



**Welfare & Benefits Service**

Selectapost 15

Leeds

LS2 8BA

Telephone: (0113) 222 4404

Minicom: (0113) 222 4410

Fax: (0113) 247 7846

Email: [icc.benefits@leeds.gov.uk](mailto:icc.benefits@leeds.gov.uk)

Claim Number: \_\_\_\_\_

Date: \_\_\_\_\_

Dear

**HOUSING BENEFIT, COUNCIL TAX SUPPORT AND EDUCATION BENEFITS**

I am writing to you because we need further information to work out your benefit correctly.

You have asked us to calculate your benefit entitlement based on the statement that you have no income.

In order for us to consider paying your Housing Benefit and Council Tax Support based on nil income, we require further information from you.

At the end of this letter is a questionnaire about your request. Please complete and return the form by ENTER DATE, using the pre-paid envelope provided.

If this information is not provided within one month of the date of this letter, I will have to determine that you do not qualify for Housing Benefit or Council Tax Support. This is because you have not provided all necessary information to support your claim and as such I cannot calculate your entitlement to benefit.

If we have asked for proofs, you must send original documents by return of post, ensuring that you give your name, address and claim number on anything you send. We cannot accept photocopies. Do not send valuable documents through the post. Details of where you can take this information are provided at the end of this letter.

We will return your documents within five working days.

If you require any assistance in providing this information, please do not hesitate to contact us on the above telephone number.

Yours sincerely,

Benefits Assessor

Welfare & Benefits Service



# Nil-Income Questionnaire

**Re:**

- 1 For what period are you requesting assessment of Housing Benefit / Council Tax Support based on nil income?**

From: \_\_\_\_\_

To: \_\_\_\_\_

- 2 Why did you have no income during this period?**

- 3 Please tick if you made a claim for any of the following benefits during this period: -**

Jobseeker's Allowance (Income-based)

Income Support

Jobseeker's Allowance (Contribution-based)

Incapacity Benefit

Other (please state)

- 4 If you made a claim for the above benefits but were refused or if you were not entitled please state why:**

- 5 If you did not make a claim for the above benefits, please explain why:**

- 6 How did you manage to buy essential items, e.g. toiletries and food, during this period ? (Please provide bank statements for this period)**

If you received money or meals from friends and family on a regular basis, we need to see statements from

- 7 If there is anything that you wish to say that might support your claim for Housing Benefit based on nil income, please use the space provided below.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have requested this assessment for a date in the future, we will contact you again in one month to check that our records are correct.



## Changes in Circumstances

If you are receiving Housing Benefit and/or Council Tax Support you must tell us, by law, about any changes in your, or your family's, circumstances. This is because it may affect the amount of your benefit entitlement.

**If you do not tell us about a change in your circumstances within one month of it happening, you may lose out on benefit or we may pay you too much benefit and you will have to repay it.**

You must tell us straight away if any of the following apply to you: -

- ◆ You or your partners wage goes up or down
- ◆ You or your partner start to receive a new state benefit
- ◆ Any state benefits you or your partner are receiving either change or stop (the DWP will not always notify us about any changes to state benefits, you must tell us about these changes yourself).
- ◆ You or your partner start working or change jobs
- ◆ One of your children starts or leaves school, or moves to a different school
- ◆ Any adults move in or out of your home or any of their circumstances change, by adult this means any non dependants in your household. An example of a non dependant is a grown up son or daughter.
- ◆ You or your partner move home
- ◆ You or your partners private pension goes up or down
- ◆ You or your partners savings go up or down
- ◆ You or your partner have any other change which may affect your benefit

Please tell us about any change straight away and remember to send us proof of the new details. Any proof you send to us must be an original document. We cannot accept copies.

During the life of your claim we may visit you to make sure that your circumstances have not changed and that you are receiving all the benefit to which you are entitled.

**Failure to report changes in circumstances, which affect your benefit, may result in prosecution.**

## Discretionary Housing Payments

We can make Discretionary Housing payments to people getting Housing Benefit in certain circumstances if they need extra help with their rent.

