

England Infected Blood Support Scheme (EIBSS) Income Top-ups and Child Supplement payments

Income top-up - background

An income top-up payment is a discretionary monthly payment to increase household income to help with general living costs of a bereaved spouse, civil or long-term partner who lived with an infected beneficiary. An assessment is made of household income and if the income is below set thresholds an application can be made to receive the income top-up payment.

Income top-up payment amounts

Income top-up payments for bereaved spouses/partners

Household income bracket	Yearly top-up
£0 - £10,000	£18,000
£10,001 - £15,000	£10,421
£15,001 - £20,000	£5,412
£20,001 - £28,400	£1,412
£28,401+	£0

Income top-up payment – what income is used

Income top-up payments are means-tested assessments and based on household income. The household income is calculated using all income received by the household, including earnings and benefits listed below:

Wages: employed/self-employed

Statutory Sick Pay (SSP)

Maternity Allowance (MA)

Income Support (IS)

Employment and Support Allowance (ESA)

Universal Credit (UC)

Private Pensions (PP)

War Widow's Pension (WWP)

War Disablement Pension (WDP)

Widowed Parent Allowance (WPA)

Bereavement Allowance (BA)

Council Tax Reduction (CTR)

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Jobseeker's Allowance (JSA)

State Retirement Pension (SP)
 Pension Credit/Savings Credit (PC)
 Child Tax Credits (CTC)
 Working Tax Credits (WTC)

Local Housing Allowance/Housing Benefit (HB)

Maintenance payments
 Money from renting property
 Vouchers
 Student Loan
 Student Finance

Note those in bold can attract a Disability Premium and this should not be included in the calculation The Beneficiary needs to send us a full break down of their award.

We should be made aware of any social security benefits, even if not on that list

Income we do not include:

EIBSS HIV payments	Disability Living Allowance (DLA)
EIBSS Special Category Mechanism	Attendance Allowance (AA)
EIBSS Hepatitis C (Stage 1/ Stage2)	Carer's Allowance (CA)
Personal Independence Payments (PIP)	Child Benefit (CB)
Severe Disablement Allowance (SDA)	Incapacity Benefit (IB)
Support Group payments- ESA	Disability premiums- ESA
Disability premiums- JSA	Disability premiums- IS
Disability premiums- HB	Industrial Injuries Disablement Benefit (IID)
War Disablement Pension (WDP)	

As part of this assessment we will check that the beneficiary is receiving all of the help they are entitled to through benefits, tax credits or other sources of means-tested support.

If the beneficiary is entitled to benefits, or other financial support, but do not claim this will be taken into account when calculating your household's income. **If income is not declared, we would require a copy of the assessment and results from a government benefits calculator and use the amount stated on the outcome, as income for the assessment.**

Benefits calculators are found at: <https://www.gov.uk/benefits-calculators>.

Income top-up – processing

Add the income top-up application as received and process within 30 working days

Check the application is signed and has all required information and supporting evidence for each member of the household declared. Refer to application for what evidence is required.

If the form is incomplete, write to the beneficiary to advise what is required and set the application status to further evidence required.

If the application is complete, a second assessor is required to reassess the application and countersign the calculation has been done correctly.

Successful applications

If a completed application has been countersigned and the applicant qualifies for an income top-up, the application status needs changing to approved and the monthly amount needs to be added. For beneficiaries that have had an income top-up before, we would choose to keep the same payment date. For beneficiaries applying for an income top-up for the first time, we would select the first available payment date.

Payment dates are the 1st, 15th or 27th of the month.

If a backdated payment is required, this would need to be calculated using the 'Calculating benefits procedure' and adding to the system as a one off application for the correct value.

A letter should be sent to the beneficiary to advise the payment amount and a payment schedule, including the details of a child supplement if applicable.

The application should be stored in a secure location.

Declined applications

If a completed application has been countersigned and the applicant does not qualify for an income top-up, write to the beneficiary to advise and set the application status to declined

Store the application in a secure location.

Child supplement - background

A child supplement payment is also a discretionary monthly payment in addition to the income top-up payment, increasing the household income for people with dependent children under the age of 18, or under the age of 21 if they are in full time education.

The child payment cannot be paid, if the applicant cannot be paid to a beneficiary unless the applicant satisfies the income top-up criteria.

Infected beneficiaries may qualify for a child supplement by completing an income top-up and child supplement form and be assessed as having a household income under £37,900.

Bereaved beneficiaries would need to qualify for an income top-up under the threshold of £28,401

If the applicant is not a beneficiary, but the primary care provider of the child/children of an infected beneficiary, they may apply for the child supplement and will be means tested in the same way as income top-ups for bereaved spouses/partners. They will not receive an income top-up, just the child supplement.

Child supplement payment amounts

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Payments for Children	Monthly rate	Annual amount
1st child	£250	£3,000
Per subsequent child	£100	£1,200

Income top-up – processing

Add the child supplement application as received.

Check the application is signed and has all required information and supporting evidence for each child. Refer to guidance for what evidence is required.

If the form is incomplete, write to the beneficiary to advise what is required and set the application status to further evidence required.

If the application is complete, a second assessor is required to reassess the application and countersign the calculation has been done correctly.

Successful applications

If a completed application has been countersigned and the applicant qualifies for a child supplement the application status needs changing to 'approved' and the monthly amount needs to be added. For beneficiaries that have had a child supplement before, we would choose to keep the same payment date. For beneficiaries applying for a child supplement for the first time, we would select the first available payment date.

If a backdated payment is required, this would need to be calculated using the 'Calculating payments procedure' and adding to the system as a one off application for the correct value.

A letter should be sent to the beneficiary to advise the payment amount and a payment schedule, including the details of the income top-up if applicable.

The application should be stored in a secure location.

Declined applications

If a completed application has been countersigned and the applicant does not qualify for a child supplement, write to the beneficiary to advise and set the application status to decline.

Store the application in a secure location.

Appeals

An appeal may be considered for two reasons. If you feel:

- We were incorrect to decide that you were not eligible for a payment under the scheme criteria
- Our decision on a support and assistance grant was not justified on the guidance we provided

We will not consider an appeal where you:

- agree you are not eligible under current criteria, but disagree with the criteria

If a beneficiary disagrees with the outcome of the assessment, these can be reviewed by team members not involved in the initial assessment.