

**Statement of local authority claimed entitlement to  
Housing Benefit subsidy for financial year ending (FYE) March 2024**

Authority name		<b>001</b>
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Authority reference number									<b>002</b>
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**Important:**

1. Please read the guidance notes before you fill in this form.
2. Incorrectly completed forms may have to be returned and errors may result in payment being delayed.
3. Deadline for receipt is **30 April 2024**; deadline for receipt of the reporting accountant-assured claim is **30 November 2024**.

**Final subsidy claim for Housing Benefit – FYE March 2024**

Subsidy claimed for rent rebates (cell 036s + cell 076s)	£	<b>003</b>
Subsidy claimed for rent allowance (cell 129s)	£	<b>004</b>
Administration subsidy received	£	<b>005</b>
Total reduction for prior year uncashed payments (cell 179s)	£	<b>006</b>

<b>Total subsidy claimed</b> cells (003+004+005) – (006)	£	<b>007</b>
Less interim benefit subsidy	£	<b>008</b>

<b>Balance now owed to or by (-) authority</b> (Cell 007 – cell 008)	£	<b>009</b>
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**Please provide a local authority contact:**

Name: .....

Telephone No. (+STD) ..... Ext .....

**Completed final claim should be returned by e-mail to:**  
[HBSubsidy@dwp.gov.uk](mailto:HBSubsidy@dwp.gov.uk)

**Department for Work and Pensions**  
Local Authority Funding Team  
Local Authority Partnership  
Engagement & Delivery  
Housing Benefit Unit (Room B120D)  
Warbreck House  
**BLACKPOOL**  
FY2 0UZ

**Telephone:**  
  
01253 337972  
01253 337763  
01253 337975  
01253 337979

**For department use only**

Input by   
Date

Authorised   
Date

## Cell 010 - Spare

### Rent rebates (tenants of non-Housing Rent Allowance properties)

Total expenditure  
(Benefit granted)

£

011

Expenditure

Rate

Subsidy

### Temporary board and lodging and non-self-contained licensed accommodation where the local authority is the landlord

Expenditure **up to** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	012	1.00	£	012S
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Expenditure **above** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	013	Nil	£	013S
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### Temporary or short term leased and self-contained licensed accommodation where the local authority is the landlord

Expenditure **up to** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	014	1.00	£	014S
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Expenditure **above** the current limit  
Details of the limits are available  
In the subsidy guidance manual.

£	015	Nil	£	015S
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## Cells 016 to 020 - Spare

## Cell 021 - Scotland only

### Extended payments

Total extended payments of non-HRA  
rent rebates.

£	022	1.00	£	022S
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### Non-Housing Rent Allowance (HRA) rent rebate expenditure attracting full-rate subsidy which is included in cell 011 but not otherwise separately identified in this section

£	023	1.00	£	023S
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### Overpaid (non-HRA) rent rebates (current year)

DWP error overpayments recovered.

£	024	Nil	£	024S
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DWP error overpayments not  
recovered.

£	025	1.00	£	025S
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LA error and administrative delay overpayments.	£	026	Nil	£	026S
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Technical overpayments.	£	027	Nil	£	027S
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Eligible overpayments.	£	028	0.40	£	028S
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**Overpaid (non-HRA) rent rebates (prior years)**

DWP error overpayments recovered.	£	029	Nil	£	029S
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DWP error overpayments not recovered.	£	030	1.00	£	030S
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LA error and administrative delay overpayments.	£	031	Nil	£	031S
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Technical overpayments.	£	032	Nil	£	032S
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Eligible overpayments.	£	033	0.40	£	033S
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<b>Total subsidy claimed at full rate</b> Cell 034S = (012S+014S+022S+023S+025S) – (029+031+032+033).	£	034S
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<b>Total subsidy claimed at reduced rates</b> Cell 035S = 028S+033S.	£	035S
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<b>Total non-HRA rent rebate subsidy claimed</b> Cell 036S = 034S+035S+208S. (The amount in cell 036S is added to the amount in cell 076S and entered in cell 003.)	£	036S
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**In-year reconciliation**

Cell 037 = total of cells (012 to 015) and (022 to 028).  
this must equal the figure in cell 011.

