Advice for Decision Making summary of changes

Amended Chapters October 2024

A1: Principles of Decision Making and Evidence
Amendments to ADM paragraphs A1595 2 to A1599 – These paragraphs have been amended to remove procedural steps – updated procedural guidance can be found in operational guidance.

H4: Earned income, self-employed earnings
Chapter updated at para. H4110 to incorporate uprating amounts.

S2: JSA and employed earners
Chapter updated at Appendix 2 to incorporate uprating amounts.

V4: ESA and employed earners
Chapter updated at Appendix 2 to incorporate uprating amounts.

F3: HCE: Support for renters
ADM memos 8/23 and 3/24 incorporated – uprating memos amending the amount of the non-dependents' deduction at paragraph F3140.
ADM memo 19/22 incorporated - this gave guidance on the exceptions to the shared accommodation rate (SAR) for victims of domestic violence and modern slavery, from paragraph F3231.

J1: The claimant commitment
Amendments to ADM Chapter J1 – paragraphs J1022 - J1023, bring guidance in line with current policy update on appointees and accepting claimant commitments.

Amendments – September 2024

L5: Winter Fuel Payments
This is a new addition to Universal Credit Chapters

Statutes and SI list

The following Regulations have been added to the Statutes and SI list:

The Social Fund Winter Fuel Payment Regulations 2000 No. 729 SFWFP Regs 2000
The Social Fund Winter Fuel Payment Regulations 2024 No. 869 SFWFP Regs

U2: ESA Limited Capability for Work and Limited Capability for Work-Related Activity
Minor updates on hospitalisation and LCW, at ADM paragraph U2072.

M7: Managed migration and Transitional protection
Chapter updated, with the up to date AET rates found at paras. M7532 & M7533.

M5: Claims for UC – Digital service area and **M6: Effects of transition to UC**
Incorporation of ADM Memo 2/24

Amendments – August 2024

As a result of ADM Memo 08-24: Social Security Co-ordination (New World Benefits) between the UK and Ireland, Gibraltar, Switzerland, Iceland, Liechtenstein and Norway following the UK's withdrawal from the EU, the ADM Abbreviations lists have been updated as follows:

Abbreviations

EU-UK-WA' has been added to the Abbreviations list

Statutes and SI list

The following Orders were added to the Statutes and SI list:

Social Security (Ireland) Order 2019 [SS (Ireland) Order19]
Social Security (Gibraltar) Order 2024 [SS (Gibraltar) Order 24]
Social Security (Switzerland) Order 2021 [SS (Switzerland) Order 21]
Social Security (Iceland) (Liechtenstein) (Norway) Order 2023 [SS (Iceland) (Liechtenstein) (Norway)] Order 23

Amended Chapters July 2024

K1: Sanctions - general principles
Minor tidying up amends throughout Chapter K1 primarily to add legal ref to Bryce case law, but other minor amends made to add links to other sanctions chapters + remove references within the text to live service that are out of date.
Following paragraphs amended:
K1005 text changed from details to guidance
K1006 added a superscript and link to legal ref
K1010 changed attend to participate and in brackets (including attend)
K1045 'they' changed to 'the claimant'
K1060 cross ref added to pre-claim failures
K1088 Note 2 added
K1090 cross ref to pre-claim failures
K1157 & K1158 – legal ref added to Bryce case law + change to text\
K1161 change to text in the Note
K1169 added links to J3 and K2
K1171 Note 1 text amended & added 2.4 journal message to list
K1172 change to Note 1 and Note 3 removed
K1173 link added to K3
K1174 link added to K2 in Note 1
K1176 link added to J1
K1177 removed ref to live service
K1181 removed numbers 2 & 3 – now only 1 - 4
K1186 links added to K5

K1187 links added to K5

S1: Amount payable and part weeks
Paragraph S1088 has been amended to add a second paragraph to the example by way of further explanation.

V1: ESA amounts of allowance and part-week payments
Paragraph V1142 has been amended to add a second paragraph to the example by way of further explanation.

A2: Claims
A2048 and A2049 (and associated headings) have been amended so as to show that there are no classes of cases in which advance claims for UC will be accepted.

Amended Chapters May 2024

U1: ESA conditions of entitlement
Addition of an extra clarification at U1082 and U1091 that each class 2 NI contribution generates earnings equal to the LEL.

U2: ESA Limited Capability for Work and Limited Capability for Work-Related Activity
Addition of an extra clarification at U2073 regarding the days of recovery not needing to be in a hospital/similar institution.

K5: Low Level Sanctions
Minor amendments to paragraphs K5085 and K5086 regarding fortnightly interventions.

P2: Assessment for PIP
There is now the addition of a link at paragraph P2016 and the addition of a new Appendix to subsume Memos **15/18, 16/18, 17/19, 22/20** and **09/21**. (Appendix 2 - UT and Court decisions).

V2: Duration of ESA
A note is added to V2020 to deal with the scenario where an NS ESA award is time limited before a WCA can take place.

Amended Chapters April 2024

C1: Universal Credit - International Issues
Amendment made as follows:
C1380 - Title name change from Destitution Domestic Violence concession to Migrant Victims of Domestic Abuse concession
Inclusion of the sentence below it 'Previously known as the Destitution Domestic Violence concession (DDVC)'.
C1381 subsection 4 and the sentence below that and change to the reference number 1 in this paragraph
C1382 – C1383 - DDVC wording changed to Migrant Victims of Abuse Concession
C1674 - Title name change from Destitution Domestic Violence concession to Migrant

Victims of Domestic Abuse concession.
Inclusion of the sentence below it 'Previously known as the Destitution Domestic Violence concession (DDVC)'.
C1675 subsection 4 and the sentence below that and change to the reference number 1 in this paragraph
C1676 – C1677 – DDVC wording changed to Migrant Victims of Abuse Concession

J3: Work-related requirements
Amendments to J3058 and J3233/J3234. The change to J3058 is due to a policy change for lead carers of children aged 3 – 12 years to increase expected hours of work search to 30 hours maximum from which the work coach can tailor down.

The changes to J3233 – 234 are due to a legislative change introduced from 19/4/24 to increase the number of hours used to calculate the AET.

The Universal Credit (Administrative Earnings Threshold) (Amendment) (No. 2) Regulations 2024 (legislation.gov.uk)

F1: Child Element
ADM Memos 12/21 and 07/22 incorporated added CDP and ADP to the list of benefits Changes made to F1121 and F1122;

Words added at F1021 to make clear when a non-parental caring arrangement might be in place.

ADM memo 02/24 incorporated at F1075 A child/QYP is treated as still living with the responsible person for any period during which the child/QYP is placed for adoption

Amended at F1074 to clarify that a child is a looked after child if, in Scotland, they are placed with a Kinship carer who has no parental responsibility

Amounts for child element and disabled child addition amended at F1110 and F1122, following up-rating.

Paragraph added at F1144 to clarify that a YP is no longer a QYP when their course/approved training ends before the 1 September following their 19th birthday. Example added

Appendix 1 removed as no longer applicable (Interim period for two child maximum).

Amended Chapters March 2024

E2: Benefit unit, awards and maximum amount
ADM Memo 20/21 incorporated at paras. E2031, E2127 (example), E2201 and E2205; standard allowances at E2173 amended.

E5: Benefit Cap
Note 1 for paragraph E5007 has been amended with regard to the monthly equivalent of the annual limit as it was found by a decision maker that the rates did not match those within the main paragraph.

K3: Good reason
New paragraph K3207 added regarding self-employed and LV sanctions to meet the current policy and to provide clarity.

Amended Chapters February 2024

H1: Capital
Chapters updated to include guidance on the treatment of cost of living additional payments at ADM H1766 & H1767, additional amendment made to the legal reference at H1131 from "Partnership Act 1924" to "Partnership Act 1890"

Amended Chapters January 2024

U1: ESA conditions of entitlement
Amendments to ADM Chapter U1 to incorporate ADM memo 18/23. There is now the addition of CSP (Carer Support Payment) as a listed benefit at paragraph U1085 number 3.1.

L3: Social Fund - Funeral Payment
Minor update at paragraph L3302 to update the limit from £700 to £1000.

R2: JSA Conditions of Entitlement
Change to paragraph R2252. Extra number in the list removed and added CSP next to CA this aligns more with how the changes are represented in the regulations.

R2: JSA Conditions of Entitlement
Amendments to ADM Chapter R2 to incorporate ADM memo 18/23. There is now the addition of CSP (Carer Support Payment) as a listed benefit at number 4 at paragraph R2252 and number 5 at paragraph R2702.

L3: Social Fund - Funeral Payments
Updated ADM L3301 & 2 slightly, for clarification and added two examples.

