

Your Council Tax Support Letters Explained

Please read this guide as it will help you to understand your Council Tax Support decision letters.

When you claim Council Tax Support we have to send you an Award letter and sometimes you may also receive a Statement of Reason letter. These letters show you how much Council Tax Support you have been awarded and how we have worked out your award for each period. These award(s) will be based on the details you have given us.

You should check the details of the letter(s) to make sure everything is correct. You must tell the Benefit Service straight away if you think our decision on your support is wrong.

This guide provides you with a few examples of the sorts of letter you may receive and shows how some circumstances are shown. It also explains some of the terms used on the letters.

Things to note:

If you receive Income Support, Job Seekers Allowance (Income Based), Employment Support Allowance (Income Related) or Pension Guarantee Credit, the income for these benefits will be shown as £0.00. This is because these types of benefit normally mean you would be entitled to the maximum amount of support so we don't record the actual amount you receive.

Where Universal Credit is in payment to you we will use the full award before any deductions are taken from the award.

Do you need a more detailed explanation of the Support awarded?

If you do not understand or want more details about the decision letters you can ask for a more detailed explanation. These requests should be made in writing within one month of the date shown on the decision letters.

Do you disagree with the decision?

If you disagree with our decision on the level of Council Tax Support awarded, you can ask us to look at your claim again. You will need to explain, in writing, why you are aggrieved (disagree) with our decision.

We will review your letter and will aim to write to you within two months outlining whether we can revise our original decision.

If you do not agree with our review of your claim you may appeal to the Valuation Tribunal. We will send you more details about this when we notify you on the outcome of our review.

What if your circumstances change?

You must tell the Benefit Service **straight away** about any change of circumstances which may affect your Council Tax Support entitlement.

What if I struggle to pay my Council Tax bill?

If you think you won't be able to pay the amount shown on your Council Tax bill please contact the Local Taxation section on 01480 388030.

If after reading this guide you still need help in understanding your award letters or you think the details we have used are wrong, please contact the Benefits Team on 01480 388308 or email us at benefit@huntingdonshire.gov.uk

For more details on Council Tax Support go to www.huntingdonshire.gov.uk/CouncilTaxSupport

Example 1 – Award letter for someone not working



Council Tax Support Decision Notice

Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.



Benefits Section, Pathfinder
St Mary's Street, Huntingdon, PE
Email: benefit@huntingdonshire

Tel: 01480 38

Your reference. Please quote your number when you contact us.

Customer Name
Customer Address

Claim Ref: 2
Council Tax Ref:
PIN:
Date: 21 Apr 2015

Date we made our decision.

This tells you the reason why you have been sent the award letter.

Dear
Your entitlement to Council Tax Support is summarised below.

REASON FOR CALCULATION: Non Dependant Left Household

As Council Tax Support is calculated as a weekly amount, the total amount for the year shown below may be within 1p of the amount of council tax you have to pay for the year due to rounding. In this case, the total amount of support paid will equal the net liability on the bill.

Your weekly award(s) for each period.

Council Tax Support From	To	Scheme Rules	Weekly Award	Award for Period
01 Apr 2013	31 Mar 2014	Working Age	£17.34	£904.20
01 Apr 2014	13 Jul 2014	Working Age	£17.77	£264.05
14 Jul 2014	31 Mar 2015	Working Age	£10.77	£401.66
01 Apr 2015	31 Mar 2016	Working Age	£18.04	£665.70
				£943.09
				£943.09

The period(s) of each award made.

The total Council Tax Support credited to your Council Tax bill for each period.

This is the Council Tax Support scheme rules under which your award has been made. You can find out more about the different schemes at www.huntingdonshire.gov.uk/CouncilTaxSupport

You must tell us straight away if your circumstances change



Example 1 – Statement of Reason for someone not working



Council Tax Support Decision Notice

Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref: 2
Council Tax Ref:
PIN:
Date: 21 Apr 201

This tells you the reason why you have been sent the letter.

The period(s) relating to each award made.

Period of Award From 01 Apr 2015 To 31 Mar 2016

REASON FOR CALCULATION: Non Dependant Left Household
INCOME / EXPENSES / CAPITAL DETAILS USED

Weekly Income Details:

Mr	Claimant	ESA Main Phase Income Related	£0.00
		Child Benefit - Eldest Child	£20.70
		PIP Mobility Standard	£21.80
		Child Tax Credit	£64.12
Miss	R. Non-Dependant	Earned Income	£225.84

These are the weekly income details we have for each household member.

As Council Tax Support is calculated to 6 decimal places and this letter shows 2 decimal places, there may be a rounding difference on this letter causing the amount of support to show incorrectly.

