

Backdating your benefit claim



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Number 2 in a series of benefit information leaflets.

Backdating your benefit claim

Housing Benefit and Council Tax Benefit is normally awarded from the Monday after the day you made your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming sooner.

This leaflet is part of a series (illustrated opposite) produced by a group of local authorities to help make Housing Benefit and Council Tax Benefit easier to understand.

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When can you claim backdated benefit?

You can claim for backdated benefit if:

- you have already completed the Housing Benefit and Council Tax Benefit claim form; but
- feel you should have had benefit for a period before you made your claim.

The law says we can backdate your benefit up to 52 weeks from the date we receive your request, **if you can give good reason** why you did not apply sooner.

The good reason must apply over the full period for which you want benefit backdated.

What is 'good reason'?

Some examples are:

- the death of a close relative;
- being in hospital or seriously ill;
- being wrongly advised by a person who should have known better, such as council staff, the Citizens Advice Bureau, a social worker, DWP staff;
- language difficulties;
- being unable to manage your affairs and not having anyone to help you.

What happens after a claim has been made?

After we have received your claim form we will reply within 14 days. If we refuse your claim for backdating, we will send you details of how to appeal.

Backdating your benefit – claim form

YOUR FULL NAME

YOUR PRESENT ADDRESS

YOUR TELEPHONE NUMBER Day

Evening

Have you already completed the Housing Benefit and Council Tax Benefit claim form?

YES

NO

I want to claim backdated Housing and/or Council Tax Benefit. I want my claim to start from:

DATE

Please give your 'good reasons' for not claiming sooner

Continue over the page if you need to...

I declare the information is correct as far as I know.

SIGNATURE (if you write on the other side of the form, please sign there as well)

DATE

How to make a backdated benefit claim

Fill in the form inside, completing all questions, and send it to the address on the back of this leaflet.

Other formats

This leaflet is also available in large print, Braille, on audio cassette and in other languages. Please contact us if you need this leaflet in one of these formats.

This leaflet gives basic advice and is a general guide. If you have a question that is not answered in this leaflet, or if you want more advice, please contact us.

Participating authorities: Broxbourne, Dacorum, Hertsmere, Ipswich, Lincoln City, North Herts, St Albans, Stevenage, Three Rivers and Welwyn Hatfield.



Where to get help and advice

To get more information you can visit us at:

Three Rivers District Council
Three Rivers House
Northway, Rickmansworth
Herts WD3 1RL

Offices are open: Mon to Thu 8.30am – 5.30pm
Fri 8.30am – 5pm

Telephone: 01923 773138 (*benefits section*)

Email: benefits@threerivers.gov.uk

Fax: 01923 727181

Website: www.threerivers.gov.uk

South Oxhey Area Office
37 Oxhey Drive
South Oxhey
Herts WD19 7SD

Benefits officer

available: Mon and Thu 9am – 4.30pm
Fri 9am – 4pm

Other organisations that provide help and advice

Citizens Advice Bureaux

Watford 01923 234949

Rickmansworth 01923 720424

Abbots Langley 01923 267949

Oxhey & District 020 8421 0911