

### Discretionary Housing Payment Scheme

If your Housing Benefit award does not cover the full cost of your rent, you may be due extra help for a limited time under the Discretionary Housing Payment Scheme. You will need to provide a list of the things you have to pay for each week and receipts for your gas and/or electricity, any loan repayments, and other bills. The Discretionary Housing Payment Scheme cannot help with Council Tax, Water Waste charges or the repayment of overpaid benefit. Call us on 01786 233210 for an application form or for help in applying.

### Free School Meals / School Clothing Grant

If you are on a low income your child may be entitled to free school meals and a school clothing grant. You can apply for a grant up to 31st December, only one grant per child is allowed each year. However, free school meals can be applied for at any time. For more information and details on how to apply, please go online to the Council website [www.stirling.gov.uk](http://www.stirling.gov.uk) to download an application form. If your child qualifies, we will notify you and their school.

### Education Maintenance Allowance

Education Maintenance Allowance is an allowance of £30 per week payable to eligible young people who stay in full-time education at school after their 16th birthday. It can be paid for a maximum of 3 consecutive years, and must be applied for each year. The young person has to satisfy attendance requirements and complete a Learning Agreement (a contract between the young person and their school). For more information and details on how to apply, please contact the school.

### What to do if your circumstances change

If you are claiming Housing Benefit and/or Council Tax Reduction, you must tell us straight away if:

- Your income, or the income of anyone living with you, changes
- You move house
- Anyone moves into or out of your home
- Your capital or savings change
- Your rent changes

This is not a full list. To make sure you are getting the right benefit please tell us about any changes straight away.

## Contact Us

Online: [www.stirling.gov.uk/benefit](http://www.stirling.gov.uk/benefit)

Email: [financeservices@stirling.gov.uk](mailto:financeservices@stirling.gov.uk)

Phone: 01786 233210, 8.30am to 5.00pm

Monday to Friday

(to only 3.30pm on Wednesday)

Write to:

Customer Services  
Stirling Council  
Teith House  
Kerse Road  
Stirling  
FK7 7QA

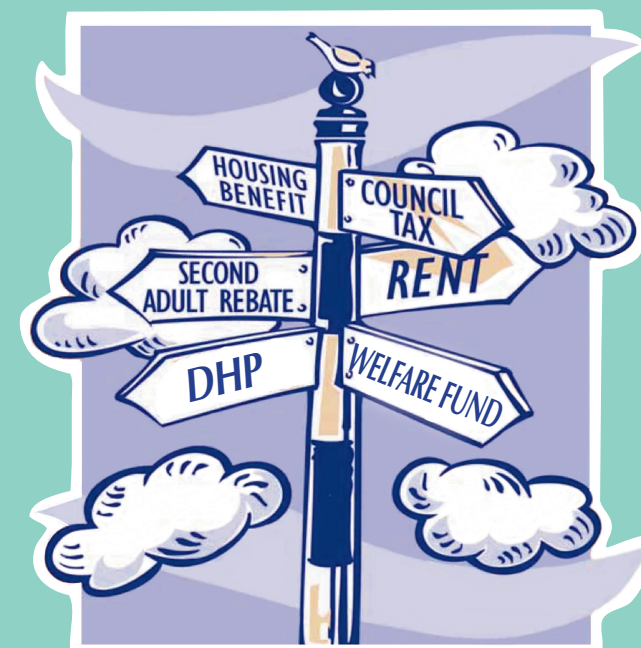
In Person:

Customer First,  
1-5 Port Street, Stirling  
(at the bottom of King Street)

If you need help or this information  
supplied in an alternative format  
please call 0845 277 7000.



# Housing Benefit and Council Tax Reduction 2016/17



Stirling Council April 2014



email: [info@stirling.gov.uk](mailto:info@stirling.gov.uk) text: 0771 799 0001  
phone: 0845 277 7000 web: [stirling.gov.uk](http://stirling.gov.uk)

[stirling.gov.uk](http://stirling.gov.uk) phone 0845 277 7000  
text 07717 990 001



## Housing Benefit and Council Tax Reduction

### How we work out your benefit

The benefit you receive is worked out on a weekly basis using rules set by the Government. If you live in a council house your rent is payable over 48 weeks, so we work out your Housing Benefit on a 48-week basis as well. We base your benefit on the details you supplied in your last application form or on information which we got direct from the Pension Service. Please let us know immediately if your circumstances have changed, to avoid any under or over payment of benefit.

