

**DIRECTION OF THE CHIEF EXECUTIVE UNDER THE
HOUSING BENEFIT AND COUNCIL TAX BENEFIT
(ELECTRONIC COMMUNICATIONS) (MISCELLANEOUS
BENEFITS) ORDER 2006**

East Herts Council in accordance with the above regulations hereby makes the following direction –

1. An individual who, in accordance with the 2006 Regulations makes a claim for Housing Benefit or Council Tax Support under the social Security Contributions and Benefits Act 1992 is permitted to make their claim as set out on the council's website as follows:

- (i) by submitting the claim form electronically on the form provided
- (ii) by receiving confirmation of the claim being submitted with a reference number
- (iii) by communicating with the office electronically regarding their claim

Please note – we will still require a handwritten signature on the declaration form in addition to the electronic claim form and original documents are still required as evidence to support the claim.

2. An individual who, in accordance with the 2006 Regulations makes a claim for Housing Benefit or Council Tax Support under the Social Security Contributions and Benefit act 1992 is permitted to notify the Benefits Service by electronic communication of;

- (i) changes in circumstances
- (ii) amendments to claim

Signed by



21.4.16

Chief Executive