£	037
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**Backdated expenditure**

£	038
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**Cells 039 to 054 – Spare**

<b>Rent rebates (tenants of HRA properties)</b>
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<b>Total expenditure (Benefit granted)</b>	£	055
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Expenditure		Rate	Subsidy	
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**Cells 056 to 057 – Wales only**

**Cell 058 - Spare**

**Extended payments**

Total extended payments of HRA rent rebates.

£	059	1.00	£	059S
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**Expenditure on affordable rents**

Total expenditure on affordable rents for properties in the HRA.

£	060	1.00	£	060S
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**HRA rent rebate expenditure attracting full-rate subsidy which is included in cell 055 but not otherwise separately identified in this section**

£	061	1.00	£	061S
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**Cell 062 – Wales only**

**Overpaid (HRA) rent rebates (current year)**

DWP error overpayments recovered.

£	063	Nil	£	063S
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DWP error overpayments not recovered.

£	064	1.00	£	064S
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LA error and administrative delay overpayments.

£	065	Nil	£	065S
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Technical overpayments.

£	066	Nil	£	066S
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Eligible overpayments.

£	067	0.40	£	067S
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**Overpaid (HRA) rent rebates (prior years)**

DWP error overpayments recovered.

£	068	Nil	£	068S
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DWP error overpayments not recovered.

£	069	1.00	£	069S
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LA error and administrative delay overpayments.

£	070	Nil	£	070S
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Technical overpayments.

£	071	Nil	£	071S
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Eligible overpayments.

£	072	0.40	£	072S
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**Total subsidy claimed at full rate**

Cell 073S = (059S+060S+061S+064S) – (068+070+071+072).

£	073S
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**Total subsidy claimed at reduced rates**

Cell 074S = 067S+072S.

£	074S
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**Cells 075 - Spare**

**Total HRA rent rebate subsidy claimed**

Cell 076S = 073S+074S+209S.

£	076S
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(The amount in cell 076S is added to the amount in cell 036S and entered in cell 003).

**In-year reconciliation**

Cell 077 = total of cells (059 to 061) and (063 to 067); this must equal the figure in cell 055.

£	077
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**Backdated expenditure**

£	078
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**Cells 079 to 093 - Spare**

<b>Rent allowances</b>
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**Total expenditure (Benefit granted)**

£	094
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Expenditure	Rate	Subsidy
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**Regulated tenancies**

Total expenditure in respect of "Regulated tenancies" entered before de-regulation.

£	095	1.00	£	095S
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**Expenditure under the rent officer arrangements:**

**Cases referred to the rent officer by 30 April 2024 as required (excluding expenditure made under payments on account under reg.93 of si 2006 no.213 or reg.74 of si 2006 no.214)**

**Claims administered under the pre-1996 rules**

Total expenditure on that part of weekly eligible rent above the rent officer's determination on a claim where restrictions could not be made under Regs.13 or 13ZA.

£	096	0.60	£	096S
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Total expenditure on that part of weekly eligible rent above the rent officer's determination on a claim where restrictions could be made under Regs.13 or 13ZA. Exclude amounts in cell 096.

£	097	Nil	£	097S
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Total expenditure on that part of weekly eligible rent at or below the rent officer's determination on a claim.

£	098	1.00	£	098S
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## Maximum rent cases

Total expenditure up to the maximum rent.

£	099	1.00	£	099S
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## Expenditure under the rent officer arrangements:

**Payments made on account under reg.93 of si 2006 no. 213 or reg.74 of si 2006 no. 214 and referral made to the rent officer by 30 April 2024**

Total expenditure arising from payments made on account under Reg.93 of SI 2006 No. 213 or Reg.74 of SI 2006 No. 214 in which a referral was made by 30 April 2024.