R1: JSPs & JSA Contribution Conditions
ADM Memo 18/23 incorporate and addition of CSP added at number 7. at paragraph R1027.

P2: Assessment for PIP
Minor updates to include a hyperlink to ADM Memo 15/18 at paragraph P2016 and a hyperlink to ADM memos 16/18, 17/19, 22/20 and 09/21 at the appendix.

A3: Revision
Paragraph A1322– [see memo ADM 07-22] and [see memo ADM 12-21] – removed.

Paragraph A1323 – **13.** ADP[2]
14. CDP[3]
Have been added as well as the legal references after *1 SS Act 98, s 8(3)-;2* **DAWAP(S)Regs, reg 2(link is external)**; 3 **DACYP (S)Regs, reg 2 (link is external)**

A4: Supersession, suspension and termination
Paragraph A4220 – [see memo ADM 07-22] removed.
Paragraph A4354 – [see memo ADM 12-21] removed, and **DAWAP(S)Regs, reg 2(link is external)**; **DACYP (S)Regs, reg 2(link is external)** added to legal reference 1

Paragraph A4361 – [see memo 07-22] and [see memo 12-21] deleted and **DAWAP(S)Regs, reg 2(link is external)**; **DACYP (S)Regs, reg 2(link is external)** added to legal reference 1.

Amended Chapters December 2023

P5: Transitional provisions
Minor amendment at P5022 by adding a cross reference to P5071.

C1: Universal Credit - International Issues
Changes reflect the introduction of new rights for children of self-employed persons which came into force under the Withdrawal Agreement, on 1.1.21.

A1: Principles of Decision Making and Evidence
Request made by DM to add P6 to A1093 for good reason requirements.
A1093 - P6 added after P2 and P2, P6 and G1 now linked to the ADM.

A5: Appeals
Request made by DM to link the **Best Practice memorandum** at A5160 – now linked.
A5194 – legal reference 3 Practice Statement on Delegation of Functions to Staff – now linked.

Amended Chapters November 2023

V3: ESA – effect of work
The amendments make some minor updates to the National Minimum Wage information at paragraph V3059 and at the Appendix.

F5: The LCWRA element
The amendment incorporates Memo ADM 13/23 about changes to when the LCWRA element is included.

M7: Managed migration and Transitional protection
The amendments are minor to reflect changes to ADM Chapters M5 and M6.

M6: Effects of transition to UC
The amendments incorporate Memo ADM 8/23 about uprating the amounts of the transitional SDP element, and Memo ADM 13/23 about changes to the amount of the transitional SDP element for joint claimants, amend the Chapter title, introduce a new appendix listing previous rates of the transitional SDP element, and make minor amendments.

M5: Claims for UC – Digital service area
The amendments reflect the removal of digital service from the title of Chapter M5 and insert law for when ESA & JSA Regs 13 apply.

Amended Chapters October 2023

B1: ADM Chapter B1 Payments of UC, PIP, ESA and JSA
Changed chapter B1005-B1020 heading from His Majesty's Government Payment Exception Service to New Payment Exception Service.

Changed Title of B1006 to "New Payment Exception Service"
Replaced "His Majesty's Government Payment Exception Service (HMG PES)" to "New Payment Exception Service (nPES)" in the body of B1006.

Amended Chapters September 2023

H3: Earned income - employed earnings
Example 1 at para. H3311 amended to show the revised taper rate, UC max award and dates.

H2: Capital Disregards
Following discussions about Bereavement Support Payments with policy colleagues, it was noted that when guidance on BSP was introduced to the ADM it was placed in the wrong chapter – it had sat at ADM H2058 (indefinite disregards), where it should have sat at ADM H2102 (disregards for 12 months). This amendment corrects that error. Spare paragraphs have also been amended to reflect this inclusion.

Abbreviations
Abbreviation nPES (New Payment Exemption Service) added to ADM Abbreviations List.

H2: Capital Disregards
ADM Memo 15-23 incorporated into ADM Chapter H2 paragraph H2052.

Amended Chapters August 2023

L2: Sure Start Maternity Grant
ADM memo 11-23 incorporated into ADM Chapter L2

A1: Principles of Decision Making and Evidence
References to 'living together as husband and wife' and LTAHAW replaced with the correct terminology of 'living together as a married couple' or LTAMC. Affected paras. are: A1041 Example, A1102 Example 1, A1180 Example, Appendix 1 paragraph 2.

A5: Appeals
References to 'living together as husband and wife' and LTAHAW replaced with the correct terminology of 'living together as a married couple' or LTAMC. Para. A5427 Example refers.

K5: Low Level Sanctions
One small addition to the amends on Group Sessions with the insertion of Compliance condition at para. K5345 with alterations to numbering and spare paragraphs.

Amended Chapters July 2023

C2: Personal Independence Payment
ADM Memo 07-23 incorporated at para. C2028.

P2: Assessment for PIP
ADM Memo 07-23 incorporated at para. P2077.

K5: Low Level Sanctions
Amendments - rewrite of the section on Group Information Sessions at paras K5341 – K5350 now to be named Group Sessions.

H2: Capital Disregards
Amendment to Chapter H2 - edited to include references to the new memo at H2051.

H5: Unearned Income
Amendment to Chapter H5 - edited to include references to the new memo at H5140.

K9: Amount of deduction
Amends to remove the deduction rates in Appendix 1 and replace with a link to the current rates on gov.uk.

K3: Good reason
Minor amendment at K3281 (HEADING) to change Her Majesty to His Majesty.

H4: Earned income - self-employed earnings
Examples at H4234 amended to correct typos.

D2: Third Party deductions UC, JSA & ESA
Minor amendments as follows:
D2142 - removed considerations by the DWP on whether PPM would be in the interest of the Claimant – DWP not required to make that decision which is between supplier and claimant.
D2154 - example of relevant change of circumstances “it is no longer in the interests of the family for deductions to continue” removed, not a relevant change, rather the underlying reasons would be the change.

J3: Work-related requirements
The amendments incorporate ADM Memos 18/22 and 2/23 about changes to the Universal Credit Administrative Earnings Threshold.

M7: Managed migration and Transitional protection
The amendments incorporate ADM Memos 18/22 and 2/23 about changes to the Universal Credit Administrative Earnings Threshold. Also, the title has been changed to remove the word “pilot” as it isn’t a pilot any longer.

Amended Chapters June 2023

G1: Work capability assessment
A minor amendment to ADM G1020 to include a note to clarify that where the UC claim is a joint claim, and one partner of a couple is over the qualifying age for SPC then that claimant is not precluded from a WCA.

P6: Good reason
A minor amendment at P6014 example 3 by adding a cross reference **to** example 1 at P6024.

H6: Students and student income
Minor amend to example 3 under paragraph H6142 to correct a date.

F5: The LCWRA element
The amendments make changes to examples about when the LCWRA element is included, add guidance about the relevant period for claimants who were previously entitled to NI Credits under old style ESA rules, and make minor amendments.

D2: Third Party deductions UC, JSA & ESA
Legal and Policy approved the removal of ADM D2021-D2023 on the basis the considerations in D2021-D2023 have no basis in legislation. The relevant regulation in which D2021-D2023 makes reference to (UC. (C&P) Regs, reg 58(1)) is not related to third party deductions and therefore not required to be in ADM chapter D2. Paragraphs **D2021, D2022 & D2023** have been removed.

H1: Capital
Following wider discussions about diminution of capital, H1675 “Where an error relating to the amount of the person's capital results in an overpayment” has been added to point DM’s towards the Diminution of capital paragraphs at chapters ADM D1072 – D1074. Spare paragraphs have also been amended to reflect this inclusion.

ADM Memo 11-23 **Social Fund – Amendment to Sure Start Maternity Grant** - explains the changes to the conditions of entitlement to a Sure Start Maternity Grant as a result of the Social Fund Maternity and Funeral Expenses (General) and Social Security (Claims and Payments) (Amendment) Regulations 2023.

A1: Principals of Decision Making and Evidence
Minor amendment to paragraph A1460 – word change

Amended Chapters May 2023

B1: ADM Chapter B1 Payments of UC, PIP, ESA and JSA
Minor amended to ADM memo 07-23 paragraph B1402.

H2: Capital Disregards

Amendment to ADM Chapter H2 - for incorporation of memo 21-21, 4-22, 13-22 & 4-23. This affects paragraph H2051, H2090, H2098, H2100.

Amended Chapters April 2023

E5: Benefit Cap
ADM Chapter E5 for incorporation of memo 09-23. This affects paragraph E5007.

K1: Sanctions - general principles
Small amends to ADM Chapter K1 – some cross references added to K1040 (Note 2), K1044 (Note 3) and to examples 8 and 9 at K1048.
This is to clarify the meaning of the guidance in relation to the TORP.

