

# Your benefits letter explained

Your claim reference number.  
Please quote this when contacting us.

The reason for the letter.

The start date for the benefit this letter refers to.

The date payment will be made and to whom.

The frequency of future payments - usually four weekly or fortnightly depending on who we are paying.


The income we have used to calculate your benefit. If you have a partner, their income is also included.

Your weekly rent liability. The amounts we have used to calculate your benefit. This figure excludes water, fuel, etc.

The amount of money the Government have decided should meet the basic living needs of you and your family. It is made up of different amounts according to who is living with you, for example, if you have a partner and/or dependant children.

Non-dependants are people who live with you, who you or your partner do not receive child benefit for. Details of the non-dependants are shown here along with the amount by which your benefits have been reduced.

These amounts are based on the income of the non-dependants, as decided by central government.



**hammersmith & fulham**

**London Borough of Hammersmith & Fulham**  
**H & f Direct**

Web: [www.lbhf.gov.uk](http://www.lbhf.gov.uk)  
E mail: [benefits@lbhf.gov.uk](mailto:benefits@lbhf.gov.uk)

The Benefit Service, H&F Direct  
1<sup>st</sup> Floor Town Hall Extension  
Hammersmith  
London  
W6 9JU

Ref: 5678901234

Date

Dear

I am writing to tell you the outcome of your claim for Housing Benefit. I am pleased to tell you that Housing Benefit has been awarded. Your awards are as follow.

**HOUSING BENEFIT AWARD FROM 04 Apr 2012 of £220.00 per week**

Details of these awards can be found in the accompanying schedules

Your claim will be reviewed periodically. Either an officer from the council will contact you or the forms will be sent to you when appropriate. However, you must still let us know of any changes in your circumstances.

If there is any change in the Government legislation affecting this benefit a revised notification will be sent to you.

A payment will be issued to your landlord on 16 April 2012. This payment will be for £77.14 and covers the period from 4 April 2012 to 16 April 2012. Thereafter your landlord will receive £880.00 Four-weekly.

Your benefit is worked out using the 1 bedroom LHA rate of £220.00 per week for the area in which you live.

This calculation is based on 1 person in your household.

Please note that the maximum rent that we can use in the calculation is either the weekly LHA rate or your rent, whichever is the lower.

Income you told us about

You are receiving Guarantee Credit.

Your TOTAL income used in the calculation	£0.00
	=====
How much the law says you need to live on For you (and your partner where applicable)	£161.25
	-----
<b>Total Amount</b>	<b>£161.25</b>
	=====
<b>GROSS RENT PAID</b>	<b>£954.00</b>
<b>WEEKLY ELIGIBLE RENT FOR REBATE</b>	<b>£220.00</b>
<b>WEEKLY RENT REBATE</b>	<b>£220.00</b>
How your benefit is worked out	
Income used in the calculation	£0.00
Less the amount the law says you need to live on	£161.25
	-----
<b>Excess Income</b>	<b>£0.00</b>
	=====
Weekly Eligible Rent (Local Housing Allowance)	£220.00
Less 65% of Excess Income	£0.00
Less Non Dependent Deductions	£0.00
Less Two Strike Sanctions	£0.00
	-----
<b>Weekly Housing Benefit Awarded</b>	<b>£220.00</b>
	=====

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This calculation is based on 1 person in your household.

Please note that the maximum rent that we can use in the calculation is either the weekly LHA rate or your rent, whichever is the lower.

Details of the period this benefit award letter refers to. You may receive more than one award letter, each for a different period.

The maximum rent we use to work out your benefit award. It will either be your weekly Local Housing Allowance (LHA) rate or your rent, whichever is the lowest.