508.75
Amount	£1,362.62
2. Next, we take account of any non-work income and other benefits you receive as well as your savings and capital.	
The total we take off for these items is:	£0.00
3. We then take account of your take-home pay	
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted. Your take-home pay for this period is £1,352.85 The first £192.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this £192.00 reduces your Universal Credit by 63 pence.	£731.34
The total we take off for take-home pay is:	£731.34
4. Lastly, we take account of any loans, advances, deductions and overpayments or third party payments you have.	
Social Fund	£22.15
Budgeting Allowance	£15.00
The total we take off for these items is:	£37.15
Total adjustments	£768.49
Your Universal Credit monthly payment for this period	£593.83

ESFA note: institutions should use the two highlighted figures, take-home pay and the amount of Universal Credit after deductions, when assessing household income.