

## [Advice and Guidance for applying for Discretionary Housing Payments \(DHP\)](#)

### What are Discretionary Housing Payments (DHPs)?

DHP is a grant assistance scheme to support payments of housing costs, on a short term basis, for Housing Benefit (HB) or Universal Credit Housing Costs Element (UCH) claimants. For example, DHP can cover payments of rent (the shortfall between rent and HB / UCH). It can also be considered for one off events, such as private sector rent deposits, **for applicants who have been referred by Solihull Community Housing Home Options**, or removal costs, **under exceptional circumstances for an immediate, unplanned move**.

DHP cannot be used to pay for service charges, water rates, heating, lighting, meals, support services, overpayments and administration costs. There are certain costs which cannot be considered for DHP:

- Council Tax
- Ineligible rent charges, (e.g. water rates, personal charges, support charges),
- Additional charges due to outstanding rent arrears,
- Sanctions, reductions and suspension in benefits
- A shortfall in Housing benefit or Universal Credit, due to recovery of overpayments of these benefits.
- A DHP must not exceed the weekly / monthly eligible liability for rent.

\*\*This list is not exhaustive.

### Before you apply (please read carefully)

To qualify applicants must reside, and must be entitled to HB / UCH, in Solihull, and demonstrate financial hardship. If you currently claim in another local authority area, you need to claim DHP from that authority

- You must be able to evidence exceptional circumstances, for example provide medical evidence and supporting letters from a professional advocate.
- You must evidence your current financial pressures, and what steps you have taken to alleviate this.
- You must be able to evidence you cannot afford to budget for the requested liability, due to an immediate unforeseen circumstance and financial hardship.
- We will require the last two months full bank statements for all accounts you hold, showing all income and expenditure.
- We will consider any non priority expenditure and debts which could have been used to finance your need (e.g. credit cards, overdrafts, hire purchase agreements, money borrowed from friends and expenses for non-essential living expenses)
- Any award may be subject to you accepting money, debt, housing or employment advice, if appropriate
- A DHP will only be paid to alleviate a short term financial problem. If your situation is likely to be long term and cannot be resolved through the use of DHP, then we are unlikely to assist.
- No cash awards can be made and we are unable to reimburse for any costs that you have already paid
- Applications will be resolved within 14 days from the date of receipt, where reasonably practicable. The outcome will be dependent upon the information supplied by the applicant. Should this information not be supplied within a reasonable time, applications will be refused.
- This scheme is discretionary and there is no automatic entitlement to an award. Applicants will be notified by phone or writing of the outcome of their application in accordance with the above time scales.

**Forms may be submitted online, emailed to Financial Inclusion Team: [financialinclusion@solihull.gov.uk](mailto:financialinclusion@solihull.gov.uk) or by post: Financial Inclusion Team, Income & Awards, PO Box 8118, Council House, Solihull, B91 9WZ**