

**J DUCKWORTH**

**AA123456A**

## **TRAINING DEMO**

jobcentreplus

To:	Local Authority Name Civic Buildings 1 Alpha Street Blackpool FY2 2AA	From:	Anywhere House Everywhere Street Blackpool FY1 1AA
		Phone number	01253 654321
		Date	20 June 2006

## **LOCAL AUTHORITY INPUT DOCUMENT**

RE: MR JACK DUCKWORTH  
AA123456A

Date of first contact: 12/06/2006

Date Customer Statement received: 20/06/2006

Reason: Signed & Complete

Primary Benefit: Income Support

Date Verification action completed: 20/06/2006

Type of Tenancy: Private Landlord

Permission to disclose Information to Landlord: Yes

Address:

Address Line 1

Address Line 2

Postcode

36 Warbreck Hill Road

Blackpool

FY2 9SU



**Customer Details**

Title	Mr
Name	Jack Duckworth
Date of Birth	26/09/1964
NINO	AA123456A
Phone No & Location	Home 01253 347745
Nationality	British
Marital or Civil Partnership Status	Married or Civil Partner
Are you studying at the moment?	No
Are you on Work Based Learning for Young People/Skillseekers?	No
Have you ever been on the LA register for the blind?	Yes
Are you still on it?	No
When were you removed from it?	12/09/2005
Are you being held in custody until a trial or until you are sentenced?	No
Are you in a residential care home, nursing home or residential accommodation?	No
Are you receiving a training allowance?	No
Are you currently an in-patient in hospital?	No

**Residence**

Have you returned to the UK in the last 5 years? No

**Sponsorship**

**Partner Details**

Title	Mrs
Name	Vera Duckworth
Date of Birth	25/02/1966
NINO	AB123456A
Has your partner returned to, or come to live in, the UK within the last 5 years?	No
Is your partner studying at the moment?	No
Is your partner on Work Based Learning for Young People/Skillseekers?	No
Has your partner been on the LA register for blind persons?	Yes
Are they still on it?	Yes
Is your partner being held in custody until a trial or until they are sentenced?	No
Is your partner in a residential care home, nursing home or residential accommodation?	No
Is your partner receiving a training allowance?	No
Is your partner currently in hospital?	No

**Children Details**

Do you have any dependent children under 20 living with you? Yes

Name	Date of Birth	Gender	Relationship of Customer	Relationship of Partner
Peter Duckworth	17/03/1991	Male	Parent	Parent

Are any children at boarding school?	No
Are you (or your partner) getting Child Benefit?	Yes
Child Benefit No.	11223344NN
Which children are you receiving Child Benefit for?	



Name	Receiving Child Benefit	Applied for Child Benefit not in payment	Anyone else getting CHB	Will they give it up
Peter Duckworth	Yes			

Have any of your children ever been on the local authority blind register? No  
 Do you pay for childcare? No

**Other People in Household**

Does anyone over 16, except your partner and any children you are claiming for, live with you in this property? Yes

**Other People in the House 1**

What is their name? Mrs Michelle Smith  
 What is their gender? Female  
 What is their date of birth? 28/06/1970  
 What is their relationship to you? Other  
 What do they do? Work  
 Do they pay you rent any money? £40.00, Rent  
 Do they normally live with you? Yes  
 Are they in legal custody? No  
 Are they registered blind or severely mentally impaired? Neither  
 Are they in hospital? No  
 Do they work over 16 or more hours a week? Yes  
 What is their gross pay? £160.00 Weekly  
 Do they receive Income Support or Jobseekers Allowance (Income Based)? Neither  
 Do they have any other money coming in? No

**Customer Work Details**

Do you have a job at the moment, paid or unpaid? No

**Self-employed**

**Voluntary/Unpaid Work**

**Partner Work Details**

Does your partner have a job at the moment, paid or unpaid? Yes  
 No. hours currently per week? 15  
 No. hours normally per week? 15

**Employed**

**Job 1**

Do hours vary? No  
 How often paid? Calendar Monthly  
 When is your partner's next pay increase due? Don't Know  
 Normal net wage £600.00  
 What deductions does your partner have taken out of their wages apart From tax, NI and pension?



