



Leeds Revenues and Benefits Service
Selectapost 15
Leeds
LS2 8BA

Tel: 0113 222 4404
Minicom: 0113 222 4410
Fax: 0113 247 7846
LCC.Benefits@leeds.gov.uk

Backdating of Benefits

If there has been a reason which stopped or delayed you making your application for Housing or Council Tax Benefit you can ask for your claim to be 'backdated' to an earlier date.

The Start Date of Your Benefit Claim

Housing and Council Tax Benefit is usually paid from the Monday after we get your claim form or written request.

For example: You send your form to us on Tuesday, we receive it Thursday, then your benefit will start on the Monday following.

There are exceptions to this rule:

- If you are in receipt of Income Support, Job Seekers Allowance (income based), or Employment and Support Allowance (income related) your Housing and Council Tax Benefit will usually start from the Monday after the date this other income started.
- If you have just started a tenancy and you make your claim for benefit during the week your tenancy started, your benefit will usually be paid from the date your tenancy began, as long as you are living in the property.

Backdating your claim - What does this mean?

There are different rules depending on your age:

- If you or your partner have reached pension credit age (see next page for what this means), you do not have to ask us to backdate your claim to an earlier date. We will automatically consider your claim for the period three months before the day you actually made your claim.
- If you and your partner have not reached pension credit age, and you think your claim should have been paid from an earlier date, you can ask for your claim to be looked at again. You can do this by completing this form and sending back to us as soon as possible. Benefit can be paid up to a maximum of 6 months from the date you ask for your benefit to be backdated **but** only if you had a **good reason** for not claiming at the right time.



What is 'good cause'?

Not knowing about Housing or Council Tax Benefit or thinking that you would not be entitled, are not good reasons on their own for us to backdate your claim.

Here are some examples of what may be considered 'good cause'...

- You were too ill to claim.
- You had more urgent things to do, such as look after a sick child or relative, deal with a death in the family or attend a court case.
- You did not know of a recent change in the law.
- You were given the wrong advice by another official body.

How do I apply for my claim to be backdated?

You can print off this form and complete it by hand. You can then post it to us at:

Leeds Revenues and Benefits Service
Selectapost 15
Leeds
LS2 8BA

or hand it in at any of our One Stop Centres. The addresses of these can be found by using the "Leeds One Stop Centres" link at www.leeds.gov.uk/benefits

Alternatively, if you do not have access to a printer, you can contact us on 0113 222 4404 and ask for a backdate form. You can also get a copy of this form from any of the One Stop Centres or your local housing office.

If you would like any help or advice, please call us on 0113 222 4404 or call into any of the One Stop Centres for assistance.

The rules for assessment of Housing Benefit and Council Tax Benefit are different depending on your age.

Pension Credit Age

A pension credit age claim is one where you, or your partner, have reached the qualifying age for state pension credit.

Prior to 6th April 2010, the qualifying age for state pension credit was 60, so that people born before 6th April 1950 would qualify.

From 6th April 2010 the qualifying age for state pension credit will gradually increase in line with the pension age for a woman. This process will continue until April 2020 when the pension ages for men and women will both be 65.

Working Age

A working age claim is one where you and your partner are both under the qualifying age for state pension credit. This also includes men who have reached pension credit age but are aged under 65 and are in receipt of Income Support, Jobseekers Allowance (income based) or Employment and Support Allowance (income related).

BACKDATE REQUEST

Name			
Claim No		Date:	

Current Address			
Postcode			

Previous Address			
Postcode			

1 What made you decide to claim backdated benefit now?

2 What date do you want your benefit to start from?

3 What was your income during this time?

Please send in full details and proof of your income from the date you want your claim to be paid, to the date your housing benefit, council tax benefit actually started.

4 Did you make a claim during this time? Please tick (✓)

No (Go to Q5) **Yes** (Go to Q8)

5 Was there anyone else who could have filled a form in for you? Please tick (✓)

For example your partner, a relative, a social worker, or a friend.

No (Go to Q10) **Yes** (Go to Q6)

6 What was their name? (Go to Q7) _____

7 Why did they not make a claim for you? (Go to Q10)

8 Where did you get the claim form? Please say where. (Go to Q9)

9 How did you return the form to us? Please tick (✓)(Go to Q11)

By Post

On What Date? _____

Where did you post it to? _____

Through your landlord or Housing Association.

On What Date? _____

Handed in at a One Stop Centre.*

On What Date? _____

Through your Neighbourhood Housing Office.*

On What Date? _____

***Which one?** _____

Any other way.**

On What Date? _____

****Give details** (For examples,
the Jobcentre or Benefits Agency) _____

10 Why did you not make a claim earlier?

The information you give will help us to decide whether you can have backdated benefit.

You can add more pages of your own if there is not enough space to answer here.

If you need help or advice with this question, please telephone Leeds 0113 222 4404, or call in to a One Stop Centre. We will be happy to help you

11 Did you ask about entitlement to benefit before making any claim? Please tick (✓)

No (Go to Q13) Yes (Go to Q12)

12 Where and when did you make this enquiry? Please tick (✓)

By Post. On What Date? _____

Where did you post it to? _____

At a One Stop Centre.* On What Date? _____

Through your Neighbourhood Housing Office.* On What Date? _____

*Which one? _____

Somewhere Else.** On What Date? _____

**Where? _____

By Telephone.*** On What Date? _____

***Where to? _____

13 Is there anything else you would like us to know?

What happens next?

We will look at all the details you have given and decide whether your claim can be backdated.

The Government sets the rules around backdating claims.

If we backdate your claim, we will send you a letter to tell you what we have decided and we will let you know how and when you will be paid.

If we do not backdate your claim, we will send you a letter informing you which will tell you why we have made this decision.

You have the right to appeal against our decision. If you decide to appeal, your claim will be reconsidered to check our decision.

You can find out more about appeals by downloading the Appeals form from www.leeds.gov.uk/benefits

If you want more information or advice, please contact Leeds Benefits Service.
We are here to help and support you at every stage of your claim.