

DN: Space for LA logo if appropriate/required.

Office address

www.gov.uk

Our phone number is
Code Number

Textphone users with speech and hearing difficulties can call us on
Code Number

If you get in touch with us, tell us this reference number:

19 March 2013

About your Housing Benefit

Dear

Decision concerning Loss of Benefit provisions

I am writing to inform you that you will be subject to a benefit penalty for a period of **(DN: option for LA to consider inserting dropdown box of 4weeks; 13 weeks; 26 weeks and 3 years, depending on penalty)** :4 weeks. This will be from to .

Payment of Housing Benefit will be reduced by £ per week for this period.

(DN: *option for LA to consider inserting a dropdown box of 'you have' 'your partner has' or 'someone you are claiming for has')

(DN: ^option for LA to consider inserting a dropdown box of 'been convicted of' 'committed' 'accepted an administrative penalty for' or 'accepted a Local Authority caution for')

(DN: "option for LA to consider inserting a dropdown box of 'offence' or 'conviction')

- This is because *you have ^been convicted of a benefit offence.
- This is because *you have ^been convicted of a second benefit offence committed within 5 years of the first "offence.
- This is because *you have ^been convicted of a third benefit offence within 5 years of your second "offence.
- This is because *you have been convicted of a serious organised or identity benefit fraud offence.

For the duration of this penalty you must continue to meet all the usual conditions in order for your benefit entitlement to continue.

April 13

DQ LA: do you apply flat rate maintenance deductions? If not this Para can be removed

Flat Rate Maintenance

Any Flat Rate Maintenance deductions from benefit due in the disqualification period, will continue.

DQ LA: do you take Third Party Deductions from HB? If not, this Para can be removed

Third Party Deductions

We will write to you separately if we need to change the amount of a deduction during the period your benefit penalty applies (such as rent or gas payments etc.).

Yours sincerely

For Manager

April 13

QUESTIONS YOU MIGHT HAVE ABOUT OUR DECISION

If you want to know more about this decision or if you think the decision is wrong

Please get in touch with us, by phone or in writing, within one month of the date of this letter. If you contact us later we may not be able to help you. Our address and phone number are on the front page of this letter.

You, or someone else who has the authority to act on your behalf, can

- ask for an explanation
- ask for a written statement of reasons for our decision
- ask us to look again at the decision to see if it can be changed.
There may be some facts you think we have overlooked or you may have more information which affects the decision.
- appeal against the decision. Please see below for more information.

You can do any of the actions listed above, or you can do all of them.

You can find more information about decision making and appeals in leaflet **DN: LA's to insert their appropriate leaflet no.** *If you think our decision is wrong.*

What happens if you ask us to look at the decision again?

If we can change the decision, we will send you a new decision.

If we cannot change the decision, we will send you a letter telling you why. You will have one month from the date of that letter to appeal if you still disagree with the decision.

How to appeal

Your appeal must be in writing. You can fill in the form in leaflet **DN: LA's to insert their appropriate leaflet no.** *If you think our decision is wrong* or you can write to us. You must tell us which decision your appeal is against and give your reasons for the appeal.

You can get a copy of leaflet **DN: LA's to insert their appropriate leaflet no.** *If you think our decision is wrong* from

DN: LA's to insert any appropriate location/website

- our website at **www.gov.uk**
- an advice centre, like the Citizens Advice Bureau.

Please send your appeal to the address at the top of this letter.

Your appeal will be heard by an independent appeal tribunal.