Deduction	Amount
Sports & Social Club	£1.00

Does your partner incur any expenses for their job and which ones if any

Does the employer refund your partner for?

Expense	Amount	Refunded by Employer
Parking	£1.00	Yes

Job Title	Telephonist
Employer's Name and Address	Sky
Address Line 1	55 Sherbourne Road
Address Line 2	Blackpool
Postcode	FY1 2PQ
Contact Number	01253 123456
Start date of employment	30/04/2002
Employee Ref. No.	Yes, 12345
Are you getting any of the following:	
Statutory Maternity Pay	No
Statutory Sick Pay	No
Employer's Sick Pay	No
Working Families Tax Credit	No
Disabled Person Tax Credit	No
Payment from your employer while on Paternity leave	No
Does your partner pay into a pension scheme?	No

**Self-employed**

**Voluntary/Unpaid Work**

**About Claim**

	Customer	Partner
Are you disabled?	No	No
Are you unable to work due to an illness or a disability?	Yes	No
Claiming or receiving RP?	No	
Receiving SSP?	No	No
Expect to receive SSP?	No	No
SSP to end in the next 5 weeks?	No	No
Claiming or receiving SMP?		No
Receiving Maternity Allowance?		No
Receiving Carer's Allowance?	No	No
Claimed Carer's Allowance?	No	No
Person you are caring for claiming or receiving DLA, AA or CAA?	No	No
Are you getting or waiting to hear about Housing Benefit or Council Tax Benefit?		

Getting Housing Benefit?	No
Getting Council Tax Benefit?	No
Waiting for Housing Benefit?	No
Waiting for Council Tax Benefit?	No
Not Claimed	Yes

Do you want to claim Housing Benefit or Council Tax Benefit?

What date do you want to claim IB from?

Both  
12/06/2006

**Customer Educational Details****Other Benefit Details**

Do you get any other Social Security benefits or help with mobility?

Person	Receiving	Benefit Name
Jack Duckworth	No	
Vera Duckworth	Yes	Child Benefit
Peter Duckworth	No	

Have you claimed another benefit that you are waiting to hear about?

Person	Claimed	Benefit Name
Jack Duckworth	Yes	Income Support
Jack Duckworth	Yes	Incapacity Benefit
Vera Duckworth	No	
Peter Duckworth	No	

**Care Details**

Does anyone care for you on a regular basis? No

Does anyone care for your partner on a regular basis? No

**Other Income Details****Private or Occupational Pension****Customer**

Do you expect to get any money from a private or occupational pension now or do you expect to get it in the next three years? No

**Partner**

Does your partner expect to get any money from a private or occupational pension now or do they expect to get it in the next three years? No

**Money Owed to Assessment Unit**

Does anyone owe you, your partner or your children any money? Yes

Owed To	Amount Owed	Money Owed For	Expected Pay Back Date
Jack Duckworth	£50.00	Leant a friend some money	23/12/2006

**Rent Received Details**

Does anyone pay you rent for rooms or property? No

**Credit Insurance****Customer**

Do you get payments from a credit insurance firm? No

**Partner**

Does your partner get payments from a credit insurance firm? No



**Money Paid to Someone Else on Your Behalf**

Does anyone pay money to someone else on your behalf? No

**Voluntary Maintenance Payments**

Do you or your partner or any of the children you are claiming for receive any maintenance payments? No

**Money from Any Other Source**

Do you or your partner or any of the children you are claiming for receive any other money from any source? Yes

**Money From Any Other Source 1**

Who is getting this?	Vera Duckworth
Who pays you this money?	Inland Revenue
What is the money for?	Child Tax Credits
How much is paid?	£38.44
How often is it paid?	4-weekly

**Education Course Funding**

Have you, your partner or any of the children you are claiming for, received any Financial assistance towards the costs of a course of education which Ended in the last 3 months or is still current? No

Do you expect to get any financial assistance towards the cost of a course No

Do you pay towards the upkeep of a student? Yes

How much do you pay and how often?

Amount	Frequency
£15.00	Weekly

**Capital Details**

Do you or your partner have any of the following and if so how much is in each one? Yes



Full Name	Savings Type	Savings	Amount
Jack Duckworth	Bank Account – Savings	No	
Jack Duckworth	Unit Trusts, ISAs, PEPs, TESSAs or other investments	No	
Jack Duckworth	National Savings Account	No	
Jack Duckworth	Premium Bonds	No	
Jack Duckworth	Money Saved for Something	No	
Jack Duckworth	Cash	No	
Jack Duckworth	Other Savings	No	
Jack Duckworth	Bank Account – Current	No	
Jack Duckworth	Money or Property Held in Trust – including any trusts set up for your child(ren)	No	
Jack Duckworth	Building Society Account	Yes	£1000.00
Jack Duckworth	Post Office Accounts	No	
Jack Duckworth	Income Bonds and Capital Bonds	No	
Jack Duckworth	Money from the Sale of a House	No	
Jack Duckworth	Money from a Redundancy Payment	No	
Vera Duckworth	Bank Account – Savings	Yes	£1000.00
Vera Duckworth	Unit Trusts, ISAs, PEPs, TESSAs or other investments	No	
Vera Duckworth	National Savings Account	No	
Vera Duckworth	Premium Bonds	No	
Vera Duckworth	Money Saved For Something	No	
Vera Duckworth	Cash	No	
Vera Duckworth	Other Savings	No	
Vera Duckworth	Bank Account –Current	No	
Vera Duckworth	Money or Property Held In Trust– including any trusts set up for your child(ren)	No	
Vera Duckworth	Building Society Account	No	
Vera Duckworth	Post Office Accounts	No	
Vera Duckworth	Income Bonds or Capital Bonds	No	
Vera Duckworth	Money from the Sale of a House	No	
Vera Duckworth	Money from a Redundancy Payment	No	

Do you, your partner or any of the children you are claiming for own any shares? No

National Savings Certificates No

Have you or your partner received a Compensation payment for atrocities in World War II, or a Far Eastern Prisoner of War Compensation payment? No

**Property or land**

Apart from your home, do you or your partner or any of the children you are claiming for, own any property or land in this country or abroad even No



if it is on a mortgage?

**Housing Details**

Do you and/or your partner pay rent for or own the place where you are living? Rent  
 Are you liable for paying the rent on the whole property? Yes  
 Have you and/or your partner moved in last 12 months? No

Who receives the council tax bill for your home? Customer  
 Who do you and/or your partner rent from? Private Landlord  
 Is any of the rent for Water Rates? No  
 Does anyone else share the rent with you (and your partner)? No  
 What type of tenancy do you/or your partner have for this property? Short Term Assured  
 When will the tenancy end? 01/05/2007  
 When did you move to this address? 01/05/2004  
 When did your partner move to this address? 01/05/2004  
 When did you and/or your partner become liable for paying rent? 01/05/2004  
 How much rent do you and/or your partner pay? £ 515.00  
 How often is this paid? Calendar Monthly  
 Has the rent changed in the last 12 months? No  
 When is the rent next due to change? Don't know  
 Has the rent been registered as a fair rent by the rent officer? Yes  
 How many weeks (if any) are there when the rent does not have to be paid? 0  
 Are you or your partner behind with the rent? No  
 Is anything else included in with the rent? Yes

Rent Item	Amount	Details
Garage or Parking Space	£5.50	

What sort of property do you live in? Semi-Detached House  
 Is your home: furnished, partly furnished, minimally furnished, unfurnished? Unfurnished  
 Does your home have central heating? Yes  
 Does you home have a garden? Yes  
 How many floors are there and which floor(s) do you live on?

Number of Floors	Floor Number(s) Lived On
2	2

Do you occupy all the building? Yes  
 How many of the following do you have?

Type of Room	Whole Property	Number of Exclusive Use Rooms	Number of Shared Rooms
Living Rooms	1	1	0
Bedsitting Rooms	0	0	0
Bedrooms	3	3	0
Bathrooms	1	1	0
Toilets	1	1	0
Kitchens	1	1	0



Other Rooms	1	1	0
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Who is responsible for decorating the home? Customer  
 Do you/ your partner use your home for business? No  
 Are service charges paid for this property? No

**Landlord Details**

Landlord's details Eddie Westhead  
 Address Line 1 2a Walpole Avenue  
 Address Line 2 Blackpool  
 Postcode FY4 1SF  
 Phone number 01253 337214  
 Does the landlord have an agent? No  
 Are you/your partner or any of the children related to Landlord or their partner? Yes

Name	Relationship (to Landlord)
Partner	Other

**Getting or Claimed HB**

Have you ever claimed or received Housing Benefit? No

**Partner Getting or Claimed HB**

Has your partner ever claimed or received Housing Benefit? Yes  
 When did your partner claim? 08/09/2002  
 Was this for a different address? Yes  
 Address Line 1 5 St Lukes Road  
 Address Line 2 Blackpool  
 Postcode FY4 2EL  
 Which LA did your partner claim from? Blackpool  
 Have LA been told your partner has moved? Yes  
 Application made in any other name? No

**Getting or Claimed CTB**

Have you ever claimed or received Council tax benefit before? No

**Partner Getting or Claimed CTB**

Has your partner ever claimed or received Council Tax Benefit before? Yes  
 When did your partner claim? 08/09/2002  
 Was this for a different address? Yes  
 Address Line 1 5 St Lukes Road  
 Address Line 2 Blackpool  
 Postcode FY4 2EL  
 Which LA did your partner claim from? Blackpool  
 Have LA been told your partner has moved? Yes  
 Application made in different name? No

**Establish Further Properties**

Do you and/or your partner rent or own another property? No



**Method of Payment**

Who will HB be paid to?

If payment to customer/partner how to be paid?

What type of account is it?

Please can you give me the sort code?

Please tell me the name and address of the bank/building society?

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Post Code

Can you please give me the account holder's name and number

Customer

ACT

Building Society cheque  
account

070116

Nationwide

Building Society

PO Box 8888

Nationwide Hse

Pipers Way

Swindon L

SN38 1NW

Jack Duckworth,

00224466

**Backdating**

When do you want to claim IS/JSA from?

Have you claimed any benefits before?

Has your partner claimed any benefits before?

12/06/2006

No

No

**Potential Appointee Details**



**Verification and EBC Details**

**Verification Item Details**

Item number 1			
Verification Item	Blind Customer registration details		
Person	Customer, Jack Duckworth		
Item Identifier			
Verification Received	Yes		
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Person		
Type	Blind register certificate		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			

Item number 2			
Verification Item	Blind Partner registration details		
Person	Partner, Vera Duckworth		
Item Identifier			
Verification Received			
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Relative		
Type	Blind register certificate		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			

Item number 3			
Verification Item	Amount of Earnings		
Person	Partner, Vera Duckworth		
Item Identifier	Sky		
Verification Received	Yes		
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Person		
Type	Most recent 5 weeks or 3 months Wageslips		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			
Update Type 1	Most recent 5 weeks or 3 months	Update Identifier	31/05/2006



	Wageslips		
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Item number 4			
Verification Item	Deductions from Earnings		
Person	Partner, Vera Duckworth		
Item Identifier			
Verification Received	Yes		
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Person		
Type	Most recent 5 weeks or 3 months wageslips		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			

Item number 5			
Verification Item	Refundable Employment Expenses		
Person	Partner, Vera Duckworth		
Item Identifier			
Verification Received	Yes		
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Person		
Type	Most recent 5 weeks or 3 months wageslips		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			

Item number 6			
Verification Item	Details of any Money Owed		
Person	Customer, Jack Duckworth		
Item Identifier			
Verification Received	Yes		
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Person		
Type	Letters and Statements		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			

Item number 7			
Verification Item	Details of Money From Any Other Source		
Person	Partner, Vera Duckworth		



Item Identifier			
Verification Received	Yes		
Reason unable to produce			
Received Date	20/06/2006	Status	Original
Source	Person		
Type	Tax Credit Award notice		
Alternative Evidence			
Verification Accepted	Yes		
Reason not acceptable			
Exemption Reason			

**Benefit Verification Details**

Item number 1			
Benefit	Child Benefit		
Payee	Vera Duckworth	System Accessed	CES
Date	20/06/2006	Account Amount	£10.80
Received	Received		
Overpaid	No	Total Received	£10.80
Frequency		Payday	Monday
Period	A_One of four weekly cycles for CHB/OPB		
Start Date		End Date	
First Date of Sickness			
Benefit Sub-type			

**CUSTOMER CURRENT WORK**

**Employed**  
**Voluntary**

**PARTNER CURRENT WORK**

**Employed**  
**Job 1**  
**Verification Details 1**

Person	Partner, Vera Duckworth
Employer Name	Sky
Hours Worked	15
Pay Frequency	Calendar Monthly
Gross Amount	£600.00
Net Amount	£600.00
Personal Occupational Pension	No
Date Due/Received	31/05/2006

**Job 1**  
**Verification Details 2**

Person	Partner, Vera Duckworth
Employer Name	Sky
Hours Worked	15
Pay Frequency	Calendar Monthly
Gross Amount	£600.00

**J DUCKWORTH**

**AA123456A**

## **TRAINING DEMO**



Net Amount  
Personal Occupational Pension  
Date Due/Received

£600.00  
No  
28/04/2006

### **Job 1 Verification Details 3**

Person  
Employer Name  
Hours Worked  
Pay Frequency  
Gross Amount  
Net Amount  
Personal Occupational Pension  
Date Due/Received

Partner, Vera Duckworth  
Sky  
15  
Calendar Monthly  
£600.00  
£600.00  
No  
31/03/2006

### **EBC Details**

Suitable for Averaging  
No of Hours  
Net Pay  
Lowest Amount  
Highest Amount  
Calculation Details

Yes  
15  
£600.00  
£600.00  
£600.00  
3 wageslips all showing  
£600.00

### **Voluntary**

### **CAPITAL**

### **OTHER INCOME**

**Student Income Details**  
**Jack Duckworth**

**Vera Duckworth**

### **HOUSING**



**Proof of Identity Statement**

Jobcentre Plus are satisfied that the requirements of Section 1(1A) and (1B) of the Social Security Administration Act 1992 have been fulfilled in respect of:-

Mr Duckworth.....(Customer)	Yes
Mrs Duckworth.....(Partner, if applicable)	Yes

**J DUCKWORTH**

**AA123456A**

**TRAINING DEMO**



**HOUSING BENEFIT / COUNCIL TAX BENEFIT CONFIRMATION**

REPLY SLIP

**To:** Local Authority Name  
Civic Buildings  
1 Alpha Street  
Blackpool  
FY2 2AA

**From:** Anywhere House  
Everywhere Street  
Blackpool  
FY1 1AA

**Input document for**

Name: J Duckworth

NINO: AA123456A

**Received and actioned.....(Initials)**

**Date.....**

**Office Stamp**

**Entered on CMS.....(Initials)**

**Date.....**