

If your job doesn't work out

Many people worry that if they get a job and it doesn't work out, they will have to reclaim all their benefits.

If you stop getting:

- Income Support;
- Jobseekers Allowance;
- Housing Benefit or
- Council Tax Benefit

because of a new job and you give up work within 12 weeks, you only have to complete one short form to get all these benefits again. This is called '**Rapid Reclaim**'.

When you go to sign on again at JobCentre Plus, they will give you a 'Rapid Reclaim' pack. Fill in the form called '**HBRR1**' and send it to us.

We will award you the same rate of Housing Benefit or Council Tax Benefit you received when you were previously unemployed if:

- Income Support or Jobseekers Allowance is paid to you again; and
- You reclaim these benefits within 12 weeks of your last entitlement to Income Support or Jobseekers Allowance; and
- There has been no other change in your circumstances

Extra Help When Returning to Work



All information in this leaflet is current from April 2007.

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Extended Payments of Housing and Council Tax Benefit

With an Extended Payment, you do not have to worry about paying rent or Council Tax until you get your first pay cheque.

To qualify you or your partner must meet the following:

- You or your partner's Income Support or income based Jobseekers Allowance has ended because either you or your partner has started work or increased hours at work; and
- You or your partner have been getting Income Support or Jobseekers Allowance continuously for at least 26 weeks before your circumstances changed; and
- You expect the new job or increased hours to last for at least 5 weeks; and
- You were getting Housing or Council Tax Benefit immediately before your circumstances changed; and
- You claim an Extended Payment within 4 weeks of your circumstances changing; and
- You continue to have a liability for rent or Council Tax during the extended payment period.

An Extended Payment means you will get the same rate of Housing Benefit/ Council Tax Benefit as you did when you were getting Income Support or income based Jobseekers Allowance for 4 weeks after you start work. If you change address, you may get a different rate.

You can claim an Extended Payment at JobCentre Plus, when you sign-off as unemployed, or at the Benefits Section at Kennet District Council, either in writing or by telephone. If you are a lone parent, not only will you get Housing Benefit and Council Tax Benefit for another 4 weeks, your Income Support or income based Jobseekers Allowance will continue for another 2 weeks after you start work or increase your hours.

If you are on a low income while working you may still get some help towards your rent and/ or Council Tax.

You should put in a new claim for Housing and Council Tax Benefit as soon as your circumstances change. If you make a new claim within 1 month of your circumstances changing, we will pay any benefit from the date you started work.

We will prioritise a claim from someone returning to work after being unemployed for a long time. We call this 'fast-tracking'. We do this so you are not put off finding work because you are worried about possible delays in getting your claim worked out.

Tax Credits

When you start work, you should claim the Working Tax Credit. To find out more information and to see if you are eligible, contact the Inland Revenue helpline on 0845 300 3900.

Help towards Childcare

You could get extra Housing and/or Council Tax Benefit if:

- You work more than 16 hours a week; or
- You and your partner (if you have one) both work more than 16 hours a week; or
- You are a member of a couple and one of you works more than 16 hours a week and the other is disabled; and
- You pay for childcare to a registered childminder or an out-of-school-hours club run by the school or County Council.

We will offset what you pay in childcare costs against the earned income we use to work out your Housing Benefit and Council Tax Benefit. The maximum we can offset is £175.00 a week for one child or £300 a week for two or more children.

If you claim Housing Benefit or Council Tax Benefit while working, make sure you tell us about any childcare costs.