Weekly Income
Out of Work Benefit - In working out your weekly reduction we have used the following information: Claim based on Out of Work Benefits

This section shows the weekly income we have used to work out your award.

Non-Dependant Deductions
NON DEPENDANTS

Miss R. -
has gross income of 225.84 pounds
with an income band resulting in a deduction of 7.00 pounds

Non Dependants are other people living in your home but are not dependant on you, like children who have left school, parents, other relatives or friends. The rules expect these people to contribute towards your Council Tax. A weekly deduction of £7.00 or £5.00 may be made from your entitlement based on the income of each non dependant. This deduction will be taken from the eligible charge before calculating your award.

You must tell us straight away if your circumstances change



Council Tax Support Decision Notice

Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.



Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref: 2
Council Tax Ref:
PIN:
Date: 21 Apr 2015

TOTAL NON-DEPENDANT DEDUCTIONS	£7.00
Relevant Non-dependant Percentage	100.00
CALCULATED NON_DEPENDANTS DEDUCTION	£7.00

How Your Reduction is Worked Out	
Eligible Weekly Council Tax	£25.04
Less Non Dependant Deductions	£7.00
Gives Calculated Reduction	£18.04
GIVES AMOUNT OF CALCULATED REDUCTION	£18.04

This is the amount of Council Tax we use to work out your Council Tax Support award. This figure will be after any discounts have been taken off and may also be after a percentage reduction has been taken off based on the Scheme Rules that apply to your circumstances.

This figure is the eligible weekly Council Tax less any non-dependant deduction(s) to give the amount of Council Tax Support.



Example 2 – Award letter for someone who is working



Council Tax Support Decision Notice

Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.

Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref: 2
Council Tax Ref:
PIN:
Date: 21 Apr 2015

This tells you the reason why you have been sent the award letter.

Dear
Your entitlement to Council Tax Support is summarised below.
REASON FOR CALCULATION: Info Recd from DWP/HMRC

Your weekly award(s) for each period.

Council Tax Support From	To	Scheme Rules	Weekly Award	Award for Period
01 Apr 2015	12 Apr 2015	Dependant (s) under 5	£11.01	£18.88
13 Apr 2015	19 Apr 2015	Dependant (s) under 5	£12.07	£12.07
20 Apr 2015	26 Apr 2015	Dependant (s) under 5	£6.94	£6.94
27 Apr 2015	31 Mar 2016	Dependant (s) under 5	£7.94	£385.73
				£423.62

The period(s) of each award made.

The total Council Tax Support credited to your Council Tax bill for each period.

This is the Council Tax Support scheme rules under which your award has been made. You can find out more about the different schemes at www.huntingdonshire.gov.uk/CouncilTaxSupport

You must tell us straight away if your circumstances change



Example 2 – Statement of Reason for someone in work



Council Tax Support Decision Notice

Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.

Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref: 2
Council Tax Ref:
PIN:
Date: 21 Apr 2015

The period relating to each award made.

This tells you the reason why you have been sent the letter.

Period of Award From 13 Apr 2015 To 19 Apr 2015

REASON FOR CALCULATION: Info Recd from DWP/HMRC INCOME / EXPENSES / CAPITAL DETAILS USED

Weekly Income Details:

Miss	Claimant	Child Benefit	£13.70
		Earned Income	£140.67
		Child Tax Credit	£176.94
		Child Benefit - Eldest Child	£20.70
		Working Tax Credits	£28.43

These are the income details we have for each household member. This section should show all earnings and other income or benefits received.

If you pay child care or other allowable expenses, these will be shown here.

Weekly Expenses Details:

Miss	Claimant	Child Care Costs	£85.00
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Capital Details:

Miss	Claimant	Bank Account (Current)	£463.28
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The amount of capital you and any partner have declared should be shown here e.g. savings, shares, property etc.

As Council Tax Support is calculated to 6 decimal places and this letter shows 2 decimal places, there may be a rounding difference on this letter causing the amount of support to show incorrectly.

Weekly Income	
Earned Income	£140.67
Unearned Income	£239.77
Less Income Disregards	£140.70
TOTAL WEEKLY INCOME	£239.74

This is the amount of income we don't take into account when working out the total weekly income for Council Tax Support. Disregarded income is based on the make-up of your household with regard to age and circumstances, such as the number of hours worked and any disabilities.

This is the figure we use to calculate your Council Tax Support after disregarded income has been taken off.

You must tell us straight away if your circumstances change

Example 2 – Statement of Reason continued



Council Tax Support Decision Notice

Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.



Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref: 2
Council Tax Ref:
PIN:
Date: 21 Apr 201

The amount of any capital you and any partner have told us about.