D2: Third Party deductions UC, JSA & ESA
ADM Memo 12/22 (Temporary cease on third party deduction request by fuel suppliers for ongoing consumption) originally would have ceased to have effect from 6 April 2023 but will now be revoked effectively from when The Social Security Benefits (Claims and Payments) (Amendment) Regulations 2023 (SI 2023/232) makes a permanent change to the process for requesting deductions from benefit for ongoing consumption payments from 1 April 2023. It will require new requests, or requests for increased deductions, to be made by energy suppliers and such deductions will only be made with the claimant's consent. Paragraphs D2134, D2138 & D2140 have all been updated to reflect the new changes effective from 01/04/2023.

H3: Earned income - employed earnings
Amendments made at paragraph H3310 – the end of the temporary de minimus period changed to 31.3.2024 and para. H3308 – taper rate changed to 55 in the formula.

Amended Chapters March 2023

H1: Capital
Added virtual assets to the list of capital assets at paragraph H1020

K5: Low Level Sanctions
Minor amendments made to paragraphs from K5365 to reflect current policy

ADM Memo 5-23 This gives notice of the extension of the UC WORK-RELATED REQUIREMENTS IN WORK PILOT SCHEME EXTENSION 2023.

H2: Capital Disregards
Amendment to Chapter H2 - This includes a new 12 month disregard for local welfare provision (memo 13/22).

Amended Chapters February 2023

S3: JSA, self-employed earners and share fishermen

Amended para. S3102 to remove “or whose partner is S/E” and S3008 to remove “and/or partner”. A partner’s income is not taken into account for New Style JSA.

K1: Sanctions - general principles
Some minor amends:
‘open-ended’ sanction corrected throughout.
K1006 – ‘agreed’ changed to ‘accepted’.
K1088 – removed ref to 1095 day sanctions
Spare paras after K1105 altered
Inserted new heading at K1111 – Revising sanctions
Note at K1042 added cross x to K5
K1044 ‘i.e.’ altered to ‘e.g:’
Note 3 changed to work-related
Small changes to text at K1045, K1047, K1048, K1049, K1050, K1051
Changes to Headings at K1049 and K1051

P1: PIP – Conditions of Entitlement
ADM Memo 6/22 incorporated at paragraphs P1022 and P1035.

P4: Exceptions to normal payability rules
ADM Memo 6/22 incorporated at paragraphs P4085 to P4086.

U2: ESA Limited Capability for Work and Limited Capability for Work-Related Activity
Paragraphs U2140 to U2169 updated to take into account that a health professional’s statement can now be made electronically without the requirement for a signature.

Amended Chapters January 2023

M5: Claims for UC – Digital service area
The amendments incorporate Memo ADM 16/22 about the removal of restrictions on UC claims and changes to restrictions on claims for HB, IS and TCs, and make minor amendments.

M6: Effects of transition to UC – Digital service area
The amendments incorporate Memo ADM 16/22 about changes to restrictions on claims for and termination of awards of IS, HB and Tax Credits, and make minor amendments.

S8: JSA transition
The amendment incorporates Memo ADM 16/22 about the removal of restrictions on claims for UC.

V8: ESA transition
The amendments incorporate Memo ADM 16/22 about the removal of restrictions on claims for UC.

ADM Abbreviations

List amended to change “Her Majesty” to “Her/His Majesty” in HM, HMF and HMRC.
‘AET’ - Administrative earnings threshold added to list.

M7: Managed migration pilot and Transitional protection
Updated to incorporate Memo ADM 16/22 about:
- the removal of the limit on the number of managed migration notices which may be issued
- changes to when legacy awards end, UC awards begin and whether a transitional element is included for notified persons who claim UC as a different benefit unit
- changes to the definition of a relevant increase
- changes to transitional protection for students.

The update also incorporates Memo ADM 18/22 about changes to the AET and makes minor amendments.

U2: ESA Limited Capability for Work and Limited Capability for Work-Related Activity
ADM Memo 23/20 deleted – (it was not to be incorporated as for past cases only and these have all been dealt with now). Hyperlinks to memo deleted from ADM Chapter U2.

S1: Amount payable and part weeks
Paragraph S1004 has been removed as it made reference to entitlement and availability in New Style JSA but chapter S1 is not the right place for this guidance. The guidance is correctly in ADM R4141.

H4: Earned Income – self-employed earnings
Paragraph H4721 amended, to remove the first sentence, as incorrect.

U2: ESA Limited Capability for Work and Limited Capability for Work-Related Activity
ADM Chapter U2 at paragraph U2550 updated to use the abbreviation HMF.

Amended Chapters December 2022

B3: Evidence of age and death
Paragraph B3023 **2.** References made to Her Majesty’s replaced to ‘His Majesty’s’.

C2: Personal Independence Payment
Various typos within chapter corrected.

F7: Childcare cost element
Paragraphs F7062 and F7063 have been amended to strengthen and clarify the attribution of CCCs rules.

G2: Limited Capability for Work
Amendment to para. G2058 and the examples in G2059 to make the paragraph easier to follow.

U2: ESA Limited Capability for Work and Limited Capability for Work-related Activity
Amendment to para. U2326 and the examples in U2327 to make the paragraph easier to follow.

Amended Chapters November 2022

G2: Limited Capability for Work
Updated G2 by incorporating ADM Memo 14-22 at G2058-59.

G3: Limited Capability for Work and Work-related Activity
ADM Memo 8-22 at G3007 incorporated.

U2: ESA Limited Capability for Work and Limited Capability for Work-related Activity
ADM Memo 14-22 at U2326-27 incorporated.

J3: Work-related requirements
New paragraph inserted giving guidance on multiple complex needs at J3261. Some very minor amends to paragraphs J3250 to J3270 including inserting a Note 4 at J3254 cross ref to the new paragraph.

L3: Social Fund - Funeral Payments
ADM memo 17-21 fully incorporated.

C1: Universal Credit - International Issues
Minor change to wording at paragraph C1730 following caselaw.

L2: Sure Start Maternity Grant
Minor amendments. An additional sub-chapter at ADM Chapter L2 – Sure Start Maternity Grants called Historical Rates for SSMG.

L3: Social Fund - Funeral Payments
Minor amendments. New wording for paragraph L3413 - Any benefit paid into the deceased's account on or after the date of death is not included in the assets of the deceased and does not reduce the award of a funeral payment.

L4: Cold Weather Payments
Updated to take into account the Scottish version of the Cold Weather Payment scheme, which takes effect from 1 November 2022.

Amended Chapters October 2022

K3: Good reason
New pages have been created for subjects GIS, Job Fairs and Changes in conditionality groups to try and make it easier for DMs to find the relevant guidance on these issues which also involves a re-write of most of those paragraphs and examples from K5340 et seq to K5366.

Inserted a complete new section on Jobs Fairs at K5351 – K5360.
This is following attending a LMDM meeting where Job Fairs were discussed and it was identified there was a need for further clarity and guidance.
Some extensive changes to wording regarding interviews for changes in conditionality groups done as well and new claimant commitments to align with the changes in Chapter J1.
Added reference to Welsh schemes in Note 6 at K5052.

J3: Work-related requirements
Amendments made to paragraphs J3331 – J3333 to include Ukrainian refugees

J3: Work-related requirements
Incorporated a heading and 2 paragraphs on 'Appointee in place' at J3271 – J3272 to coincide with the changes made to J1.

J1: The claimant commitment
Amendments include changes to the wording in Note 2 amended paras. J1001, J1003(Note), J1004 (Note 2 & Note 3), J1010, J1011, J1021, J1022, & J1029, J1030 to J1038 to clarify the guidance and meaning of when a claimant is required to attend an interview for the purposes of drawing up and accepting new commitments at the request of the UC lawyer and policy.
Also updated the part regarding appointees and removed reference to ADM Chapter A2 which was withdrawn on 22.7.22.

Amended Chapters August 2022

A5: Appeals
Links to the "Practice Statement on Record of Proceedings" at paras. A5508, A5509, A5510 and A5511 updated as the Practice Statement was replaced with a new one effective on and after 31/03/2022. Para. A5510 amended from six months to eighteen months as per the statement.

Amended Chapters July 2022

F3: HCE: Support for renters
ADM Memo 10/21 incorporated- changes to the exceptions to the SAR. Ages are now 18-25 and 16-35, paras. amended F3212, F3232, F3234. Incorporated up-rating ADM Memo 05/21 – rate of non-dependant deductions, para. F3140. Further example included to illustrate that, in the PRS, a claimant is entitled to the LHA rate for the number of bedrooms he is entitled to, rather than the number of bedrooms he has – para. F3203. ADM Memo 12/21 incorporated. Adds the Child disability payment (CDP) to the list of benefits that a child must be entitled to when considering the child paras. F3135, F3150, F3235.

