

## NOTES ON COMPLETION OF FORM MPF714A – 2021/2022 ESTIMATE FORM

### GENERAL INFORMATION

As per previous correspondence from the Department, the initial estimate, which will generate subsidy payments from April to September and the mid year estimate which will generate subsidy payments from October to March, is a PDF form. It is enclosed in the e-mail enclosing these guidance notes, which give, as in previous years, explanations regarding the expenditure to be entered in each cell. If you have any questions on these explanations, please contact the office noted on the covering letter attached to these notes.

The initial estimate form should be completed as per the separate guidance already issued.

### SIGNING AND RETURNING THE FORM

The PDF form should be returned by e-mail (**NOT SCANNED**) to the following address: [HBSubsidy@dwp.gov.uk](mailto:HBSubsidy@dwp.gov.uk).

The Local Authority Certificate of Entitlement must be signed by the Responsible Finance Officer then scanned and e-mailed to [HBSubsidy@dwp.gov.uk](mailto:HBSubsidy@dwp.gov.uk) as a separate attachment. It is not possible to issue any payments to authorities which do not submit a properly completed Local Authority Certificate of Entitlement.

The Local Authority Certificate of Entitlement and a copy of the returned form should be retained for your authority's records.

### NOTES

These "Notes on Completion" should be read in conjunction with the HB Guidance Manual, and the relevant Acts, regulations, determinations, directions, circulars, notes and other agreed arrangements specified in the Form and Notes.

These include:

Housing Benefit Regulations 2006

Social Security Contributions and Benefits Act 1992

Social Security Administration Act 1992

The Income - related Benefits (Subsidy to Authorities) Order 1998

Subsidy Guidance Manual

Housing Benefit Security Guidance

Housing Benefit Overpayments Guide

Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006

Housing Benefit (Consequential Provisions) Regulations 2006

#### Form Conventions

The PDF form will complete all necessary calculations and transfer amounts between cells.

Zero should be entered in any fields in which there is nil expenditure. Following completion of the form, authorities should click on the "Validate" button on the first page of the form – this will highlight any cells which are blank and allow correction before the form is submitted.

Entries on the form for cash amounts should be in whole pounds only, fractions of 0.50 or above should be rounded up.

#### Claim Form

Your authority name, reference number and the allocation for Administration Grant is populated on the form. Total subsidy amounts will be populated on the summary page of the claim form/certificate of entitlement, once the information has been entered on the claim form.

<b>Cell 001</b>	Authority name in capital letters.
<b>Cell 002</b>	Authority code number (i.e. the 8-digit number supplied by the DWP).
<b>Cell 003</b>	Amount of total estimated rent rebate subsidy as calculated in cells 018 and 031.
<b>Cell 004</b>	Amount of total estimated rent allowance subsidy as calculated in cell 047.
<b>Cell 005</b>	Amount in respect of administration costs.
<b>Cell 006</b>	Total of cells 003 to 005.

### Cell 007 - Spare

## ESTIMATED RENT REBATES GRANTED TO TENANTS OF NON-HRA PROPERTIES

### TOTAL EXPENDITURE GRANTED TO NON-HRA TENANTS

Reference: *Subsidy Guidance Manual for exclusions from gross expenditure.*

<b>Cell 008</b>	Enter the estimated gross rebate expenditure granted to non-HRA tenants for the financial year. This will include all incentive area expenditure, which for overpayments must also include the amount by which benefit properly payable is reduced because of recovery action by deductions from benefit.
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### BOARD AND LODGING OR NON SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE LOCAL AUTHORITY IS THE LANDLORD

Reference: *Article 17 of The Income – related Benefits (Subsidy to Authorities) Order 1998.*

<b>Cell 009</b>	Enter the estimated expenditure <b>up to</b> the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).
Rate	100%

<b>Cell 010</b>	Enter the estimated expenditure <b>above</b> the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).
Rate	0%

### LEASED OR SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE LOCAL AUTHORITY IS THE LANDLORD

Reference: *Article 17A of The Income – related Benefits (Subsidy to Authorities) Order 1998.*

<b>Cell 011</b>	Enter the estimated expenditure <b>up to</b> the lower of 90% of the appropriate LHA rate for the property and the upper limit (£500 or £375).
Rate	100%

