

## Amendment 11

- To: All holders of the Housing Benefit/Council Tax Benefit Subsidy Guidance Manual
- Subject: Amendment 11 to the Housing Benefit/Council Tax 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, <https://www.gov.uk/government/publications/hb-and-ctb-subsidy-guidance-manual-2015-to-2016>

**The first year for which this manual should be used when claiming subsidy is 2015/16 and is referred to in this manual as the “relevant year”**

DWP

March 2016

*Housing Benefit*

**Subsidy Guidance Manual**

**DWP** Department for  
Work and Pensions

## 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.

<b>Serial number</b>	<b>Initials</b>	<b>Date</b>	<b>Serial number</b>	<b>Initials</b>	<b>Date</b>
1	Incorporated	Dec 05	19		
2	Incorporated	Oct 06	20		
3	Incorporated	Feb 08	21		
4	Incorporated	Apr 09	22		
5	Incorporated	May 10	23		
6	Incorporated	Feb 11	24		
7	Incorporated	Mar 12	25		
8	Incorporated	Mar 13	26		
9	Incorporated	Mar 14	27		
10	Incorporated	Mar 15	28		
11	Incorporated	Apr 16	29		
12			30		
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## Abbreviations

<b>BRMA</b>	Broad Rental Market Area
<b>CRR</b>	Claim Related Rent
<b>DRI</b>	Disproportionate Rent Increase
<b>DWP</b>	Department for Work and Pensions
<b>EPCS</b>	Expenditure, Protective and Cultural Services
<b>HA</b>	Housing Association
<b>HAL</b>	Housing Association Leasing
<b>HAMA</b>	Housing Association Managing Agents
<b>HAT</b>	Housing Action Trust
<b>HB</b>	Housing Benefit
<b>HBMS</b>	Housing Benefit Matching Service
<b>HBSD</b>	Housing Benefit Security Division
<b>HMRC</b>	Her Majesty's Revenue and Customs
<b>HRA</b>	Housing Revenue Account
<b>IAD</b>	Information and Analysis Directorate
<b>IB</b>	Incapacity Benefit
<b>IOW</b>	In and Out of Work
<b>IRL</b>	Indicative Rent Level
<b>IS</b>	Income Support
<b>JSA(IB)</b>	Income-based Jobseeker's Allowance
<b>LA</b>	Local Authority
<b>LAA</b>	Local Authority Association
<b>LHA</b>	Local Housing Allowance
<b>LRR</b>	Local Reference Rent
<b>NAW</b>	National Assembly for Wales
<b>NINO</b>	National Insurance Number
<b>PoA</b>	Payment on Account
<b>RSL</b>	Registered Social Landlord
<b>SDA</b>	Severe Disablement Allowance
<b>STL</b>	Short-term Leased
<b>SRR</b>	Single Room Rent

## ***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 further notice and within this manual '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 on the GOV website at <https://www.gov.uk/government/publications/hb-and-ctb-subsidy-guidance-manual>

### **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.
- 10 The following cross reference terms are used
  - see Further applications for Rent Officer determinations earlier/later in this section, as appropriate, for information that is in the same section
  - see Further applications for Rent Officer determinations earlier/later in this manual, as appropriate, for information that is in a different section

## **Language of the manual**

- 11      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**

- 12      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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