£	100	1.00	£	100S
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## Expenditure under the rent officer arrangements:

**Cases requiring referral but no referral made by 30 April 2024**

Expenditure where there is no current determination and no referral made by 30 April 2024.

£	101	Nil	£	101S
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## Expenditure under the rent officer arrangements:

**Cases excluded from requirement to refer to the rent officer**

Total expenditure related to cases not requiring referral to the rent officer.

£	102	1.00	£	102S
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## LHA expenditure

Total expenditure in claims administered under LHA rules.

£	103	1.00	£	103S
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## Expenditure on board and lodging and non-self-contained licensed accommodation provided as temporary or short term accommodation where a registered housing association is the landlord

Expenditure **up to** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	104	1.00	£	104S
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Expenditure **above** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	105	Nil	£	105S
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**Expenditure on self-contained licensed accommodation and accommodation owned or leased by a registered housing association provided as temporary or short term accommodation where a registered housing association is the landlord**

Expenditure **up to** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	106	1.00	£	106S
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Expenditure **above** the current limit  
Details of limits are available  
In the subsidy guidance manual.

£	107	Nil	£	107S
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**Cell 108 Spare**

**Extended payments**

Total extended payments of  
rent allowance.

£	109	1.00	£	109S
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**Rent allowance expenditure attracting full-rate subsidy which is included in cell 094 but not otherwise separately identified in this section**

£	110	1.00	£	110S
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**Overpaid rent allowances (current year)**

DWP error overpayments recovered.

£	111	Nil	£	111S
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DWP overpayments not recovered.

£	112	1.00	£	112S
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LA error and administrative delay  
overpayments.

£	113	Nil	£	113S
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Eligible overpayments.

£	114	0.40	£	114S
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Duplicate payments.

£	115	0.25	£	115S
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Recovered overpayments  
resulting from the use of payments  
on account made under Reg.93 of  
SI 2006 No.213 or Reg.74 of  
SI 2006 No.214.

£	116	Nil	£	116S
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Overpayments resulting from the use  
of payments on account made  
under Reg.93 of SI 2006 No.213 or  
Reg.74 of SI 2006 No.214 which have  
not been recovered.

£	117	1.00	£	117S
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## Overpaid rent allowances (prior years)

DWP error overpayments recovered. 

£	118	Nil	£	118S
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DWP overpayments not recovered. 

£	119	1.00	£	119S
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LA error and administrative delay overpayments. 

£	120	Nil	£	120S
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Eligible overpayments. 

£	121	0.40	£	121S
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Duplicate payments. 

£	122	0.25	£	122S
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Recovered overpayments resulting from the use of payments on account made under Reg.93 of SI 2006 No.213 or Reg.74 of SI 2006 No.214. 

£	123	Nil	£	123S
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Overpayments resulting from the use of payments on account made under Reg.93 of SI 2006 No.213 or Reg.74 of SI 2006 No.214 which have not been recovered. 

£	124	1.00	£	124S
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**Total subsidy claimed at full rate**

£	125S
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Cell 125S = (095S+098S+099S+100S+102S+103S+104S+106S+109S+110S+112S+117S) – (118+120+121+122+123).

**Total subsidy claimed at reduced rates**

£	126S
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Cell 126S = 096S+114S+115S+121S+122S.

**Total rent allowance subsidy claimed**

£	127S
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Cell 127S = 125S+126S+210S.

**Modified scheme subsidy**

£	128S
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(This figure to be transferred from cell 216S.)

**Total subsidy**

£	129S
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Cell 129S = 127S + 128S.  
(The amount in cell 129S is entered in cell 004.)

**In-year reconciliation**  
Cell 130 = total of cells 095 to 117;  
this must equal the figure in cell 094. 

£	130
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**Backdated expenditure**

£	131
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**Cells 132 to 178 - Spare**



**Subsidy additions and deductions****Uncashed payments**

Subsidy reduction in respect of uncashed payments prior to 2023/2024.