<b>Cell 012</b>	Enter the estimated expenditure <b>above</b> the lower of 90% of the appropriate LHA rate for the property plus the management costs element and the upper limit (£500 or £375).
Rate	0%

### OVERPAID RENT REBATES GRANTED TO TENANTS OF NON-HRA PROPERTIES

Reference: *Subsidy Guidance Manual; Articles 18 and 19 of The Income - related Benefits (Subsidy to Authorities) Order 1998.*

<b>Cell 013</b>	<b>Eligible overpayments.</b> Enter the estimated expenditure in respect of eligible overpayments caused by fraud, claimant error or other.
Rate	40%

<b>Cell 014</b>	<b>Overpayments caused by technical error and recovered DWP error.</b> Enter the estimated expenditure in respect of technical error and recovered DWP errors.
Rate	0%

<b>Cell 015</b>	<b>Overpayments caused by LA error and administrative delay.</b> Enter the estimated expenditure in respect of overpayments caused by Local Authority error and administrative delay.
Rate	0%

<b>Cell 016</b>
Full Rate

**TOTAL ESTIMATED SUBSIDY CLAIMED AT FULL RATE**

Enter the total of (cell 008 minus (cells 010+012+013+014+015)). (The PDF form will calculate this figure).

<b>Cell 017</b>
Reduced Rate

**TOTAL ESTIMATED SUBSIDY CLAIMED AT REDUCED RATES**

Enter the result of (cell 013 x 0.40). (The PDF form will calculate this figure).

<b>Cell 018</b>
Total Subsidy

**TOTAL ESTIMATED SUBSIDY**

Enter the total of cells 016+017+063. This amount is added to the amount in cell 031 and entered in cell 003 on page 1. (The PDF form will calculate this figure and populate cell 003).

**Cells 019 – 023 – Spare**

**ESTIMATED RENT REBATES GRANTED TO TENANTS OF HRA PROPERTIES**

**TOTAL EXPENDITURE GRANTED TO TENANTS OF HRA PROPERTIES**

Reference: *Subsidy Guidance Manual for exclusions from gross expenditure.*

<b>Cell 024</b>
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Enter the estimated gross rebate expenditure granted to HRA tenants for the financial year. This will include all incentive area expenditure, which for overpayments must also include the amount by which benefit properly payable is reduced because of recovery action by deductions from benefit.

**OVERPAID RENT REBATES GRANTED TO HRA TENANTS**

Reference: *Subsidy Guidance Manual; Articles 18 and 19 of The Income - related Benefits (Subsidy to Authorities) Order 1998.*

<b>Cell 025</b>	
Rate	40%

**Eligible overpayments.**

Enter the estimated expenditure in respect of eligible overpayments caused by fraud, claimant error or other.

<b>Cell 026</b>	
Rate	0%

**Overpayments caused by technical error and recovered DWP error.**

Enter the estimated expenditure in respect of technical error and recovered DWP errors.

<b>Cell 027</b>	
Rate	0%

**Overpayments caused by LA error and administrative delay.**

Enter the estimated expenditure in respect of overpayments caused by Local Authority error and administrative delay.

**DISPROPORTIONATE RENT INCREASE (WALES ONLY)**

Reference: *Subsidy Guidance Manual (Please note all references to Scotland also apply to Wales); Article 15A of The Income - related Benefits (Subsidy to Authorities) Order 1998.*

<b>Cell 028</b>	

**DRI deduction.**

Enter the estimated expenditure which is not subject to the DRI exemption rule.

<b>Cell 029</b>
Full Rate

**TOTAL ESTIMATED SUBSIDY CLAIMED AT FULL RATE**

Enter the total of (cell 024 minus (cells 025+026+027+028)). (The PDF form will calculate this figure).

<b>Cell 030</b>
Reduced Rate

**TOTAL ESTIMATED SUBSIDY CLAIMED AT REDUCED RATES**

Enter the total of (cell 025 x 0.40). (The PDF form will calculate this figure).

<b>Cell 031</b>
Total Subsidy

**TOTAL ESTIMATED SUBSIDY CLAIMED**

Enter the total of (cells 029+030+064). This amount is added to the amount in cell 018 and entered in cell 003 on page 1. (The PDF form will calculate this figure and populate cell 003).

