

BENEFITS PROCEDURE

Request for benefits		
18+ ↓	→	At 18 they are eligible for Universal Credit. Refer them to go direct to the job centre or apply via www.gov.uk
Under 18 ↓		
At home with working parents and out of education for less than 20 weeks ↓	→	Not eligible for Universal Credit but still able to claim the 20 weeks extension period for child benefit. Helpline number 0845 302 1444
At home with working parents and out of education for more than 20 weeks ↓	→	Not eligible until 18 when able to claim Universal Credit.
Presenting as homeless ↓	→	Refer to homeless procedure
29 weeks pregnant ↓	→	Refer to teenage pregnancy procedure
At home with parents who are on benefits ↓		
Eligible to claim hardship (these are done directly through the job centre)		