DEPARTMENT FOR WORK AND PENSIONS

Authorities in England/Wales	Form MPF714A

Notes on completion of form mpf714a – for the financial year ending March 2023 estimate form

General information

As per previous correspondence from the Department for Work and Pensions (DWP), 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 email **(not scanned)** to **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 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 Housing Benefit 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.

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

Cell 007 - Spare

Estimated rent rebates granted to tenants of Non-Housing Revenue Account properties

Total expenditure granted to Non-Housing Revenue Account (HRA) tenants
Reference: Subsidy Guidance Manual for exclusions from gross expenditure.

Cell 008	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.

Board and lodging or non-self-contained licensed temporary accommodation where the local authority (LA) is the landlord
Reference: Article 17 of The Income – related Benefits (Subsidy to Authorities) Order 1998.
Reference: Subsidy Guidance Manual for relevant Local Housing Allowance (LHA) rate

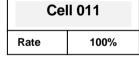| Cell 009		Enter the estimated expenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).
Rate	100%	

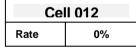| Cell 010		Enter the estimated expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).
Rate	0%	

Leased or self-contained licensed temporary accommodation where the LA is the landlord
Reference: Article 17A of The Income – related Benefits (Subsidy to Authorities) Order 1998.
Reference: Subsidy Guidance Manual for relevant LHA rate

Cell 011		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).
Rate	100%	

Cell 012		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).
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.

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

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

Cell 015		**Overpayments caused by LA error and administrative delay** Enter the estimated expenditure in respect of overpayments caused by LA error and administrative delay.
Rate	0%	

Cell 016	**Total estimated subsidy claimed at full rate**
Full Rate	Enter the total of (cell 008 minus (cells 010+012+013+014+015)). (The PDF form will calculate this figure).

Cell 017	**Total estimated subsidy claimed at reduced rates**
Reduced Rate	Enter the result of (cell 013 x 0.40). (The PDF form will calculate this figure).

Cell 018	**Total estimated subsidy**
Total 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.

Cell 024	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.

Cell 025		**Eligible overpayments**
Rate	**40%**	Enter the estimated expenditure in respect of eligible overpayments caused by fraud, claimant error or other.

Cell 026		**Overpayments caused by technical error and recovered DWP error**
Rate	**0%**	Enter the estimated expenditure in respect of technical error and recovered DWP errors.

Cell 027		**Overpayments caused by LA error and administrative delay**
Rate	**0%**	Enter the estimated expenditure in respect of overpayments caused by LA 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.

Cell 028		**Disproportionate Rent Increase deduction.**
		Enter the estimated expenditure which is not subject to the Disproportionate Rent Increase exemption rule.

Cell 029	**Total estimated subsidy claimed at full rate**
Full Rate	Enter the total of (cell 024 minus (cells 025+026+027+028)). (The PDF form will calculate this figure).

Cell 030	**Total estimated subsidy claimed at reduced rates**
Reduced Rate	Enter the total of (cell 025 x 0.40). (The PDF form will calculate this figure).

Cell 031	**Total estimated subsidy claimed**
Total Subsidy	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%

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 where restrictions could not be made under Regs 13 or 13ZA. This would only be relevant to those claimants in exempt accommodation, or who have been claiming HB since before 2nd 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).
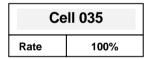
Cell 034	
Rate	0%

Total expenditure above the Rent Office'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 where restrictions could be made under Regs 13 or 13ZA. This would only be relevant to those claimants in exempt accommodation, or who have been claiming HB since before 2 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.
Reference: Subsidy Guidance Manual for relevant LHA rate

Cell 035	
Rate	100%

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%

Enter the estimated expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).
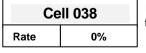
Expenditure on self-contained licensed accommodation and accommodation owned or leased by a registered housing association is the landlord
Reference: Article 17C of The Income – related Benefits (Subsidy to Authorities) Order 1998.
Reference: Subsidy Guidance Manual for relevant LHA rate

Cell 037	
Rate	100%

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%

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.

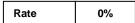| Cell 039	
Rate	25%

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%

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

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Cell 041

Recovered overpayments caused by DWP errors/payments on account.

Rate	**0%**

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.

Cell 042	
Rate	**0%**

Overpayments caused by LA error and administrative delay.
Enter the estimated expenditure in respect of overpayments caused by LA error and administrative delay.

Cell 043
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).

Cell 044
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).

Cell 045
Total Subsidy

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

Cell 046
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).

Cell 047
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

LA error and administrative delay subsidy

Cell 056

Total estimated expenditure attracting full subsidy
Enter the total of (cells 016 + 029 + 043). (The PDF form will calculate this figure).

Cell 057

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

Cell 058

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

Cell 059

Total estimated LA error and administrative delay overpayments
Enter the total of (cells 015 + 027 + 042). (The PDF form will calculate this figure).

Cell 060
Rate 100%

Total estimated LA error and administrative delay subsidy (100%)
Enter the total LA error and administrative delay from cell 059 if cell 059 is less than or equal to cell 057. If total LA error and administrative delay in cell 059 is higher than cell 057, enter 0.

Cell 061
Rate 40%

Total estimated LA error and administrative delay subsidy (40%)
Enter the total LA 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 LA error and administrative delay in cell 059 is higher than cell 058, enter 0.

Cell 062
Total Subsidy

Total estimated LA error and administrative delay subsidy
Enter the total of (cell 060 + (cell 061 x 0.40)). (The PDF form will calculate this figure).

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LA error and administrative delay subsidy apportionments

Cell 063
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).

Cell 064
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).

Cell 065
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

Cell 067

Enter the total of (cells 018 + 031 + 045). (The PDF form will calculate this figure).

Cell 068

Enter the total of (cell 067 x 0.2%). (The PDF form will calculate this figure).

Cell 069

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

Cell 070

Enter the total of (cell 069 x 75%). (The PDF form will calculate this figure).

Cell 071
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).

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