**Extract from DWP’s “Advice to Decision Maker’s guidance”**

**Notification of a change of circumstances**

A4151 - Beneficiaries and **every person by whom, or on whose behalf, sums by way of benefit are receivable are required1 to notify the Secretary of State of any change of circumstance which they might reasonably be expected to know might affect**

1. continuing entitlement to benefit or

2. the amount of benefit awarded or

3. the payment of benefit as soon as reasonably practicable after the change occurs.

In addition, there may be benefit specific rules requiring changes to be notified. 1 UC, PIP, JSA & ESA (C&P) Regs, reg 38 A4152

**Categories of people who can notify the change**

A4153 - A change of circumstances can be notified by

1. the claimant

2. the appointee

3. **any person who is an authorised representative for the claimant**

4. a representative or agent of the Secretary of State

5. in overseas cases, social security authorities of EC countries, or other countries that have reciprocal arrangements with the UK. Note:

**This list is not exhaustive. The legislation does not specify who may apply for supersession on a change of circumstances.**

**Notifying Change in Circumstances -** Time limits

A4201 - The general rule is that an advantageous change of circumstances is to be notified within one month of the date the change occurred. **For UC it should be noted that the change should be notified in the assessment period in which the change occurs.**

A4202 The relevant notification period is, **for UC the assessment period in which the change occurs** and for ESA, JSA and PIP a period of one month, beginning with the date on which the change of circumstances occurred

1 . Note: **The DM should exercise discretion in cases where a UC claimant notifies a change promptly, but it is received in the next assessment period**. 1 UC, PIP, JSA & ESA (D&A) Regs, reg 36(9)

Example Cornelius has an assessment period that starts on the 13th of each month and ends on the 12th of the following month. A change in his circumstances occurs on the 10th of January and he notifies the Department by post. The post is not received until the 14th of January. **The DM exercises discretion and supersedes the award of UC from the 13th December.**

**Bill Irvine**

**3rd June 2020**