DEPARTMENT FOR WORK AND PENSIONS

Authorities in Scotland	Form MPF714B

Notes on completion of form MPF714b – 2024/2025 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.

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 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.

Cell 001	Authority name in capital letters.
Cell 002	Authority code number (ie. the 8-digit number supplied by the DWP)
Cell 003	Amount of total estimated rent rebate subsidy as calculated in cell 019.
Cell 004	Amount of total estimated rent allowance subsidy as calculated in cell 040.
Cell 005	Amount in respect of administration costs.
Cell 006	Total of cells 003 to 005

Cell - 007 - Spare

Estimated rent rebates

Total rent rebate expenditure
Reference: Subsidy Guidance Manual for exclusions from gross expenditure.

Cell 008	Enter the estimated Rent Rebate gross expenditure 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 is the landlord
Reference: Article 17 of The Income – related Benefits (Subsidy to Authorities) Order 1998.
Reference: Subsidy Guidance Manual for relevant 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 local authority is the landlord (including leased accommodation held within the housing revenue account)
Reference: Article 17 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%	

Disproportionate rent increase
Reference: Subsidy Guidance Manual; Article 15 of The Income – related Benefits (Subsidy to Authorities) Order 1998.

Cell 013		**DRI deduction.** Enter the estimated expenditure which is not subject to the DRI exemption rule.
Rate	0%	

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

Cell 014	
Rate	40%

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

Cell 015	
Rate	0%

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

Cell 016	
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.

Cell 017	
Full Rate	

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

Cell 018	
Reduced Rate	

Total estimated rent rebate subsidy claimed at reduced rates
Enter the result of (cell 014 X 0.40) (The PDF form will calculate this figure).

Cell 019	
Total Subsidy	

Total estimated rent rebate subsidy claimed
Enter the total of cells 017+018+056. This amount is entered in cell 003 on page 1. (The PDF form will calculate this figure and populate cell 003).

Cells 020 – 024 - Spare

Estimated rent allowances

Total rent allowance expenditure
Reference: Subsidy Guidance Manual for exclusions from gross expenditure.

Cell 025

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 026	
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 027	
Rate	0%

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 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 2nd January 1996, who do not satisfy the conditions outlined in the guidance notes to cell 26 above. Do not include amounts which have been included in cell 026. 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 028		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 029		Enter the estimated expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).
Rate	0%	

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 030		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 031		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 allowances
Reference: Subsidy Guidance Manual; Articles 18 and 19 of The Income-related Benefits (Subsidy to Authorities) Order 1998.

Cell 032		**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.
Rate	25%	

Cell 033		**Eligible overpayments.** Enter the estimated amount for eligible overpayments caused by fraud, claimant error or other.
Rate	40%	

Cell 034		**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.
Rate	0%	

Cell 035		**Overpayments caused by LA error and administrative delay.** Enter the estimated expenditure in respect of overpayments caused by Local Authority error and administrative delay.
Rate	0%	

Cell 036		**Total estimated subsidy claimed at full rate** Enter the total of (cell 025 - (cells 026+027+029+031+032+033+034+035)). (The PDF form will calculate this figure).
Total Subsidy		

Cell 037		**Total estimated subsidy claimed at reduced rates** Enter the total of (cell 026 x 0.60) + (cell 032 x 0.25) + (cell 033 x 0.40). (The PDF form will calculate this figure).
Reduced Rate		

Cell 038		**Total estimated subsidy** Enter the total of cells 036 + 037 + 057. (The PDF form will calculate this figure).
Total Subsidy		

Cell 039		**Total estimated modified scheme subsidy** Enter the figure from cell 063. (The PDF form will populate this cell).
Total Subsidy		

Cell 040		**Total estimated rent allowance subsidy claimed** Enter the total of cells 038 + 039. This amount is entered in cell 004 on page 1. (The PDF form will calculate this figure and populate cell 004).
Total Subsidy		

Cells 041- 048 Spare

| **Local authority error and administrative delay subsidy** |

| **Cell 049** | **Total estimated expenditure attracting full subsidy**
Enter the total of (cells 017 + 036). (The PDF form will calculate this figure). |

| **Cell 050** | **Lower threshold**
Enter 0.48% of the figure in cell 049. (The PDF form will calculate this figure). |

| **Cell 051** | **Higher threshold**
Enter 0.54% of the figure in cell 049. (The PDF form will calculate this figure). |

| **Cell 052** | **Total estimated local authority error overpayments**
Enter the total of (cells 016 + 035). (The PDF form will calculate this figure). |

| **Cell 053**
Rate 100% | **Total estimated local authority error and administrative delay subsidy (100%)**
Enter the total local authority error and administrative delay from cell 052 if cell 052 is less than or equal to cell 050. If total local authority error and administrative delay in cell 052 is higher than cell 050, enter 0. |

| **Cell 054**
Rate 40% | **Total estimated local authority error and administrative delay subsidy (40%)**
Enter the total local authority error and administrative delay from cell 052 if cell 052 is more than cell 050 but less than or equal to cell 051. If total local authority error and administrative delay in cell 052 is higher than cell 051, enter 0. |

| **Cell 055**
Total Subsidy | **Total estimated local authority error and administrative delay subsidy**
Enter the total of (cell 053 + (cell 054 x 0.40)). (The PDF form will calculate this figure). |

| **Local authority error and administrative delay subsidy apportionments** |

| **Cell 056**
Total Subsidy | **Rent rebates**
Enter the total of cell 055 x (cell 016 divided by cell 052). This amount is added into the total in cell 019. (The PDF form will calculate this figure). |

| **Cell 057**
Total Subsidy | **Rent allowances**
Enter the total of cell 055 x (cell 035 divided by cell 052). This amount is added into the total in cell 038. (The PDF form will calculate this figure). |

Cell 058 - Spare

| **Modified schemes subsidy** |

| **Cell 059** | Enter the total of (cells 019 + 038). (The PDF form will calculate this figure). |

| **Cell 060** | Enter the total of (cell 059 x 0.2%). (The PDF form will calculate this figure). |

| **Cell 061** | **Total estimated expenditure**
Enter the total estimated expenditure due to the voluntary disregarding of War Disablement Pensions or War Widows Pensions. |

| **Cell 062** | Enter the total of (cell 061 x 75%). (The PDF form will calculate this figure). |

| **Cell 063**
Total Subsidy | **Total subsidy**
Enter the lower of cells 060 and 062. This amount is transferred to cell 039. (The PDF form will calculate this figure). |