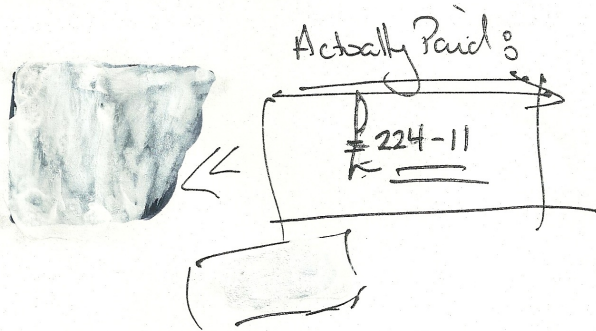


Example of a Universal Credit Assessment 2014- client A
www.socialwelfaretraining.co.uk



Universal Credit
Mail Handling Site B
Wolverhampton
WV99 1AJ



www.gov.uk/universalcredit

Telephone: **0845 6000 723**

Textphone: **0845 6000 743**

If you contact us,
use this reference:

16 September 2014

Dear [redacted]

Your Universal Credit payments will start shortly

Thank you for giving us the information we need and for accepting your Claimant Commitment.

Based on what you've told us, your first payment will be £655.01. This will be paid on 14 October 2014.

After this, you will be paid £655.01 on the 14th day of each month. You'll be paid earlier when your payment day falls on a weekend or bank holiday.

These payments will continue unless your circumstances change.

The table below explains how we worked out your payment. If you need more information, contact us using the phone number or address at the top of this letter.

To keep receiving Universal Credit you must do all the things set out in your Claimant Commitment.

If your circumstances change, you must tell us straight away by phoning **0845 6000 723**. If any changes affect your Universal Credit, we'll write and let you know.

Because you receive Universal Credit you may be eligible for other benefits. For more information about this, please go to www.gov.uk/universalcredit.

Yours sincerely

Office Manager

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www.gov.uk/universalcredit

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How your Universal Credit payments are worked out

This is based on your circumstances between 8 September 2014 and 7 October 2014.

1. First, we bring together the basic parts of Universal Credit that apply to you.		
Standard Allowance for you	£	314.67
Housing Element	£	340.34
Amount	£	655.01
2. Next, we take account of any non-work income and other benefits you receive, as well as your savings and capital.		
The total we take off for these items is:	£	0.00
3. We then take account of your take-home pay		
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.		
We've estimated your take-home pay for this period to be £0.00		
The total we take off for estimated take-home pay is:	£	0.00
4. Lastly, we take account of any loans, advances, sanctions, penalties, deductions, overpayments or third party payments you have.		
The total we take off for these items is:	£	0.00
Total adjustments	£	0.00
Your Universal Credit monthly payment for this period	£	655.01

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Example of a Universal Credit Assessment 2014- client A

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What to do if you think this decision is wrong

You, or someone who has the authority to act for you, should phone or write to us **within one month of the date of this letter**. You can ask us:

- for a written statement of reasons for this decision
- to look at the decision again. There may be something you think has been overlooked, or you may have more information that affects the decision. We call this a **Mandatory Reconsideration**.

When we have looked at the decision again, we will explain our reasons in a **Mandatory Reconsideration Notice**. This will include information you'll need if you wish to appeal.

You cannot appeal now. You can only appeal after you have asked for a Mandatory Reconsideration and we have looked at the decision again.

If you contact us later than one month after the date of this letter, we may not be able to look at the decision again or we may only be able to change it from the date we hear from you. As you can only appeal against the decision if we have done a Mandatory Reconsideration, it is important that you contact us straight away.

If you need to open a bank account

If you still need to open an account to receive your Universal Credit payment, this letter is accepted as a form of identification when applying for bank, building society, post office and credit union accounts. They may require a further form of identification in addition to this letter. For more information, speak to a bank, building society, post office or credit union or visit www.moneyadviceservice.org.uk

If you need help managing your money

The Money Advice Service can help you get to grips with your household money. Go to their website to find out how to draw up a budget, find ways to cut back, and get on top of your debts. All their advice is free and unbiased. Visit www.moneyadviceservice.org.uk

If you can't get online call their Money Advice Line on **0300 500 5000**

We are committed to treating people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, age, religion or beliefs. Please contact us if you have any concerns.

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