

Your Decision

We have sent you this letter to tell you how much Housing Benefit and/or Council Tax Reduction you are entitled to. This letter also tells you the reason for the calculation.

Please check the decision notice carefully to make sure we have used the correct information to work out your entitlement.

Your entitlement is granted on the following conditions:

- That the information given on the application form or any additional correspondence about income and circumstances of the claimant, their partner and everyone who lives in their home is true and complete
- That entitlement is based on the income, capital, family, household and non-dependants shown in this letter. If any details are incorrect you must advise the Benefits Service straightaway.

Change in Circumstance

You must tell us of any change in circumstances that could affect your entitlement. To report a change please visit <https://www.sefton.gov.uk/benefits/apply> If you are not sure if it affects your entitlement, then tell the Benefits Service anyway. To prevent losing entitlement or being paid too much, you must tell us about your change in circumstances within **one calendar month** of the date of change. If you are overpaid, any overpayment may be recovered from you. The Council has the right to recover any amount of Housing Benefit or Council Tax Reduction if it is found to have been granted on incorrect or insufficient information, or if the Council has not been told of a relevant change in circumstances.

You cannot get Housing Benefit if you have capital of more than £16,000. You cannot get Council Tax Reduction if you have capital of more than £6,000 (£16,000 for Pension age claimants).

If you think this decision notice is wrong, contact us within 1 calendar month of the date of this letter and you can either;

- Ask for an explanation
- Ask us to look again at the decision

If the decision can be changed we will send you a new decision. If we feel unable to change the original decision we will tell you why and how to make a further appeal to an independent tribunal. More information about the appeals process is shown on our website www.sefton.gov.uk/benefits

Universal Credit

The implementation of Universal Credit affects many working age people in Sefton in numerous ways. The Sefton Website contains a significant amount of information about Universal Credit, including sources of help and advice as well links to other websites containing further information about Universal Credit. To find out more, visit www.sefton.gov.uk/universalcredit

Financial difficulties?

There is limited additional funding available to provide short term help to those who are struggling to make up any shortfall in their rent or Council Tax; you can apply for a Discretionary Housing Payment for additional help towards your rent and/or an Exceptional Hardship Payment for additional help towards your Council Tax.

More details of this can be found at <https://forms.sefton.gov.uk/dhpehpform>

You can find a range of advice and information on our website www.sefton.gov.uk/benefits as well as contact details of local and national organisations that may be able to assist you further such as Citizens Advice Sefton.

If you require any advice regarding COVID support please visit the following website:

<https://www.sefton.gov.uk/covid-19-in-sefton/covid-19-support/financial-support.aspx>

Fraud

If you think someone is committing benefit fraud you can report it online to the Department for Work and Pensions <https://www.gov.uk/report-benefit-fraud>

For Council Tax fraud www.sefton.gov.uk/fraud

Data Protection and Sharing information - The information you provide will be treated as confidential in accordance with the law. The Council has a duty to protect public funds it administers, and may use information held about you where the law permits, including and not limited to the prevention and detection of fraud. This may include sharing information with other Council services and other organisations who administer public funds, for more information please check our website www.sefton.gov.uk/revbenprivacy