A3: Revision
The amendments remove link to Memo ADM 21/20 at para. A3014 – which is fully incorporated into para. A3014, superscript renumbered.

A5: Appeals
The amendments remove link to Memo ADM 21/20 at para. A5002 – which is fully incorporated into para. A5002, superscript renumbered.

U7: ESA award made pending appeal
The amendments to ADM Chapter U7, which incorporate Memo ADM 21/20 about the removal of mandatory reconsideration where an award of ESA can be made pending an appeal, and make minor amendments.

The memo can't be cancelled as it needs to be incorporated in other Chapters.

Amended Chapters June 2022

B1: Payment of UC, PIP, ESA and JSA
The amendments remove link for Memo ADM 18/21 at para. B1001 and add sub-heading "Payment of benefit arrears by instalments" with guidance at paras. B1009 – B1011 as a result of incorporation of Memo ADM 18/21 explaining additional option for benefit arrears to be paid in instalments instead of one lump sum.

K3: Good reason
Some small amends to the guidance on VCOD to put in the end date for care homes which affects paragraphs K3184 & Note 2 and K3248 – K3249.

H3: Earned income
Amendment to H3310, changing 31.3.2022 to 31.3.2023.

U1: ESA conditions of entitlement
The amendment to this Chapter incorporates Memo ADM 8/22 about the change to the definition of terminally ill.

F5: The LCWRA element
Incorporates Memo ADM 8/22 about the change to the definition of terminally ill.

H2: Capital disregards
Incorporated ADM memo 04-22 which is about the energy rebate scheme. This amendment indicates that claimants who have received this sort of payment can have it disregarded for a period of 12 months.

A1: Principals of Decision Making and Evidence
Amendment to paragraph A1080 - Link removed for memo ADM 08/22

A3: Revision
Amendment to paragraph A3072 - memo ADM 08/22 link removed as incorporated
Changes to Note 1 and Note 2 added

A5: Appeals, PiP, UC, new style ESA and JSA

Amendment to paragraph A5050 – Link removed for memo ADM 08/22
Amendment to paragraph A5333 – Link removed to memo ADM 22/17,

D1: Overpayments Recoverability Adjustments Civil Penalties and Recoupment UC JSA
Amended to the paragraph D1057 to clarify the start date of the overpayment is the same as the effective date of supersession:

U6: ESA Disqualification
This amendment incorporates Memos ADM 12/21 paras 10-11 and ADM 7/22 para 10 about claims for and awards of CDP and ADP in hardship cases when considering disqualification for misconduct.

R2: JSA Conditions of Entitlement
The amendments Incorporate Memo ADM 6/20 para 5 about parental bereavement leave and remunerative work, Memos ADM 12/21 para 9 and 7/22 para 11 about JSA claimants caring for people receiving CDP or ADP, and delete obsolete references to DMG

K3: Good reason
These amends insert guidance re Vaccination as a condition of deployment (VCOD) & Afghan citizens on the Resettlement Scheme and several Notes added to relevant paragraphs to cross reference guidance.
Paragraphs affected are as follows:
K3206 – added note to change 'test' to 'consideration' following DMs enquiry
K3051 – added Note
K3241 – added Note 2.
K3184 – inserted VCOD guidance
K3241 – Note 2 added
K3248 – K3250 inserted VCOD guidance
K3262 – added Note 3
K3268 – K3270 Inserted guidance re Afghan citizens on Resettlement Scheme
Links added to Topic lists at K3066 & K3201
Also added VCOD as an abbreviation to ADM abbreviations

A2: Claims
Amendments incorporate Memo ADM 10/20 - "Reclaims of UC after a nil award due to earnings" by adding new paragraph 5 to paragraph A2050, renumbered paragraphs. A2051 - A2101 and A2141 - A2155, removed duplicate reference to A2118

Paragraph 5 to ADM Memo 13/21 incorporated – 'Consequential Amendments to Social Security Legislation due to the Introduction of Child Disability Payment (CDP)'. As new paragraph A2139.

Appendix 1, para 4 cross referenced to DMG Volume 1, Annex B, Appendix A for Secretary of State Directions (Electronic Communications

M5: Claims for UC – Digital service area
Amendments incorporate Memo ADM 9/22 about the full bringing into force of the UC provisions, and the removal of restrictions on claims for UC from frontier workers, as

well as making minor amendments.

J1: The claimant commitment
Amendments include changes to the wording in Note 2 amended at J1004 plus amendments to wording at J1031 and J1032 with added notes to clarify position of meaning of section 14(5) of the Welfare Reform Act 2012 following Upper Tribunal decision CUC-1792-20.

J3: Work-related requirements
Amendments made to wording at J3318 and Note added to J3319 regarding immunosuppressive diseases following Parliamentary Question. A new guidance section added at J3331 - Afghan Citizens on the Resettlement Scheme and a Note added to J3253.

Amended Chapters May 2022

H4: Earned income - self-employed earnings ADM H4141
amended to remove the instruction as to when during an AP receipts and expenses should be submitted by the claimant.
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V8: ESA transition
Very simple amendment to remove link to ADM Memo 03/22 at para V8111.
The guidance in the note at V8111 is enough to guide DMs to the relevant guidance in Chapter U3.

U3: ESA claimant responsibilities - the claimant commitment
These amends incorporate ADM Memos 03/22 and 08/22 to inset terminally ill into the exceptions for accepting a claimant commitment and a new definition of terminally ill.
The paragraphs amended are U3020 to U3029.

J2: The claimant commitment
Amendments incorporate ADM Memo 03/22 and 08/22.
These changes insert terminally ill into the exceptions for accepting a claimant commitment and the new definition of terminally ill for UC claimants.
The paragraphs affected are J1020 to J1028.

E2: Benefit unit, awards and maximum amount
Applied the 2022 uprating figures where relevant throughout the Chapter.
E2017 to include persons treated as not being in GB.
At E2030 the reference should read C1.
E2092 – the QYP definition has been amended to make clear, at point 2, that that applies to a 19-year-old.
E2182 – The paragraph has been streamlined to make clear the run-on after death applies to the whole of the maximum amount, and not just specific elements/amounts. The examples have been changed to make that clear.
E2203 – made clear that a claimant in temporary accommodation and entitled to HB is treated as if their award of UC included a housing cost element (HCE), when considering entitlement to the work allowance.

J3: Work-related requirements
J3163 – J3169 have been amended to incorporate ADM Memo 02/22 which gives guidance on the change of permitted work period from 3 months to 4 weeks from 8.2.22.

R4: JSA claimant responsibilities - work-related requirements
R4163 – R4169 have been amended to incorporate ADM Memo 02/22 which gives guidance on the change of permitted work period from 3 months to 4 weeks from 8.2.22.

F7: Childcare costs element
F7065 referred to paragraphs in Chapter A2, but were incorrect (was A4205 – A4209), amended reference to read A4310 – A4315.

F7: Childcare costs element
Note added to F7062 to make clear no childcare costs can be paid for any period when the claimant was not entitled to UC, and Example 1 amended in F7063 to illustrate this.

H1: Capital
Crypto assets added to the list of types of capital – para. H1020 **3.**

C2: Personal Independence Payment: International issues
Past presence criteria at C2134 revised to incorporate Memo ADM 11/19

H4: Earned income - self-employed earnings
Note at H4504 removed as inaccurate.

Amended Chapters March 2022

H5: Unearned Income
Example at paragraph H5210 removed as was not correct interpretation of the legislation.

Amended Chapters January 2022

A2: Claims
Paragraph A2148 amended to reflect current process for NINO applications.

A4: Supersession, suspension and termination
The amendment incorporates Memo ADM 28/20 about the effective date rule for claimants who are mixed-age couples moving from UC to SPC. Also, the entire Chapter has been renumbered to create spare blocks, italic formatting removed from legal references and some typos and punctuation corrected.

K5: Low Level Sanctions

Note added to paragraph K5086 as eligibility for Restart scheme changed to 9 months unemployment from 17.1.22.

A1: Principles of Decision Making and Evidence
Minor amendments made at paragraph A1442 to correct typos.

J2: Work related groups
Correction made to legal reference citations (numbers 8 & 9) at paragraph J2056.

K2: Good Reason
Wording at paragraphs K2011 – K2015 amended to clarify the position on time limits.

Amended Chapters December 2021

A1: Principles of Decision Making and Evidence
Amendments made to paragraphs A1323 and A1442 regarding obtaining evidence from third parties.

B1: Payment of UC, PIP, ESA and JSA
The amendment incorporates Memo ADM 28/20 about changes to the supersession effective date rule for UC claimants moving to SPC. The changes remove the requirement for part-month payments. The amendment affects B1027 which has been deleted.