This is the total weekly figure we use as the amount needed for day to day living expenses. This figure is based on your household circumstances.

Capital	
Total Assessed Capital	£463.28
Living Allowance Amounts	
Family Premium	£17.45
Dependants Personal Allowance	
Miss	£66.90
Mr	£66.90
Lone Parent Personal Allowance	£73.10
TOTAL LIVING ALLOWANCE	£224.35
How Your Reduction is Worked Out	
Total Weekly Income	£239.74
Less Total Living Allowance	£224.35
Gives Excess Income	£15.39
Relevant Percentage	20.00
% of Excess Income	£3.08
Eligible Weekly Council Tax	£15.14
Less % of Excess Income	£3.08
Gives Calculated Reduction	£12.07
Relevant Capital Cutoff	£16,000.00
GIVES AMOUNT OF CALCULATED REDUCTION	£12.07

This is the amount of assessed weekly income which is above your Living Allowance amount.

If your "excess income" figure is more than your 'Living Allowance' amount you will not get a full award. Council Tax Support is reduced by 20p for every £1 your income is above your Living Allowance.

This is the amount of your assessed income that is above your Living Allowance multiplied by 20 per cent.

This is the amount of Council Tax we use to work out your Council Tax Support award. This figure will be after any discounts have been taken off and may also be after a percentage reduction has been taken off based on the Scheme Rules that apply to your circumstances.

No Council Tax Support will be awarded if you and any partner's capital are assessed as being over this amount.

This figure is worked out by taking the "Eligible weekly Council Tax" less any Non Dependant Deductions and less any "% of Excess Income" to give the amount of Council Tax Support awarded.

You must tell us straight away if your circumstances change

Example 3 – Statement of Reason for someone on Universal Credit



Council Tax Support Decision Notice

For more information about this letter please go to www.huntingdonshire.gov.uk/ctsexplained



Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref:
Council Tax Ref:
PIN:
Date: 02 Dec 2016

Date we made our decision.

The period(s) relating to each award made.

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This tells you the reason why you have been sent the award letter.

Period of Award From 21 Nov 2016 To 31 Mar 2017

REASON FOR CALCULATION: New Claim
INCOME / EXPENSES / CAPITAL DETAILS USED

Weekly Income Details:

Mrs Claimant Universal Credit £169.11

Capital Details:

Mrs Claimant Bank Account (Current) £79.53

This is the total Universal Credit in payment before any deductions are taken off.

As Council Tax Support is calculated to 6 decimal places and this letter shows 2 decimal places, there may be a rounding difference on this letter causing the amount of support to show incorrectly.

Weekly Income	
Unearned Income	£169.11
TOTAL WEEKLY INCOME	£169.11
Capital	
Total Assessed Capital	£79.53
Living Allowance Amounts	
Maximum Universal Credit Amount	£169.11
TOTAL LIVING ALLOWANCE	£169.11

This is the total weekly figure we use as the amount needed for day to day living expenses based on the Universal Credit award.

This section shows the weekly income we have used to work out your award.

You must tell us straight away if your circumstances change by going to www.huntingdonshire.gov.uk/changesonline



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Council Tax Support Decision Notice

For more information about this letter please go to www.huntingdonshire.gov.uk/ctsexplained



Benefits Section, Pathfinder House,
St Mary's Street, Huntingdon, PE29 3TN
Email: benefit@huntingdonshire.gov.uk

Tel: 01480 388308

Customer Name
Customer Address

Claim Ref.
Council Tax Ref:
PIN:
Date: 02 Dec 2017

This is the amount of your assessed weekly income for support purposes.

How Your Reduction is Worked Out

Total Weekly Income	£169.11
Less Total Living Allowance	£169.11
Gives Excess Income	£0.00
Relevant Percentage	20.00
% of Excess Income	£0.00
Eligible Weekly Council Tax	£12.39
Less % of Excess Income	£0.00
Gives Calculated Reduction	£12.39
Relevant Capital Cutoff	£16,000.00
GIVES AMOUNT OF CALCULATED REDUCTION	£12.39

This is the total weekly figure we use as the amount needed for day to day living expenses. This figure is based on your household circumstances and your Universal Credit award.

This is the amount of Council Tax we use to work out your Council Tax Support award. This figure will be after any discounts have been taken off and may also be after a percentage reduction has been taken off based on the Scheme Rules that apply to your circumstances.

No Council Tax Support will be awarded if you and any partner's capital is assessed as being over this amount.

This figure is worked out by taking the "Eligible weekly Council Tax" less any Non Dependant Deductions and less any "% of Excess Income" to give the amount of Council Tax Support awarded.