

## Where do I claim?

You need to complete a claim form available from:

1. Local Council

2. Other Agencies:

- Jobcentre Plus
- The Pension Service
- Citizens Advice Bureau

Please see our leaflet (No.1) "How to claim" for more information.



## Other leaflets available:

- ▶ 1 How to claim
- ▶ 2 Non-dependant deductions
- ▶ 3 Overpayments
- ▶ 4 Extended payments
- ▶ 5 Understanding our Decision and Making an Appeal
- ▶ 6 Benefit on two homes
- ▶ 7 Benefit when you are away from home
- ▶ 8 Will you qualify?
- ▶ 9 Persons from abroad
- ▶ 10 When will your benefit start?
- ▶ 11 Students
- ▶ 12 Discretionary Housing Payments
- ▶ 13 Changes in circumstances
- ▶ 14 Backdated benefit
- ▶ 15 Second Adult Rebate
- ▶ 16 Benefit Fraud
- ▶ 17 Self-employed
- ▶ 18 Benefit for people who work

## Working in Partnership:



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## Housing & Council Tax Benefit



## Persons from abroad

Leaflet also available in large print

## Introduction

This guide is one of a number produced with the aim of helping customers understand Housing and Council Tax Benefit.

It is intended as a general guide. People have different circumstances so for more detailed individual advice please contact your local Council's Benefits Service.

## Who can claim?

Anyone entering the UK in the last 2 years would need to satisfy one or both of the following tests before they can receive benefit.

- The right to reside test
- The Habitual Residence Test

Anyone failing the tests is regarded as a 'person from abroad' and is not entitled to receive Housing/Council Tax Benefit.

These tests are applied to the claimant only. In the case of a claim from a couple where only one would be excluded from claiming benefit, the claim could be made in the other's name.

Both claimant and partner must have a National Insurance number.

## Who may qualify for help?

If you are included in one of the groups listed below you may qualify for help. Some groups of people will need to satisfy both tests.

- UK nationals/passport holders
- EEA18 workers (excluding work seekers not entitled to income based Jobseeker's Allowance)
- A8 workers (excluding work seekers)
- A2 workers
- Turkish Nationals (ECSMA), Macedonian and Croatian Nationals (CESC)

If you are not sure which group you belong to check the list below for your country of origin.

### EEA18 -

Austria	Belgium	Cyprus
Denmark	Finland	France
Germany	Greece	Iceland
Italy	Liechtenstein	Luxemburg
Malta	Netherlands	Norway
Portugal	Spain	Sweden

### A8 -

Czech Republic	Estonia	Hungary
Latvia	Lithuania	Poland
Slovak Republic	Slovenia	

### A2 -

Bulgaria	Romania
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Switzerland is also treated as part of the EEA by the EEA/Swiss Agreement (EEA Regulations 2006).

## Information you may need to provide

As proof of your right to reside in the UK you may be asked to provide your:

- Current passport
- ID card
- Residence permit
- Home Office Certificate

As proof of your financial status you may be asked to provide:

- Payslips
- Contract of Employment
- Evidence of genuine and effective work
- Evidence of living in the UK for 2-3 years
- Workers registration card/certificate
- Purple Accession work card
- Proof of genuine self-employment

## Habitual Residence Test

We may need to ask you some questions to help us decide if you intend to stay in the UK. Your local Council's Benefits Service may invite you into the office for an interview to do this.