C1: Universal Credit - International Issues
Reference to Memo ADM 29/20 added at C1061 & C1062 so that these paragraphs to be read alongside that memo.

H6: Students and student income
Paragraph H6041 amended to reflect The Universal Credit (Exceptions to the Requirement not to be receiving Education) (Amendment) Regulations 2021 (SI 2021/1224.)

M5: Claims for UC – Digital service area
Amendments made to paragraphs M5210 – M5232 (deleted), and M5301 (new), and incorporate Memo ADM 15/20 about the two week run-on and its effect on the abolition of ESA(IR) and JSA(IB) and the removal of the SDP Gateway, and Memo ADM 1/21, also about the removal of the SDP Gateway.

E2: Benefit unit, awards and maximum amount
Cross reference to Memo ADM 1/21 at para. E2170 removed. This memo is now fully incorporated into ADM guidance.

E5: Benefit cap
Cross reference to Memo ADM 15/20 at para. E5013 removed. This memo is now fully incorporated into ADM guidance.

M6: Effects of transition to UC Digital service area
Amendments made to paras: M6010 - M6012, M6023, M6104 - M6105, M6120 - M6121, M6124 - M6129, M6131 - M6133, M6172, M6710 - M6772 and a new Appendix (Transitional SDP amount) added.
The amendments incorporate Memo ADM 15/20 about the two week run-on for IS, JSA(IB) and ESA(IR); Memo ADM 28/20 about entitlement to HB and SPC for UC claimants; Memo ADM 1/21 about the transitional SDP element and Memo ADM 11/21 about the conversion of the transitional SDP amount.

M7: Managed migration pilot and Transitional protection
Amendments made to paras: M7001, M7120, M7125, M7181, M7250 and M7406.
The amendments incorporate Memo ADM 15/20 about the two week run-on for IS, JSA(IB) and ESA(IR) and changes to the MIF start-up period and Memo ADM 1/21 about the transitional SDP element.

A2: Claims
Reference to "Agents, Appointees, Attorneys and Deputies guide" at paras. A2138, A2141, A2142 & A2144 amended to "Agents, appointees, attorneys, deputies and third parties: staff guide".

B1: Common Subjects, Payment of UC, PIP, ESA and JSA
Reference to "Agents, Appointees, Attorneys and Deputies guide" at paras. B1005, B1131 & B1171 amended to "Agents, appointees, attorneys, deputies and third parties: staff guide"

H1: Capital
Reference to "Agents, Appointees, Attorneys and Deputies guide" at paras. H1285 & H1287 amended to "Agents, appointees, attorneys, deputies and third parties: staff guide"

L3: Social Fund - Funeral Payments
Reference to "Agents, Appointees, Attorneys and Deputies guide" at para. L3158 amended to "Agents, appointees, attorneys, deputies and third parties: staff guide"

P2: Assessment for PIP
Amends incorporate ADM memo 04/21 and alters paragraph P2006.

U2: ESA Limited Capability for Work and Limited Capability for Work-Related Activity
Amends incorporate ADM memo 04/21 and alters paragraph U2021.

Amended Chapters November 2021

R2: JSA conditions of entitlement
Updated paras. R2554 & R2566 to make minor amendments, corrected heading to R2566 so it reflects content of paragraph about relevant education and cross reference included at para. R2554.

C1: Universal Credit - International Issues
Minor amendment made at para. C1505 to correct cross reference to para. regarding "characteristics of being a S/E person rather than a worker."

S4: JSA Sanctions – General principles
Small amendment to alter some wording at Note 3 of para. S4026.

S7: JSA Low-level sanctions
Amendments made to change legal refs from WR Act 2012 to JS Act 1995 – a commencement order of WR Act 2012 enacted amends to JS Act 95 to give powers to administer JSA(NS) so all legal references should be to JS Act 1995. This affects paras. S7002, S7009, S7010, S7016, S7021, S7022, S7024, S7031, S7046 & S7061.

S5: JSA Higher-level sanctions
References to WR Act 2012 amended to JS Act 95 at paras. S5002, S5021, S5041, S5061, S5071 & S5081

S6: JSA Medium-level sanctions
Reference to WR Act 2012 amended to JS Act 95 at para. S6002.

A2: Claims
Minor amendments made to paragraphs A2140 – A2142.

D2: Third Party deductions UC, JSA & ESA
The amendment of S.I. 2021/1077 which came into force on the 29/10/2021, changed the amount of deduction to a flat rate of 5 per cent for court fines. Amendments to the following paras. reflects this change. D2354 removed minimum rate of 5% and maximum rate of £108.35 **to** flat rate of 5%. D2357 removed where the maximum deduction rate is made - no longer applicable. D2358 para. omitted as referred to when the Maximum deduction rate is applied. D2043 priority list 'number 17' omitted as it applied to when the minimum amount of deduction was exceeded.

A5: Appeals - PIP, UC & new style ESA and JSA
A5600 Appendix 2 – Aide for memoire added for DM to consider hardship at point 3.1 – 'but give consideration as to whether this may cause hardship (see **A4321** and chapter 2 of the suspension and termination guide)' added.

F7: Childcare costs element
ADM Memo 06/20 incorporated at F7015. Legal ref added to F70343. Changes made to F7002, F7011 and F7012 to make clear in respect of whom CCCs are properly payable, and clarifying what is meant by paid work, with a further example added. Note added to end of F7065 to clarify that CCCs can be paid for a maximum of 3APs and changes made to tighten the guidance on excessive childcare costs at F7084 and F7086.

S4: JSA Sanctions – General principles
These encompass an addition of new paragraph and renumbering at S4001 – S4005

to assist in understanding of how WR Act 2012 amended JS Act and throughout the Chapter ensure all legal refs refer to JS Act 95 and not WR ACT. Additional para re Hardship added at S4005 to avoid confusion. Changes to legal refs at paras S4011 – S4025 and at para S4066.

Amended Chapters October 2021

U1: ESA conditions of entitlement
Amendment to para. U1011 as it omitted 2 basic conditions of entitlement, namely the requirement to have accepted a claimant commitment, and not be entitled to IS.

C2: Personal Independence Payment
Amendment to ADM Chapter C2 to incorporate ADM Memo 31/20.

S4: JSA Sanctions – General principles
The removal of para. S4031 and references to regulation 18(4) due to cif JSA and ESA (Amendment) Regulations 2021 [S.I. 1132] on 1.11.21 to align with UC. Note added to S4026.

S5: JSA Higher-level sanctions
Amendment to ADM Chapter S5 to remove references to regulation 18(4) with cif of JSA and ESA (Amendment) Regulations 2021 from 1.11.21. This affects paragraphs S5011, S5016, S5008 and S5022

S6: JSA Medium-level sanctions
Small changes made to S6010 and S6011

S7: JSA Low-level sanctions
Amendments to remove reference to regulations 18(4) due to cif JSA and ESA (Amendment) Regulations 2021 [S.I 1132] from 1.11.21 removes paragraphs S7017, renumbered S7018 and some changes to wording in paragraph S7023.

ADM Abbreviations
Abbreviations “PBL - Parental bereavement leave” and
“PBP - Parental bereavement payment” added.

G1: Work capability assessment
Amendment to paragraph G1105 to incorporate ADM Memo 4/21.

U2: ESA Limited Capability for Work and Limited Capability for Work-related Activity
Amendment to paragraphs U2021, U2176, U2480 and U2755 to incorporate ADM Memo 4/21.

Amended Chapters September 2021

K2: Good Reason
Amendment made to example at paragraph K2144.

K5: Low Level Sanctions
Some slight amendments to Restart scheme guidance at paragraph K5086 et seq following rewrite by Operations of Spotlight guidance.

Amended Chapters August 2021

A1: Principles of Decision Making and Evidence
Paragraphs A1002, A1003 and A1004 amended to make reference to the Secretary of State gender neutral.

A4: Supersession, suspension and termination
Various amendments as follows:
A4018 - regulation 26(1)(a) of the D&A Regs 2013 added to the list of possible grounds for supersession and so consistent with other paragraphs;
A4116 - example following this paragraph has been amended to reflect the correct effective date following supersession;
A4117 amended and A4118 added with new example to enhance guidance for closed period supersessions;
A4220 - new example 2 added to demonstrate the link between an award of DLA and entitlement to the carer element in UC meaning that the effective date is governed by para. 31, schedule 1 of the D&A Regs 2013;
A4274 - example under A4274 improved to reflect the law in respect of revision and supersession for ignorance or mistake as to a material fact.