## ESTIMATED RENT ALLOWANCES

### TOTAL RENT ALLOWANCE EXPENDITURE

Reference: *Subsidy Guidance Manual for exclusions from gross expenditure. Also include indicative rent level overpayments.*

**Cell 032**

Enter the estimated Rent Allowance gross expenditure for the financial year. This will include all incentive area expenditure, which for overpayments must also include the amount by which the benefit properly payable is reduced because of recovery action by deductions from benefit.

### RENT OFFICER REFERRALS

Reference: *Subsidy Guidance Manual; Articles 16 and 23(1) and Schedule 4 of The Income - related Benefits (Subsidy to Authorities) Order 1998.*

**Cell 033**

Rate	60%
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#### Total expenditure above the RO's determination under Regs. 13 or 13ZA.

Enter the estimated expenditure in respect of the part of the weekly eligible rent, which is above the rent officer's determination of a claim related rent. This would only be relevant to those claimants in exempt accommodation, or who have been claiming HB since before 2<sup>nd</sup> January 1996, who

satisfy the following conditions:

- They are in one of the vulnerable groups, Reg. 13(4),
- They are entitled to the 52-week protection following the death of the former tenant, Reg.13(5), Reg. 13ZA(2) or
- They are entitled to the 13-week protection at the beginning of the claim, Reg. 13(7).

**Cell 034**

Rate	0%
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#### Total expenditure above the RO's determination for 'old' reg. 13 cases.

Enter the estimated expenditure in respect of the part of weekly eligible rents which are above the Rent Officer's determination of a claim related rent. This would only be relevant to those claimants in exempt accommodation, or who have been claiming HB since before 2<sup>nd</sup> January 1996, who do not satisfy the conditions outlined in the guidance notes to cell 33 above. Do not include amounts which have been included in cell 033. Also include expenditure on cases which should have been referred to the Rent Officer but were not.

### EXPENDITURE ON BOARD AND LODGING AND NON SELF-CONTAINED LICENSED ACCOMMODATION WHERE A REGISTERED HOUSING ASSOCIATION IS THE LANDLORD

Reference: *Article 17B of The Income – related Benefits (Subsidy to Authorities) Order 1998.*

**Cell 035**

Rate	100%
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Enter the estimated expenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

**Cell 036**

Rate	0%
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Enter the estimated expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

### EXPENDITURE ON SELF-CONTAINED LICENSED ACCOMMODATION AND ACCOMMODATION OWNED OR LEASED BY A REGISTERED HOUSING ASSOCIATION IS THE LANDLORD

Reference: *Article 17C of The Income – related Benefits (Subsidy to Authorities) Order 1998.*

**Cell 037**

Rate	100%
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Enter the estimated expenditure **up to** the lower of 90% of the appropriate LHA rate for the property and the upper limit (£500 or £375).

**Cell 038**

Rate	0%
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Enter the estimated expenditure **above** the lower of 90% of the appropriate LHA rate for the property plus the management costs element and the upper limit (£500 or £375).

### OVERPAID RENT ALLOWANCES

Reference: *Subsidy Guidance Manual; Articles 18 and 19 of The Income - related Benefits (Subsidy to Authorities) Order 1998.*

**Cell 039**

Rate	25%
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#### Duplicate payments.

Enter the estimated amounts in respect of duplicate payments. These arise following alleged non-receipt, loss, theft or destruction in cases where the original payment has been cashed.

**Cell 040**

Rate	40%
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#### Eligible overpayments.

Enter the estimated amount for eligible overpayments caused by fraud, claimant error or other.

Rate	0%
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**Recovered overpayments caused by DWP errors/payments on account.**

Enter the estimated amount in respect of recovered DWP errors and recovered overpayments which have arisen from making payments on account under Reg.93 of SI 2006 No. 213 or Reg.74 of SI 2006 No.214.

<b>Cell 042</b>	
Rate	0%

**Overpayments caused by LA error and administrative delay.**

Enter the estimated expenditure in respect of overpayments caused by Local Authority error and administrative delay.

<b>Cell 043</b>	
Full Rate	

**TOTAL ESTIMATED SUBSIDY CLAIMED AT FULL RATE**

Enter the total of (cell 032 - (cells 033+034+036+038+039+040+041+042)). (The PDF form will calculate this figure).

