

NOTIFYING CHANGES

Block Subsidy: New Users and Requirements

All new service users should be notified on the Four Weekly Notification Form. Those that do not appear on your Tenant Subsidy Schedule and are in receipt of Housing Benefit can be added to your Tenant Subsidy Schedule provided the Supporting People Team are sent proof of the service user's Housing Benefit eligibility and a signed Data Consent Form. This documentation should be attached to a four weekly notification form. Consent Form. This documentation should be attached to a four weekly notification form.

Block Gross Chargeable: New Users and Requirements

All new service users should be notified on the Four Weekly Notification Form and should complete a Service User Form. Service Users should be advised that they will be receiving a chargeable service and will be invoiced for the service unless they are receiving Housing Benefit or have been assessed as a NIL charge via a Fairer Charging Assessment. The schedules should be checked to ensure that a Data Consent Form has been received for each user and also, where applicable, Housing Benefit evidence.

Service User/Tenancy Changes

(Completing the Four Weekly Notification Form)

You will need to notify the Supporting People team of any changes or tenant movements at schemes within Block Subsidy or Block Gross Chargeable contracts. This should be done by completing Four Weekly Notification Form.

In brief, the form has 3 sections:

- **New service users**

Show all new service users with their effective start dates, payment rates and, if available attach a data consent form and Housing Benefit evidence. If not available at the time re-notify again – see Updates

- **Tenancy ceased**

Please give the effective end date. Where the user is deceased this section should show the date of decease

- **Updates**

This section can be used for new users who have already been notified but where Housing Benefit evidence and / or data consent form are now available and attached to the form. Also for any other changes e.g. change of address within a service.

Please do NOT send in a data consent form or Housing Benefit letter unless attached to a Four Weekly Notification Form showing the Provider and Service name and the effective start date.