A5: Appeals - PIP, UC & new style ESA and JSA
Amendment made at paragraph A5160, there are 2 sets of examples numbered 1, 2, 3 and 1, 2, 3, 4. These have been renumbered so that the second set of examples is 4, 5, 6, 7 thus making clearer for DM's to follow.

F6: Carer element
Paragraph F6042 and an example added to make clear a carer element is payable to a claimant who claims UC after the death of the person they cared for, if CA is in payment.

J1: The claimant commitment
New paragraph inserted at J1028, note added at J1031, amendments made to notes and examples at J1034 as well as new note 3 and new example 4 added, slight amendment made to J1006 note 2. These amendments clarify the position on approach to changing and reviewing claimant commitments.

J2: Work related groups
Minor amendment to add in a cross reference to Chapter J1 at J2124 and title numbers of the section altered to J2131 – J2999 as were previously showing as K2131 – K2999.

J3: Work-related requirements
Note added to J3311 and new guidance inserted at J3317 to J3320 regarding setting work–related requirements as coronavirus restrictions are eased and lifted.

K5: Low Level Sanctions

Minor amendments made to incorporate a note and cross reference to Chapter J1 at paragraphs K5361, K5364 and K5365.

Amended Chapters July 2021

A5: Appeals - PIP and UC only
Paragraph A5161 has been removed due to the implementation of the Best Practice Memorandum. Renumbering has also been corrected

A3: Revision
Paragraph A3098 amended to include reference to the Best Practice Memorandum (BPM) and to direct the use of this when DM's are considering partial revisions. There has also been some rewording to make the lapsing process clearer. Numbering on the subheading from A3099 to A3094 is also corrected.

A5: Appeals - PIP and UC only
Paragraphs A5160 and A5161 amended to include reference to the Best Practice Memorandum (BPM) and to direct the use of this when DM's are considering partial revisions. There has also been some rewording to make the lapsing process clearer

K2: Good Reason
Inserts a new paragraph at K2381 to align the new guidance on fire, flood, pestilence and coronavirus with ADM Chapter J3; inserts relevant cross references at K2051 (added number 15 to the list) and K2175; makes some minor typo amends to K2371 and examples at K2372; and makes changes to spare paragraph numbers at K2373.

L2: Sure Start Maternity Grant
Amendments made – delete content and added link

Amended Chapters June 2021

C1: Universal Credit - International Issues
Updated to include some examples regarding temporary absence for medical treatment at C1988.

D2: Third Party deductions UC, JSA & ESA
Amendment made to the note under D2038.

K3: Higher Level Sanction
Amends and Further guidance added regarding Kickstart scheme and an example at K3330 – K3343.

K5: Low Level Sanctions
Guidance inserted on Restart Scheme at K5051 and K5086 – K5087.

Amended Chapters May 2021

U1: ESA Conditions of Entitlement
The amendments include additional guidance on late payment of contributions, expand

the guidance on waiting days, update the lower earnings limit appendix, and make miscellaneous changes.

G3: Limited Capability to work and work-related activity
Minor amend note 2 added under G3005 to cross reference ADM Chapter F5.

Amended Chapters March 2021

A4: Supersession, suspension and termination
A4001 – M1 no longer exists. DM now referred to chapters S8 and V8.
A4012 – Hopeless applications, text amended for clarity.
A4103 – Example 2 amended so that the notification of change is made within the relevant notification period.
A4130 – Relinquishment in UC, the guidance has been changed back to its original format. In September 2019 the guidance was amended to say that the date of change for UC cases is the first day of the AP that follows the one in which the decision is made. This was on the basis that the claimant cannot surrender benefit for a past period. In UC Live Service, this could have occurred if the award was superseded from the first day of the AP in which the decision was made. This is because payments were sometimes issued before the end of the AP. In UC Full Service (Digital), payment is not made until the first day of the next AP. This means that a supersession carried out from the first day of the AP in which the decision was made, will not result in payment being surrendered for a past period.
A4213 – Example added to clarify time limits in reg. 36(3)(b) for UC cases.
A4218 – Amended to include PIP in the title.
A4220 – Title amended and example added to demonstrate the effective date rule when a UC claimant becomes entitled to another relevant benefit.
A4221 – Point 2.2 clarified to take into account the required period in PIP.
A4274 – Original example 2 removed as it did not demonstrate 'ignorance or mistake as to a material fact'.
A4312 – A4313 Paragraphs amended to further clarify Reg. 40(1) and (2) – Determinations as to LCW
Paragraphs renumbered from A4314 – A4345.

Amended Chapters February 2021

H5: Unearned Income
Note added at H5010 Occupational pensions

L4: Funeral payments
Minor amendments made to this chapter.

H4: Earned income - self-employed earnings
Reference to ADM Memo 22/18 removed (this memo now fully incorporated) and guidance at H4377 updated accordingly.

H5: Unearned income
Removal of reference to Memo ADM 16/19 (Funeral Support Payments) at H5060 as memo now fully incorporated into guidance.

J1: The claimant commitment
Amendment to wording in J1030 et seq to align with chapter J2.

J2: Work related groups
Amendments align and update language used. Add cross references with the other J chapters and the series of K chapters regarding sanctions. To include considerations of the public law principles of fairness as per the 'Reilly/Wilson' rulings in the Supreme Court and to provide clarity and consistency of messaging for DMs, when claimant's change groups and a new claimant commitment is required. This has caused some problems with DMs in the field and hopefully this will now make the messaging clearer.

Paragraphs amended are: J2001, J2002 (added cross refs and a **Note**), J2004, J2101, J2106 (added a **Note**), J2107(added a **Note**), J2112, J2113 (Example altered), J2121 (**Note** in wrong place and numbering of examples wrong – a change to text of the **Note)**, J122 (**Note** added), new paras inserted J2124 & J2125, and new paragraphs added at J2131 et seq.

J3: Work-related requirements
Significant updates and changes made to reflect consideration of public law principles of fairness and the Supreme Court rulings in Reilly/Wilson and align with guidance in sanctions chapters and policy intent.

New guidance also inserted in respect of 'home schooling' (J3170), 'Fire, flood, plague & pestilence' (J3301 et seq) and 'coronavirus' (J3311). References to Memo ADM 4/20 removed and incorporated coronavirus guidance at J3311.

Paragraphs amended: J3001, 002, 005, 007 & 008; J3020-J3023; J3027 & J3028; J3031-J3034; J3040-J3042; J3051, 052, 054, 058, 061 & 063; J3080, 084, 085, 086, 088, 089, 093 & 096; J3100-J3105, 108 & 109; J3113; J3160, 162, 166 to 179; J3187; J3191; J3226; J3252-J3257.

L3: Social Fund - Funeral Payments
Guidance at L3107 updated to reflect EU Exit related changes.

V3: ESA – effect of work
The amendment is to include the National Minimum Wage rate from 1.4.20.

Amended Chapters January 2021

A2: Claims
ADM memo 14/20 incorporated (para. 6), new para. A2126 added. Original paras. A2126 – A2135 renumbered and spare para. A2136 removed.

A3: Revision
A3089 amended to remove reference referring to 'credits'. Regulation 17 of the D&A 2013 regulations, only refers to paid national insurance contributions and not credits.

J1: The claimant commitment
Changes made to paragraphs J1001, 2, 3, 4 and 6 and J1026, 27 and 30 – 34. These

changes reflect the current policy regarding public law principles of fairness and the Supreme Court rulings regarding 'Reilly/Wilson'. Cross referenced and align with guidance in sanctions chapters.

K2: Good Reason
A '**Note 2**' added at K2151 regarding Kickstart scheme jobs and guidance inserted regarding National Retraining Scheme at K2268

K3: Higher Level Sanctions
K3330 new guidance on Kickstart Job scheme and **Note**/cross references at K3051 and K3301 inserted. Guidance on the National Retraining Scheme inserted at K3263

K5: Low Level Sanctions
Reference to Kickstart Job scheme at K5052 inserted

Amended Chapters December 2020

C1: Universal Credit - International Issues
C1812 minor wording change to provide clarification

L3: Social Fund - Funeral Payments
This chapter now includes clarification on Discounts

L4: Social Fund - Cold Weather Payments
This chapter now covers all qualifying benefits (guidance on Cold Weather Payments formerly located in DMG Chapter 39 is now here.)

Amended Chapters November 2020

A5: Appeals - PIP, UC & new style ESA and JSA
A5043 amended and A5044 removed. ADM Chapter A5 and Annex A detail guidance in respect of revision and any subsequent appeal rights.

D1: Overpayments, Recoverability, Adjustments, Civil Penalties and Recoupment – UC, JSA
Removal of incorrect example at D1077.

Amended Chapters October 2020

A1: Principles of Decision Making and Evidence
Chapter reference to the definition of new style JSA/ESA at A1001 Note 1 updated.

