

HOUSING BENEFIT EVIDENCE

Acceptable proof of Housing Benefit eligibility can include:

1. A copy of the service user's Housing Benefit eligibility letter from their respective District or Borough Council or the eligibility letter sent to the provider in cases where the benefit is paid directly to the provider.
2. Written confirmation from the Housing Benefit department obtained by the provider (or exceptionally by the Supporting People team) using a copy of the data consent form.

In the majority of cases, the Housing Benefit eligibility proof will be sent via the landlord or service provider.

The provider has a responsibility to inform all existing and new service users of their eligibility to receive Supporting People payments if they are in receipt of Housing Benefit. Where a service user receives direct payment of Housing Benefit they will need disclose this information to their Support Provider in order to receive Supporting People grant.

For new service users no subsidy will be paid until the Supporting People team receives acceptable proof of Housing Benefit eligibility.

Please remember if you are notifying the Supporting People team of a new service user who is in receipt of housing benefit we must receive a copy of their eligibility letter and a data consent form to add them to the payments.

Monitoring Your Payments

With each four week payment providers with Block Subsidy Contracts or Block Gross Chargeable Contracts are sent schedules. These schedules will give details of service users for which a Supporting People subsidy is currently being paid. For Block Gross Chargeable services they also show whether we have received data consent forms and Housing Benefit evidence. Please check these schedules carefully and notify us of any amendments or updates.