

FRAUD & ERROR PROGRAMME

Loss of Benefit (LOB) Regime

Offences committed wholly on or after 1st April 2013

Local Authorities (LA) LOB High Level Process Map

Purpose; Notes and Assumptions

Purpose

The purpose of this document is to provide details of the high level process of the interaction between Fraud Investigation Service/Single Fraud Investigation Service (FIS/SFIS) and Local Authorities (LAs) where there is fraudulent activity in respect of Housing Benefit (HB), or other relevant welfare benefits that impact on HB. However it should be noted that there is an existing LOB process that is very similar to the process detailed here, the main difference relates to the periods for which the LOB can be imposed.

Notes

Lower level detail will be provided in other documents, e.g. generic LOB guidance
The box numbering in this process is solely to allow comment/query against the content of a box. They do not indicate the flow of the process. The process flow is denoted by the direction of the connecting arrows.

Pre-existing Business as Usual processes are included where they assist the process flow and to aid understanding, but they are not detailed to any great degree and may be omitted from the process flow where it is considered they are not required.

Job roles within LAs are not specified, generic terminology is used throughout, e.g. 'HB staff'. In SFIS sites, only DWP SFIS staff can act on behalf of the Secretary of State in determining the LOB penalty. LA SFIS staff currently do not have these powers in legislation.

Assumptions

The Single Fraud Investigation Service (SFIS) will use FRAIMS for all fraud referral cases.

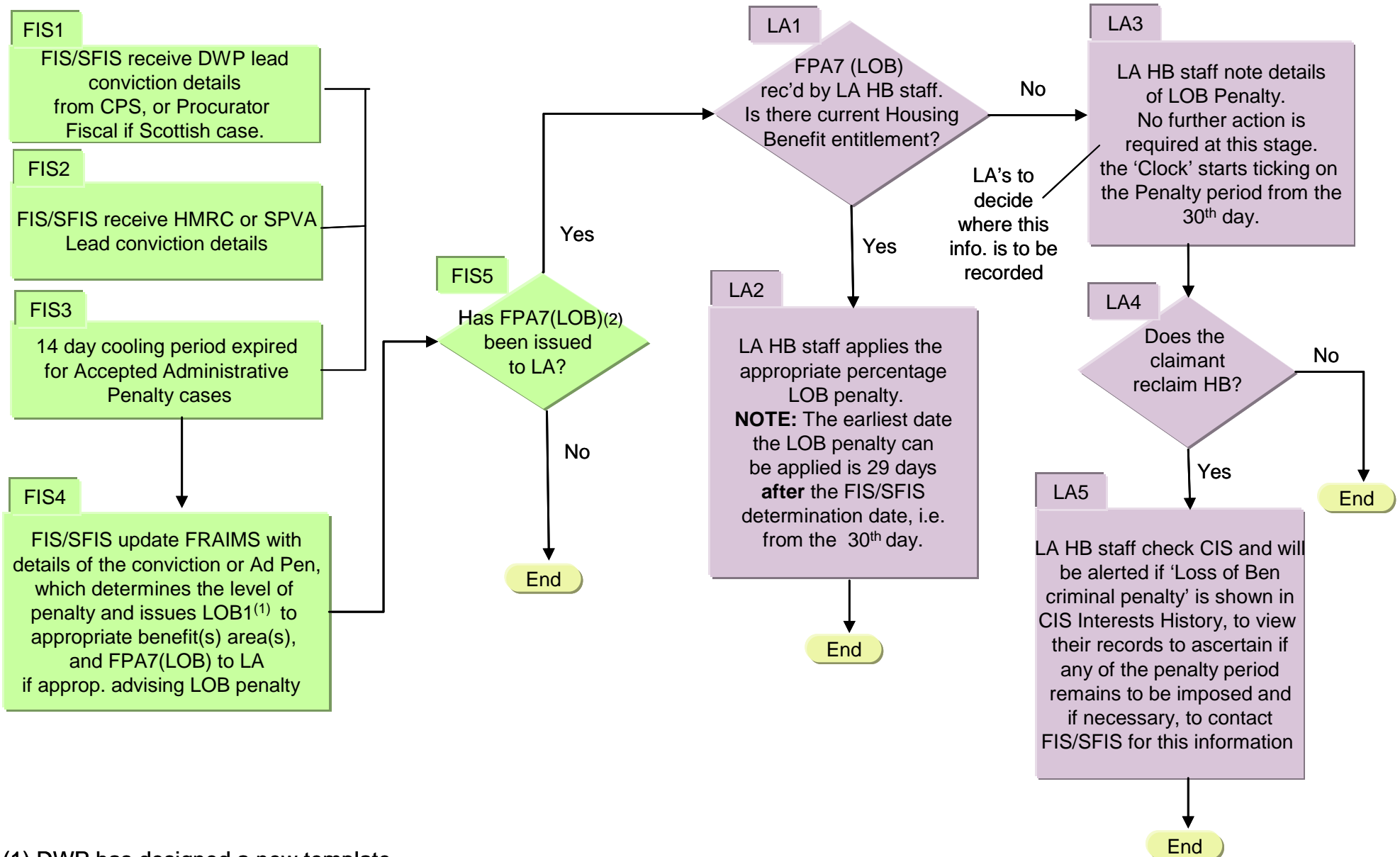
LOB1 (currently form TS2) will be the agreed form used by FIS/SFIS to notify DWP, HMRC and SPVA of the level and period of penalty for DWP administered benefits. LAs will be notified by use of form FPA7 (LOB).

