



Website: www.jobcentreplus.gov.uk

Your reference is:
[National Insurance

Number]
Please tell us this number
if you get in touch with us

Customer or Appointee name
Address

Our address

Phone

Date

Dear [Customer/Appointee name],

THE CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE

[This paragraph appears if customer has an appointee] You are dealing with [Customer's name] claim for Employment and Support Allowance. This letter is about that person.

A CHANGE IN THE EMPLOYMENT AND SUPPORT ALLOWANCE

We have looked at your claim again following a recent change.

From [date] your Employment and Support Allowance will be [£ amount] a week.

This is because of:

[reasons inserted here]

From [date] your Employment and Support Allowance will be [£ amount] a week.

This is because [reasons inserted here].

We have used the tax years ending [date] and [date] to assess your claim.

You have been entitled to a transitional addition since you were moved from Incapacity Benefit, Income Support on the grounds of illness or disability or Severe Disablement Allowance. Because of this, the money you will get may not have changed when your circumstances changed.

We will credit you with National Insurance contributions while claiming Employment and Support allowance

The attached sheet shows how we worked out your money. If you want more information please get in touch with us. Our phone number and address are at the top of this letter.

This assessment is based on how much the law says you need to live on and your National Insurance Contribution Record.

Contribution-based Employment and Support Allowance can be paid for a maximum of 365 days unless you are in the support group.

HOW THE MONEY WILL BE PAID

The money will be paid every two weeks while you are still entitled to Employment and Support Allowance.

Bank/Building society: [Name and Location of Bank]

We also hold your account number/sort code but for security reasons they have not been included in this letter.

We will pay your Employment and Support Allowance into the above account.

PAYMENT TO THE BANK/BUILDING SOCIETY

These notes are about allowance payments into a bank or building society account. Please make sure you read them.

You must tell us straight away if any details about the account change. Otherwise you may not be able to get your money.

You should check the account to see how much is paid in. We will tell you if your Employment and Support allowance is going to change.

If you think the payment is wrong, you should get in touch with us straight away. We will check your payment and tell you what will happen.

If your money is due on a Bank Holiday we will pay it into the account on the last weekday before the Bank Holiday.

If the account goes overdrawn, the bank or building society may not let you take any money out of the account. Talk to the bank or building society if this happens. You should also tell us as we can change how we pay you.

If you want a full explanation of why your Employment and Support Allowance has changed, please get in touch with us. Our phone number and address are at the top of this letter.

HOUSING BENEFIT AND COUNCIL TAX BENEFIT

You could get Housing Benefit or Council Tax Benefit. Get in touch with your local council as soon as possible. If you are already getting Housing Benefit or Council Tax Benefit you should show them this letter.

If you disagree with our record of your contributions, please tell us at once. We will check your records and tell you the result. If you still disagree you can ask for a formal decision.

Jobcentre Plus staff work to offer a complete service through your Jobcentre. If you have an enquiry about your claim for Employment and Support Allowance you will be referred to the most appropriate officer.

PLEASE KEEP THIS LETTER FOR YOUR INFORMATION.

It will help us if you have this letter when you make any enquiries or need an explanation about the decision.

How Employment and Support Allowance has been worked out

The Employment and Support Allowance Award

The Payment of Employment and Support Allowance is based on your National Insurance Contribution records and any additional amount the law says you need to live on.

Your living expenses	£0.00
Extra money because of a Disability Income Guarantee	£0.00

Limited capability for work addition

Extra Money because you are in the Support Group	£0.00
Which gives you a total income-related amount	£0.00

Income and Benefits

PIP Mobility Component for you is not counted as income towards Employment and Support Allowance.

No income will be taken off your Employment and Support Allowance

Your income-related amount is £0.00 less total amount of income £0.00

So your income-related entitlement is £0.00

The amounts on this page apply from [date].

Yours Sincerely,

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Manager



SOCIAL SECURITY AGENCY