<b>Cell 044</b>	
Reduced Rate	

**TOTAL ESTIMATED SUBSIDY CLAIMED AT REDUCED RATES**

Enter the total of (cell 033 x 0.60) + (cell 039 x 0.25) + (cell 040 x 0.40). (The PDF form will calculate this figure).

<b>Cell 045</b>	
Total Subsidy	

**TOTAL ESTIMATED SUBSIDY**

Enter the total of cells 043 + 044 + 065. (The PDF form will calculate this figure).

<b>Cell 046</b>	
Total Subsidy	

**TOTAL ESTIMATED MODIFIED SCHEME SUBSIDY**

Enter the figure from cell 071. (This cell will be populated with the amount and will take place in the electronic version of the claim). (The PDF form will calculate this figure).

<b>Cell 047</b>	
Total Subsidy	

**TOTAL ESTIMATED SUBSIDY CLAIMED**

Enter the total of cells 045 + 046. This amount is entered in cell 004 on page 1. (The PDF form will calculate this figure and populate cell 004).

**Cells 048 – 055 Spare**

**LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY**

<b>Cell 056</b>	
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**TOTAL ESTIMATED EXPENDITURE ATTRACTING FULL SUBSIDY**

Enter the total of (cells 016 + 029 + 043). (The PDF form will calculate this figure).

<b>Cell 057</b>	
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**LOWER THRESHOLD**

Enter 0.48% of the figure in cell 056. (The PDF form will calculate this figure).

<b>Cell 058</b>	
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**HIGHER THRESHOLD**

Enter 0.54% of the figure in cell 056. (The PDF form will calculate this figure).

<b>Cell 059</b>	
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**TOTAL ESTIMATED LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY OVERPAYMENTS**

Enter the total of (cells 015 + 027 + 042). (The PDF form will calculate this figure).

<b>Cell 060</b>	
Rate	100%

**TOTAL ESTIMATED LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY (100%)**

Enter the total local authority error and administrative delay from cell 059 if cell 059 is less than or equal to cell 057. If total local authority error and administrative delay in cell 059 is higher than cell 057, enter 0.

<b>Cell 061</b>	
Rate	40%

**TOTAL ESTIMATED LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY (40%)**

Enter the total local authority error and administrative delay from cell 059 if cell 059 is more than cell 057 but less than or equal to cell 058. If total local authority error and administrative delay in cell 059 is higher than cell 058, enter 0.

<b>Cell 062</b>	
Total Subsidy	

**TOTAL ESTIMATED LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY**

Enter the total of (cell 060 + (cell 061 x 0.40)). (The PDF form will calculate this figure).

**LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY APPORTIONMENTS**

<b>Cell 063</b>
Total Subsidy

**REBATES FOR NON-HRA PROPERTIES**

Enter the total of cell 062 x (cell 015 divided by cell 059). This amount is added into the total in cell 018. (The PDF form will calculate this figure).

<b>Cell 064</b>
Total Subsidy

**REBATES FOR HRA PROPERTIES**

Enter the total of cell 062 x (cell 027 divided by cell 059). This amount is added into the total in cell 031. (The PDF form will calculate this figure).

<b>Cell 065</b>
Total Subsidy

**RENT ALLOWANCES**

Enter the total of cell 062 x (cell 042 divided by cell 059). This amount is added into the total in cell 045. (The PDF form will calculate this figure).

**Cell 066 – Spare****MODIFIED SCHEMES SUBSIDY**

<b>Cell 067</b>
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Enter the total of (cells 018 + 031 + 045). (The PDF form will calculate this figure).

<b>Cell 068</b>
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Enter the total of (cell 067 x 0.2%). (The PDF form will calculate this figure).

<b>Cell 069</b>
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**TOTAL ESTIMATED EXPENDITURE**

Enter the total estimated expenditure due to the voluntary disregarding of War Disablement Pensions or War Widows Pensions.

<b>Cell 070</b>
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Enter the total of (cell 069 x 75%). (The PDF form will calculate this figure).

<b>Cell 071</b>
Total Subsidy

**TOTAL SUBSIDY**

Enter the lower of cells 068 and 070. This amount is transferred to cell 046. (The PDF form will calculate this figure).