A2: Claims
A2009 has been amended to reflect the correct definition in DMG, para 02004, point 2.

A5: Appeals - PIP, UC & new style ESA and JSA
Various amendments: paragraphs A5591–A5452 have been removed and replaced

with A5030; paragraph A5602 – DMG 06564 et seq has been removed and replaced with A5564 et seq; typo corrected at paragraph A5680 3.1. (word “with” has been replaced with “would”.)

B1: Common Subjects, Payment of UC, PIP, ESA and JSA
Chapter reference to the definition of new style JSA/ESA at B1001 Note 1 updated.

D1: Overpayments, Recoverability, Adjustments, Civil Penalties and Recoupment – UC, JSA
Chapter reference to the definition of new style JSA/ESA at D1001 Note 1 updated.

D2: Third Party deductions UC, JSA & ESA
Chapter reference to the definition of new style JSA/ESA at D2001 Note 1 updated.

E5: Benefit cap
Amendments made to incorporate ADM Memo 14/20.

Amended Chapters July 2020

D2: Third Party deductions UC, JSA & ESA
Various small amendments to D2002, D2025, D2032 & D2043 to remove references to deductions for child support maintenance under paragraph 10 of Schedule 6 to the Universal Credit etc. (Claims and Payments) Regulations 2013 (SI 2013/380) which has been deleted; paras D2225 to D2230 are also removed as they refer to deductions under the above deleted legislation.

D3: Deductions from benefit for child support maintenance - UC, JSA & ESA
This chapter has been re-written to remove redundant material and reorganised.

Amended Chapters June 2020

A1: Principles of Decision Making and Evidence
The changes enhance the guidance on evidence by adding paragraphs on “Relationship breakdown” (A1322) and “Contacting third parties” (A1323) as well as making some consequential amendments.

E2: Benefit unit, awards and maximum amount
Definition of a couple amended at E2003 (SI 2019/1458), minor amends made to some cross referencing and ‘Note’ added at E2016 for clarity.

E5: Benefit cap
Makes a minor amendment to the Example at E5051.

F1: Child Element
Amounts for child element and disabled child addition amended at F1110 and F1123, following up-rating.

F2: Housing costs element – general conditions
Minor amends made to some cross referencing.

F3: Housing Costs Element: Support for renters
Note added to F3112 to make clear transgender children won't be allocated an additional bedroom; Up-rating memo ADM 3/20 incorporated at F3140; F3234 amended to make clear there is no time limit for this exception to apply; ADM 14/17 incorporated at new para at F3252.

H1: Capital
Paragraph on "Capital outside of the UK" amended and renumbered as H1603.

L2: Social Fund - Sure Start Maternity grant
Makes a minor amendment to wording of L2036 to reflect change in the definition of a "couple".

L3: Social Fund - Funeral Payments
Paragraph L3282 is amended to reflect the fact that the amount for "other funeral expenses" has increased from £700 to £1000 for deaths occurring on or after 8.4.20.

S4: JSA Sanctions – General principles
Incorporates ADM memo 19/19, adds a note to S4030 "Maximum reduction period" and adds guidance on "The public law principles of fairness" at S4081 and S4082.

S5: JSA Higher-level sanctions
Incorporates ADM memo 19/19 (paragraphs S5006 to S5011 refer

Amended Chapters February 2020

Abbreviations
"FSP" - Funeral Support Payment and "CFF" - The Children's Funeral Fund for England added to list.

A3: Revision
Incorporates Memo ADM 8/19 (Late application for a mandatory reconsideration), makes minor changes to correct cross references and examples that no longer apply and signposts to the new Annex A (Late application for a Mandatory Reconsideration (MR)).

A5: Appeals - PIP and UC only
Amendments made to reflect the decision in CDLA/998/2017 (which now reported as [2018] AACR 33), in respect of where a claimant with an appointee is not precluded from bringing an appeal independently (A5003) and the power the First-tier Tribunal have in appointing a litigation friend (A5065).

Annex A: Late application for a mandatory reconsideration (MR)
Addition of this new annex.

C1: International Issues – Universal Credit

Incorporates Memos ADM:
14/18 (Undocumented Commonwealth Citizens Resident in the UK-UC),
9/19 (Right to reside-EU Settlement Scheme (EUSS)-UC),
14/19 (Right to Reside-UC)
21/19 (Right to reside-EEA National who ceases self-employment because of the physical constraints of the late stages of pregnancy and the aftermath of childbirth – UC);
reference to "temporary admission" at C1063, C1065 & C1682 amended to read "immigration bail" – implements changes to Sch 10 of the Immigration Act 2016 from April 2019; C1068 - 'Note' added to guidance regarding No Recourse to Public Funds (NRTPF); C1403, C1410 & C1417 - jobseeker guidance added to mirror DMG guidance at 073080, 073093 & 073101 respectively; C1411 - example on removal of waiting days' added; C1599–C1601 & C1737–C1739 - amendments made in relation to extended family members – these amendments implement the CJEU judgment of *Banger*, which allows extended family members who meet certain conditions, to benefit from the CJEU ruling in *Surinder Singh;* C1619 amended to implement *Gubeladze* judgment that A8 extension period was disproportionate and unlawful; C1838 - 'Note' added to guidance to refer to Gubeladze judgment (SSWP v. Gubeladze [2019] UKSC 31); various other minor amendments made throughout chapter.

E2: Benefit unit, awards and maximum amount

Extra paragraphs at E2134 et seq which gave advice depending on whether a claimant was in a UC digital service area have now been amalgamated as there is now only UC (digital service). E2172 also amended to refer to a child element.

E3: Special Cases

Paragraphs E3040 – E3042 amended to make clearer how UC for a single claimant or a member of a couple is, affected when a claimant is a prisoner.

F1: Child Element

Incorporates Memo ADM 22/18 (Universal Credit - Miscellaneous Amendments) at paragraphs F1008 to F1035, updated rates at F1110 to make clear there are two rates of child element and minor amendments made to F1072.

F2: Housing costs element – general conditions

Minor amendments made to cross references and legal refs, a 'Note' is added to F2005 regarding 18-21 year olds, F2041 now includes berthing fees, F2051 is amended to include sinking funds, and F2150 & F2153 now show that landlords in Wales are also required to be registered.

F3: Housing Costs Element: Support for renters

Incorporates Memos ADM 5/17 (Universal credit - removal of the spare room subsidy), 6/17 (Housing Costs Element for UC Claimants aged 18 to 21) and 22/18 (UC - Miscellaneous Amendments) and makes various minor amendments.

F4: Housing Costs Element: Support for owner occupiers

Removes reference to Memo ADM 9/18 at beginning of chapter.

F5: The LCWRA element

Amendments include additional guidance on when the relevant period does not apply, as well as making minor changes.

F6: Carer element

Guidance has been expanded to clarify that a claimant's earnings are irrelevant to the question of entitlement to the carer element. Former paragraph (F6030) defining a severely disabled person has been removed and DMs are instead directed to DMG chapter 60. Also some re-ordering of paragraphs.

G1: Work capability assessment

Incorporates Memo ADM 16/17 (UC and ESA: further evidence of LCW). This memo was about changes to the guidance for HCPs (Health care professionals) about when to obtain further evidence. That guidance has now been incorporated into the HCP guidance. Note added at G1075 to refer DMs to existing guidance on the role of medical services in gathering information for the WCA.

G2: Limited capability for work

Incorporates Memo ADM 16/17 (UC and ESA: further evidence of LCW). This memo was about changes to the guidance for HCPs (Health care professionals) about when to obtain further evidence. That guidance has now been incorporated into the HCP guidance. Note added at G2105 to refer DMs to existing guidance on the role of medical services in gathering information for the WCA.

H1: Capital

Minor changes made in paragraphs H1643 and H1647.

H2: Capital disregards

Incorporates Memos ADM 16/19 (Funeral Support Payments) and 18/19 (Capital Disregards).

H6: Students & Student Income

2019-2020 amount added at paragraph H6133 (Postgraduate Master's Degree Loans).

J3: Work-related requirements

Typo corrected at paragraph J3254.

K3: Higher Level Sanctions

Incorporates Memo ADM 19/19 (UC & JSA(NS) Changes to Higher-level Sanctions 2019).

L2: Social Fund - Sure Start Maternity grant

Incorporates Memo ADM 20/18 (Change to the time for claiming a Sure Start Maternity Grant) and clarifies the advance claim provision. Incorporates Memo ADM 23/18 (Best Start Grants).

L3: Social Fund - Funeral Payments

Incorporates Memo ADM 16/19 (Funeral Support Payments) and Memo ADM 13/19 (Children's Funeral Fund for England). Clarifies the advance claim provision at L3133 and clarifies the position regarding estimates at L3139.

