

I want to go back to work. Is there any extra help I can get?

Yes there is. If you have been getting Income Support, income based Jobseeker's Allowance, Incapacity Benefit, income related Employment and Support Allowance or Severe Disablement Allowance then you may be entitled to an extra 4 weeks benefit when you return to work. These are known as extended payments.

You must have been receiving one of the above for at least 26 weeks continuously and the work should be expected to last for at least 5 weeks.

Your local Council's Benefits Service will check if you are eligible for any extended payments when you apply for benefit based on your earnings.

See our leaflet (No.4) "Extended Payments" for more information.

Can I get advice about how much Housing and Council Tax Benefit I may get if I start work?

Yes you can. If you contact us with details of your expected income, we will give you a guide as to how much benefit you may qualify for.

Other leaflets available:

- ▶ 1 How to claim
- ▶ 2 Non-dependant deductions
- ▶ 3 Overpayments
- ▶ 4 Extended payments
- ▶ 5 Understanding our Decision and Making an Appeal
- ▶ 6 Benefit on two homes
- ▶ 7 Benefit when you are away from home
- ▶ 8 Will you qualify?
- ▶ 9 Persons from abroad
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Housing & Council Tax Benefit



Benefit for people who work

Leaflet also available in large print

Introduction

This guide is one of a number produced with the aim of helping customers understand Housing and Council Tax Benefit.

It is intended as a general guide. People have different circumstances so for more detailed individual advice please contact your local Council's Benefits Service.

Can I claim even though I work?

Yes you can. Housing and Council Tax Benefits are means tested benefits. This means that we look at all types of circumstances including people who work.

This also means that the more you earn, the less benefit you are likely to get. You should apply to find out if you are entitled.

I'm self-employed. Can I claim?

Yes you can. You will need to provide proof of your self-employed earnings. See our separate leaflet (No. 17) "Self-Employed", or contact your local Council's Benefits Service for further advice.

How do I make a claim?

You will need to complete an application form. You can either ask us to send you one or call into your local Council's Benefits Service.

If you do not have proof of your income do not delay sending in your application form as you may lose benefit. We can always ask for further information once we have received your application.

You may wish to contact your local Council's Benefits Service for advice on whether you will qualify before you complete an application form but do not delay in contacting them.

What proof will you need to see for my earned income?

We will need to see proof of your most recent pay details either:

5 weekly, 3 fortnightly or 2 monthly payslips or you can ask your employer to complete a certificate of earnings form, which is available from your local Council's Benefits Service.

I've just started work and do not have any wage slips

In this case you can ask your employer to tell us what you are likely to earn in a letter.

Your claim can be paid on a provisional basis until you can send us your wage slips.

How much of my earnings do you assess?

We will take into account the money you earn from work after we have taken out deductions for:

Tax, National Insurance and half of any money you contribute towards a pension fund.

We also disregard the first:

£5 of weekly earnings if you are single

£10 of weekly earnings if you are a couple

£20 of weekly earnings if you are disabled, long term sick or employed in special occupations

£25 of weekly earnings if you are a single parent

If you work more than 16 hours per week or more than 30 hours per week we will ignore an extra amount from your earnings but only for certain groups of people.

I work and have children. Do you take account of my childcare costs?

Yes we do. In some circumstances we can deduct an amount for childcare costs from your earnings, but the childcare must be provided by an approved carer.

If you need more information please contact your local Council's Benefits Service.