

Universal Credit

V1. 0418

Universal Credit - how to apply

Universal Credit (UC) is a new type of benefit designed to support people who are on a low income or out of work.

It is paid to you monthly in arrears, which means that you have to wait at least a month for your first payment.

UC will replace the following benefits:

- Income Support, Income-based Jobseekers Allowance
- Income-related Employment & Support Allowance
- Housing Benefit, Child Tax Credit and Working Tax Credit
- For full details and eligibility, please contact the **DWP** on **0345 600 0723**.

You need to apply online for your UC claim:

<https://www.gov.uk/apply-universal-credit>

What if I don't get enough to pay my rent?

Discretionary Housing payment (DHP) is a way of helping you if the amount of the housing costs in your UC you get is not enough to pay your rent.

DHP is a short-term payment to help you with your rent if you are experiencing financial hardship. To claim DHP, you need to fill out an online claim form:

<http://www.bolton.gov.uk/website/pages/Discretionaryhousingpayments.aspx>

Help with your Universal Credit Claim

If you need help completing your Universal Credit claim, please contact our **Money Advice Team** on **01204 329868**.

Universal Credit & Paying Rent

When you receive **Universal Credit**, your **housing element** will be paid directly to you as part of your monthly payment.

It will then be your responsibility to pay your rent directly to us.

Documents you need to make a Universal Credit claim

- Proof of identification, i.e. a document showing your name and current address.
- Copy of your tenancy agreement and proof of your current rent.
- Proof of all income coming into your household – i.e. earnings, benefits, pensions and any other income.
- Anyone over the age of 18yrs who lives at your address will also be required to provide proof of their income.
- Current bank account statement (note post office accounts are not acceptable.)
- Proof of all savings.
- Details of household family members.
- An email address
- All relevant documents must show your current address.

What to do if your Universal Credit Claim is refused

If your Universal Credit claim is refused and you feel that the decision is wrong, you can contact **Bolton Council** and ask them to look at the decision again.

You need to contact the **DWP** on **0345 600 0723** within one month of the date on the decision letter.

We can look at your application and advise whether you have grounds to appeal against this. If you do have grounds then we can assist you.

Ring our **Money Advice Team** on **01204 329868** if you need support.