LA staff involved in applying the LOB penalty have access to the Customer Information System (CIS).

LA's will consider the offer of an Administrative Penalty (if appropriate) for HB lead convictions.

Unlike other benefits where the LOB penalty can be applied from the 29th day following the determination date, it can only be applied from the 30th day for the HB LOB penalty.

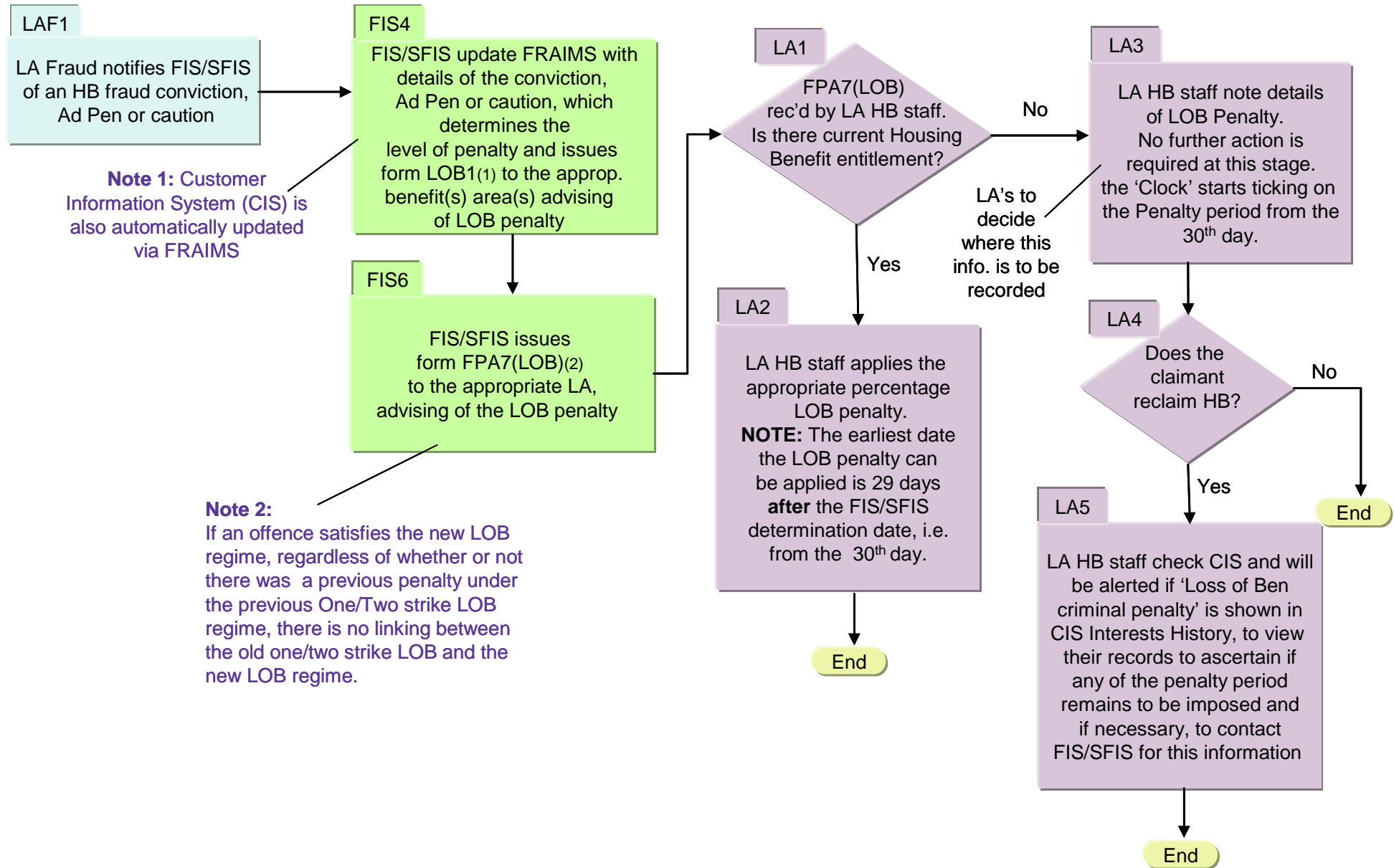
LA Housing Benefit staff action – non LA lead benefit fraud penalties



(1) DWP has designed a new template

(2) DWP has designed a revised FPA7, i.e. FPA7(LOB) applicable for offences committed wholly on or after 01/04/13.

LA HB fraud penalties



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