You can claim this extra help if:

- ◆ You get Housing Benefit and
- ◆ This benefit doesn't fully cover your rent and
- ◆ You have special circumstances, which mean you need extra money to help pay your rent

If you want to claim Discretionary Housing Payments please contact Leeds Benefits Service on **0113 222 4404** and ask for a "Discretionary Housing Payment" claim form.

This form is also available on our website, at [www.leeds.gov.uk/benefits](http://www.leeds.gov.uk/benefits).



## Office and telephone opening times

### Our telephone lines are open: Monday to Friday 8:00am to 6:00pm

<p><b>Aireborough</b> Micklefield House, New Road Side, Rawdon, Leeds, LS19 6DF Opening times Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm</p>	<p><b>North Seacroft</b> Unit 8, Seacroft Green Shopping Centre, Seacroft, Leeds, LS14 6LU Opening times Monday, Tuesday, Thursday, Friday 9:00am - 5:00pm Wednesday 9:00am - 3:00pm</p>
<p><b>Armley</b> 2 Stocks Hill, Armley, Leeds, LS12 1UQ Opening times Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm</p>	<p><b>Osmondthorpe</b> 81a Wykebeck Mount, Leeds, LS9 0JE Opening times Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm</p>
<p><b>Chapelton</b> The Reginald Centre, 263 Chapelton Road, Leeds, LS7 3EX Opening times Monday to Friday 8:30am - 5:00pm Saturday - by appointment only 11:00am - 1:00pm</p>	<p><b>Otley One Stop Centre</b> Nelson Street, Otley, LS21 1EZ Opening hours Monday 10.00am – 6.00pm Tuesday 9.00am – 4.00pm Wednesday, Thursday 9.00am – 4.30pm Friday 9.00am – 4.00pm</p>
<p><b>City Centre</b> 2 Great George Street, Leeds, LS2 8BA Opening times Monday to Thursday 8:30am - 5:00pm Friday 9:30am - 5:00pm Saturday - by appointment only 10:00am - 12:00pm</p>	<p><b>Pudsey</b> Town Hall, Robin Lane, Pudsey, Leeds, LS28 7BL Opening times Monday, Tuesday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm Thursday, Friday 8:30am - 4:30pm</p>
<p><b>Dewsbury Road</b> 190 Dewsbury Road, Leeds, LS11 6PF Opening times Monday, Tuesday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm Thursday, Friday 8:30am - 5:00pm</p>	<p><b>Rothwell</b> Civic Buildings, Marsh Street, Rothwell, Leeds, LS26 0AD Opening times Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm</p>
<p><b>Garforth</b> Lidgett Lane, Garforth, Leeds, LS25 1EH Opening times Monday, Tuesday, Thursday, Friday 9:00am - 4:30pm Wednesday 9:00am - 3:00pm</p>	<p><b>South Seacroft</b> 90-95 Moresdale Lane, Leeds, LS14 6GG Opening times Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm</p>
<p><b>Harehills</b> The Compton Centre, Harehills Lane, Leeds, LS9 7BG Opening times Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm Saturday - by appointment only 10:00am - 1:30pm</p>	<p><b>St Georges Centre</b> St Georges Road, Middleton, Leeds, LS10 4UZ Opening times Meet &amp; Greet Team Monday to Friday 8:00am - 6:00pm Help with information and advice Monday, Tuesday, Thursday, Friday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm</p>
<p><b>Morley</b> Town Hall, Queen Street, Morley, Leeds, LS27 9DY Opening times Monday, Tuesday 8:30am - 4:00pm Wednesday 8:30am - 3:00pm Thursday, Friday 8:30am - 5:00pm</p>	<p><b>Wetherby</b> 24 Westgate, Wetherby, Leeds, LS22 6NL Opening times Monday, Tuesday, Wednesday 9:00am - 3:00pm Thursday, Friday 9:00am - 3:00pm</p>

**If you need help or advice about welfare benefits, please phone our Welfare Rights Section on 0113 376 0452 or e-mail [welfare.rights@leeds.gov.uk](mailto:welfare.rights@leeds.gov.uk)**