M6: Effects of transition to UC – Digital service area
A further example of the effect on a UC award of a decision on old style ESA or JSA being revised or changed on appeal is added at M6316.

R1: JSP's and JSA contribution conditions
Incorporates Memo ADM 28/16 regarding the effects of changes to the collection of Class 2 NI contributions.

U1: ESA conditions of entitlement
Incorporates Memo ADM 28/16 about the effects of changes to the collection of Class 2 NI contributions.

U2: ESA LCW & LCWRA
Incorporates Memo ADM 16/17 (UC and ESA: further evidence of LCW). This memo was about changes to the guidance for HCPs (Health care professionals) about when to obtain further evidence. That guidance has now been incorporated into the HCP guidance. Note added at U2160 to refer DMs to existing guidance on the role of medical services in gathering information for the WCA.

V1: ESA amounts of allowance and part-week payments
Incorporates Memo ADM 12/17 (Bereavement Support Payment – Consequential Amendments) at paragraph V1324.

Amended Chapters October 2019

A4: Supersession, suspension and termination
A4130 point 4 and example amended.

A5: Appeals - PIP and UC only
Small amendments made at A5003 and A5065 to correct legal references.

F7: Childcare costs element
Takes account there are no longer any UC claimants on the 'Live Service'. Also takes into account changes for time for notifying childcare costs from 16.10.19.

G1: Work capability assessment
Correction of legal refs at G1034

H1: Capital
Incorporates paragraph 6 of ADM Memo 22/18 at H1882.

J3: Work-related requirements
J3233 reworded and an extra example inserted.

K1: Sanctions – general principles
Minor amends to clarify the position regarding weighting the evidence of generic requirements on a Claimant Commitment when considering a sanction

K2: Good Reason

Minor amendments to incorporate some new illustrative examples from the 'CARE' campaign

M5: Claims for UC – Digital service area
Incorporates ADM Memos 01/19 about claimants entitled to the SDP; 03/19 about the abolition of tax credits, ESA(IR) and JSA(IB); and 10/19 about restrictions on claims from mixed-age couples.

M6: Effects of transition to UC – Digital service area
Incorporates ADM Memos 19/18 about treatment of arrears of benefit and 15/19 about the UC transitional SDP amount; adds two new topic groups – "Treatment of arrears of benefit and concessionary payments of £5,000 or more" and "Transitional SDP amount" and makes some minor amendments.

S8: JSA transition
Remove references to the Live Service; Incorporate ADM Memos 1/19 about the SDP Gateway and 3/19 about the abolition of JSA(IB); Minor amendments

V8: ESA transition
Remove references to the Live Service; Incorporate ADM Memos 1/19 about the SDP Gateway and 3/19 about the abolition of JSA(IB); Minor amendments

Amended Chapters June 2019

C1: International issues - Universal Credit
Various amendments including: incorporation of Memo ADM 21/18 throughout; C1003 - amendment to "meaning of EEA national"; C1050 - additional para inserted on "Person subject to immigration control & EU right to reside"; C1090 – C1095 - new paragraphs on "Dual Nationals"; C1476 – C1478 - new guidance added regarding 'retaining self-employed status'; C1599 - additional guidance added to text; C1680 – C1684 - new guidance added on "Section 67 Leave To Remain"; C1830 – C1831 - new paragraphs on "Sharing equal responsibility"; C1833 - new guidance on "Best interest of the child"; C1925 - new guidance on "Croatian Restrictions End"; various minor amendments made throughout chapter.

C2: International Issues - Personal Independence Payment
Minor amendments and new guidance inserted at C2012 – "Person subject to immigration control & EU right to reside."

E2: Benefit unit, awards and maximum amount
Minor amendments and 2019 up-rating changes incorporated.

E3: Special Cases
Definition of a "prisoner" in E3031 updated.

J3: Work-related requirements
Notes added to J3001, J3002, J3005 and J3031 to reflect developments in case law.

K1: Sanctions – general principals
Incorporates Memo ADM 5/19 and makes other minor amendments.

K5: Low-level sanctions
Incorporates Memo ADM 5/19, makes other minor amendments and includes some new guidance on “group information sessions” to clarify the position and align with guidance already in the DMG for legacy benefit JSA.

K6: Lowest-level sanctions
Incorporates Memo ADM 5/19.

P3: Hospitals, Similar Institutions and Care Homes
Updated ‘payability’ flowchart at Appendix 1.

P4: Exceptions to normal payability rules
Term “hospital” changed to “hospital (or similar institution)”; new para and example added at P4022 regarding “When moving between prison and hospitals (or similar institutions) or care homes”.

S2: JSA & Employed earners
Minor additions to Appendices 2 and 3 as a result of 2019 up-rating changes.

V5: ESA and self-employed earners
Appendices 1 and 2 brought up to date.

Amended Chapters March 2019

A1: Principles of Decision Making and Evidence
Expands guidance at A1405.

A2: Claims
Makes an amendment to A2151.

B1: Payment of UC, PIP, ESA and JSA
Paragraph B1006 is amended because the Simple Payment Scheme has been replaced by HM Government Payment Exception Service.

B3: Evidence of age and death
Incorporates Memo ADM 04/19 and makes minor and consequential changes.

D2: Third Party deductions UC, JSA & ESA
Removes reference to Memo ADM 09/18 at D2001, incorporates Memo ADM 09/19 at D2090 - D2098 and amends wording slightly at D2131 to reflect the legislation.

D4: Loan interest payments paid direct to qualifying lender UC, JSA & ESA
The guidance in this chapter now no longer applies and has been removed. As a result, this chapter is now spare.

E2: Benefit unit, awards and maximum amount

Incorporates Memos ADM 11/17 & 04/18, legal references updated and some unnecessary references to single/couples removed from the ‘prisoner’ paragraphs.

E3: Special Cases

Incorporates Memos ADM 11/17 & 04/18, legal references updated and some unnecessary references to single/couples removed from the ‘prisoner’ paragraphs.

F1: Child Element

Amends paragraphs referring to ‘fostering/guardianship’ and ‘looked after children’, and makes clear a disabled child addition is payable even if a child addition is not in payment (because of the two child maximum). The “old” paragraphs around the two child maximum for the period 6.4.17 to 31.1.19 have been moved to an appendix. Memos ADM 10/17, 22/18 & 2/19 are also incorporated.

H2: Capital disregards

Incorporates Memos ADM 19/18 and 23/18.

H4: Earned income - self-employed earnings

Amends H4079 where HMRC website address corrected from “co.uk” to “gov.uk”.

H6: Students & Student Income

Adds a note to H6137.

J3: Work-related requirements

Update to J3042 - removing all reference to MWA scheme, including footnote to regulation 114 and cross reference to Chapter K3.

K1: Sanctions – general principals

Provides new material at K1006 and adds extra notes to K1008; incorporates material on ‘meaning of fails to comply’ and ‘inappropriate behavior’ from chapter K5 and expands on the guidance including new paragraphs on ‘Conduct’ and ‘Prior conduct’ – this is as a result of case law; updates and expands guidance on ‘Public Law Principles of Fairness’ at K1151 et seq and expands guidance on ‘Participating in an interview (other than the initial interview)’ at K1181 adding further notes and examples.

K2: Good Reason

Makes minor amends.

K4: Medium–level sanctions

Incorporates changes to the Universal Jobmatch account.

K5: Low-level sanctions

Moves material on ‘Meaning of fails to comply’ and ‘inappropriate behaviour’ to chapter K1, adds extra guidance regarding ‘failing to take part in an interview’ at K5321 to K5324, adds a further note to K5051 and a note to K5092 to refer to case law in chapter K1, and makes various minor amendments.

M3: Claims for UC – Gateway conditions
Incorporate Memos ADM 13/18 and 18/18.

M5: Claims for UC – Digital service area
Incorporates Memos ADM 13/18 and 18/18 about postcodes transferred from UC Live Service to Full Service.

P1: PIP – Conditions of Entitlement
Makes amendments to P1013 to remind people that the pensionable age is increasing, to direct them to the part of the ADM where the detail on how that works is contained, and also some changes to examples to make sure they accord with these changes; amends Note 3 at P1031 and adds a new Example 5 to this paragraph.

P4: Exceptions to normal payability rules
Makes amendments to P4085 and P4086 to remind people that the pensionable age is increasing, to direct them to the part of the ADM where the detail on how that works is contained, and also some changes to examples to make sure they accord with these changes.

P5: Transitional provisions
Makes amendments to P5055 & P5056 regarding ‘Negative determination is revised or successfully appealed’.

R4: JSA claimant responsibilities - work-related requirements
Incorporates paragraphs 13 to 16 of Memo ADM 04/18.