

Discretionary Housing Payment

V1 - 0417

Discretionary Housing Payment - how to apply

Discretionary housing payment (DHP) is a way of helping you if you do not get enough benefit to pay your rent.

DHPs are short-term payments to help people with their rent if they are experiencing financial hardship.

DHPs are not Housing Benefit. However, to receive a **DHP** you must be receiving some **Housing Benefit or Universal Credit** which includes an amount for housing costs.

You can make an online claim, go to:
<http://www.bolton.gov.uk/website/pages/Discretionaryhousingpayments.aspx>

Other types of shortfall DHP can be used to help with:

- You are under occupying your property and your housing benefit has a reduction because of this.
- You are single, under 35 years of age and are living in a one-bedroom flat or larger property.
- Your benefit is being reduced because there is a non-dependant in the household
- Where your income is above the level the Government says you need, but you are still struggling to pay your rent.

Help with your DHP claim

If you need assistance to complete your **Discretionary Housing Payment** form, you can contact our **Money Advice Team** on **01204 329868**.

Documents you need to make a DHP claim

When completing your **Discretionary Housing Payment** form, you need to:

- Include **ALL** your income and expenditure
- Provide details of your circumstances, include information such as:
 - have you registered to move,
 - or have you seen anyone to sort out any debt issues?
- Include as much detail as possible on why you can't meet the rent payments

Returning your form by post

Please return your form direct to:

Revenues and Benefits,
Bolton Council,
PO Box 4,
Town Hall,
Bolton,
BL1 1YZ.

What to do if your Discretionary Housing Claim is refused

If you don't agree with the decision on your **DHP** claim, you need to ring **Bolton Council** on **01204 333333** and you can ask them to review it again. They will review it if:

- They have refused your award, or
- They have awarded a reduced amount, or
- They advised they overpaid you

We can look at your application and advise whether you have grounds to review this. If you do have grounds then we can assist you. Ring our **Money Advice Team** on **01204 329868** if you need support.