### If you think your benefit is wrong

If you think your benefit is wrong, please call us on 01786 233210. If your benefit is wrong we will change it. If your benefit is not changed and you are still unhappy, you can appeal. If you would like to appeal, you need to write within one month of the date on the benefit entitlement letter to the Appeals Co-ordinator, Customer Services, Stirling Council, who will send your case details to the Independent Appeals Service.

### Council Tax Reduction Scheme

If you are on a low income and need financial help to pay your Council Tax bill, you may be entitled to a Council Tax Reduction. Any claims should still be made to Stirling Council and any changes reported as normal.

### Water & Waste Water Charges Reduction

If there are two or more adults living in your home who receive council tax reduction, your water service charges will be reduced by up to 25%.

### Non Dependant Deductions

If there are people living with you other than your partner or dependant children, we may have taken money off your Benefit. We call these people non-dependants.

The deductions for housing benefit and council tax reduction are different. We don't take anything off if you or your partner are registered blind or get Attendance Allowance or the care component of Disability Living Allowance. Any amount taken off is shown in your benefit entitlement letter and is based on the non-dependant's circumstances and income.

### Home Visits

A Council Officer may visit you at home to check the income details and circumstances used in your benefit claim. Remember to ask to see an ID card before letting anyone into your home.

### Scottish Welfare Fund

The Scottish Welfare Fund provides grants in certain circumstances if you are moving out of homeless accommodation, care or prison. This should allow you to live, or continue living in the community. A Crisis Grant can provide a safety net if you have an emergency. You can apply online from the council website [www.stirling.gov.uk](http://www.stirling.gov.uk) or by phoning 01786 233210.

Non dependent(s)	Housing Benefit Deductions Private 52 weeks / Council 48 weeks	Council Tax Reduction
<b>Aged under 25 on:</b> Income Support Job Seekers Allowance (income based) Employment Support Allowance (income related assessment phase)	£0.00 / £0.00	£0.00
<b>Aged over 60 on:</b> Pension Credit		
<b>Aged under 25 on:</b> Employment Support Allowance (income related main phase)		
<b>Aged over 25 on:</b> Income Support Job Seekers Allowance (income based) Employment Support Allowance (income related)	£14.65/ £15.87	£0.00
<b>Aged over 18</b> Working less than 16 hours Non pension credit pensioner	£14.65 / £15.87	£3.90
<b>Aged over 18, working 16 hours or more with a total gross income</b>		
Under £132.99	£14.65 / £15.87	£3.90
£133 - £194.99	£33.65 / £36.45	£3.90
£195 - £252.99	£46.20 / £50.05	£7.75
£253 - £337.99	£75.60 / £81.90	£7.75
£338 - £419.99	£86.10 / £93.28	£9.85
£420 and over	£94.50 / £102.38	£11.80

## Council Tax - Second Adult Rebate

Even if you do not qualify for a Council Tax Reduction based on your own income and circumstances, you may be entitled to apply for a council tax rebate, based on the income of other adults in your household. This is called a Second Adult Rebate. However, it is not available if the main taxpayers are a couple, or if anyone in the household is paying rent to the taxpayer. The Second Adult Rebate you get depends on the gross weekly income (income before tax and National Insurance are taken off) on your second adult.

Circumstances	Rebate % Council Tax
<b>All 'second adults' getting:</b> Income Support Income Based Job Seekers Allowance Pension Credit Employment Support Allowance (income related)	25%
Total income of all 'second adults' to £190.99 per week	15%
Total income of all 'second adults' from £191 but less than £248.99 per week	7.5%
Total income of all 'second adults' from £249 or over per week	0%

**Income is not counted if it is from Income Support or Income Based Job Seekers Allowance, Attendance Allowance or Disability Living Allowance.**

**Second Adult Rebate cannot be awarded for people who fall into the following categories:- students, student nurses, skill-seekers, apprentices, people for whom Child Benefit is still paid, recent school leavers, severely mentally impaired people, residents of care homes, hospitals and nursing homes, care workers, prisoners, residents of hostels, members of religious communities, visiting forces and international Headquarters.**

**If you qualify for Council Tax Reduction and Second Adult Rebate you will get the higher of the two.**