

Course Title	Underlying Entitlement	Duration	Two Half Day Sessions	HB/CTB
Outcomes	By the end of this training, your delegate will : <ul style="list-style-type: none"> ✓ know which regulations apply to underlying entitlement ; ✓ know what evidence needs to be provided ; and ✓ Understand when it is applied to a claim. 			
Prerequisites	None			
Session	Aim	Content		
Introduction	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> ◆ Introductions ◆ Understand the objectives and the process of the course ◆ Agree what outcomes are required 		
Regulations	Know which regulations apply to underlying entitlement	<ul style="list-style-type: none"> ◆ Clarification of HB Reg 104 and CTB Reg 89 		
Requesting Information	Know which evidence needs to be provided	<ul style="list-style-type: none"> ◆ Using HB Reg 86 and CTB Reg 72 to request information needed to calculate underlying entitlement ◆ Requesting information and evidence for the overpayment period appropriate to the change in circumstances 		
Applying underlying entitlement	Understand when underlying entitlement is to be applied to a claim	<ul style="list-style-type: none"> ◆ Identifying overpayments and considering underlying entitlement ◆ The underlying entitlement process ◆ Time limits connected to reporting the change in circumstances and the effect on underlying entitlement 		
Book this course now :				
Cost	Price Code A			
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