

## **Overpayment Schedule Recovery Guidance 2017-18**

The aim of the guidance is to assist officers when making decisions on the amount an overpayment schedule recovery should be reduced to.

**Please ensure the customer has completed an income and expenditure form before making a decision.**

The following amounts can be agreed:

<b>If the customer has no shortfall between income and expenditure or if the excess income is less than £10.00</b>	<b>Minimum weekly schedule recovery is: £3.70</b>
<b>If the customer has an excess income of between £10.00 and £20.00</b>	<b>Minimum weekly schedule recovery is: £7.40</b>
<b>If the customer has an excess income of over £20.00</b>	<b>Minimum weekly schedule recovery is: £11.10</b>

The following amounts can be agreed for overpayments created as a result of fraud:

<b>If the customer has no shortfall between income and expenditure or if the excess income is less than £10.00</b>	<b>Minimum weekly schedule recovery is: £7.40</b>
<b>If the customer has an excess income of between £10.00 and £20.00</b>	<b>Minimum weekly schedule recovery is: £11.10</b>
<b>If the customer has an excess income of over £20.00</b>	<b>Minimum weekly schedule recovery is: £18.50</b>

APPENDIX 2 – City of Lincoln Performance Scrutiny Committee – 23 November 2017 –  
Housing Benefit Overpayments

**Please ensure that you consider where the customer has excess income, that it is sustainable and would be reasonable to live off for any length of time.**

**Please ensure you are taking any earned income disregards into consideration when setting schedule recovery amounts.**

**Any arrangements should be reviewed in 12 month time.**