(The amount in cell 179S is entered in cell 006.)

£	179S
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**Cells 180 to 190 – Scotland and Wales****Cells 191 to 200 - Spare****LA error and administrative delay subsidy****Total expenditure attracting full subsidy**

(Cells 034S+073S+125S)

£	201
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Lower threshold (cell 201 x 0.48%).

£	202
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Upper threshold (cell 201 x 0.54%).

£	203
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**Total LA error and administrative delay****Overpayments**

(Cells 026+031+065+070+113+120).

£	204
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**Subsidy calculation**

Enter the figure from cell 204 if less than or equal to cell 202.

Otherwise enter "0".

£	205
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Enter the figure from cell 204 if more than cell 202 but less than or equal to cell 203. Otherwise enter "0".

£	206
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**LA error and administrative delay subsidy due**

(Cell 205 + (cell 206 x 0.40)).

£	207S
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**La error and administrative delay subsidy apportionments**

Rebates for non-HRA properties (cell 207S x ((cell 026+031) divided by cell 204)). This figure to be included in cell 036S.

£	208S
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Rebates for HRA properties (cell 207S x ((cell 065+070) divided by cell 204)). This figure to be included in cell 076S.

£	209S
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Rent Allowances (cell 207S x ((cell 113+120) divided by cell 204)). This figure to be included in cell 127S.

£	210S
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**Cell 211 - Spare**

**Modified schemes subsidy**

Total subsidy claimed before any addition in respect of the operation of a local scheme. (Cells 036S+076S+127S)

£	<b>212</b>
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Enter 0.2% of cell 212.

£	<b>213</b>
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Expenditure due to the **voluntary** disregarding of War Disablement Pensions or War Widows Pensions.

£	<b>214</b>
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Enter 75% of cell 214.

£	<b>215</b>
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Enter the lower of cells 213 and 215. This figure to be transferred to cell 128S.

£	<b>216S</b>
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**Cells 217 - 224 - Spare**

**Modified schemes**

Total paid on increase in benefit arising from local schemes which allow some or all a war disablement or war widow's pension to be disregarded.

<b>Non-HRA Rent Rebate</b>	<b>HRA Rent Rebate</b>	<b>Rent Allowance</b>	<b>Total HB</b>	
				<b>225</b>

**Local authority certificate**

- \* I apply on behalf of the authority for payment, in advance of certification by the Reporting Accountant, of the amount shown at cell 009.
- \* I undertake on behalf of the authority to pay on demand to the Secretary of State the amount shown at cell 009.

I certify that I have examined the entries within this form and that to the best of my knowledge and belief –

the entries are accurate;

the expenditure, on which the claim is based, has been properly incurred in accordance with the Social Security Contributions and Benefits Act 1992 and the instructions made or having force thereunder, in particular the Housing Benefit Regulations 2006;

this claim for subsidy is on the form required by the Secretary of State and the information given on it is in accordance with that Act and the instruments made or having force thereunder, in particular The Income-related Benefits (Subsidy to Authorities) Order 1998;

no amounts in this claim have been included in any claim by an authority or authorities\* acting as an agent or agents\* of this authority; and

the authority's administrative systems, procedures and key controls for awarding benefits operate effectively and the authority has taken reasonable steps to prevent and detect fraud.

**Signed:**

**Date:**

**This signature, certifying this claim, must be that of the officer responsible pursuant to Section 151 of the Local Government Act 1972 (Responsible Finance Officer)**

**Name (Block capitals)**

**Position held:**

.....

\* Delete as necessary

## Reporting accountant: HBAP record

Further to the attached reporting accountant's report dated .....,  
I confirm that this claim form:

- remains as the original\*
- replaces the original\*
- amends the original submitted\*

(\*please tick as appropriate)

Signature

Name (Block capitals):

Date:

Contact details: