

HB Alerts

Circular Reference:		A06v2010	
Subject:	Referring HB overpayments to Debt Management	Effective Date:	March 2010
Summary			
<p>A06v2010 has been issued to remind LAs of the Debt Management and Local Authority SLA, launched in November last year, for cases where details of an overpayment are passed to Debt Management.</p> <p>Appendix 6 of that SLA was the Standardised National Referral form. All LAs must use this form. Any referral received from 01 March 2010 that is not submitted on this form will be returned to the LA.</p> <p>The circular clarifies a number of matters concerning the form, such as including the most recent address (taken from CIS) for the claimant, date formatting, including an invoice or claim reference number and ensuring that the form is completed in full. Forms must not be submitted in JPEG form as Debt Management does not have the appropriate software.</p> <p>Appendix 7 of the SLA is a form for informing Debt Management of changes of circumstance affecting overpayment recovery. This is to be sent to the Contact Centre address on the notice of recovery. Alternatively, if your Authority uses Government Connect, you can use the e-mail addresses listed at paragraph 11.</p> <p>The SLA allows a target of 20 days for Debt Management to instigate recovery or confirm to the LA that recovery will not taken place. This is from the date of receipt and does not include the time take for referral and notification to be received. Therefore do not contact Debt Referral to enquire about a referral until 25 days have elapsed.</p>			
Suggested Action			
Pass to the person responsible fro liaising with Debt Management.			
Other References:		G20v2009 (SLA was issued with this bulletin)	