breach of the Data Protection Act. Address History will confirm if the claimant’s NINO is linked to the claimant’s address.

7018 Please note that if the claimant resides in a multi-occupied property Address Based Trace and Occupancy History will list all current and recent former residents that have resided within that property.

7019 You will complete the Benefit Review form and/or HB Questionnaires as appropriate to the review being undertaken.

7020 There are four columns across each page of the HB Questionnaire in respect of HB/LHA reviews. The four columns require completion as follows:

- Column 1 - questions to be asked at interview
- Column 2 – headed ‘Interview Data’ to record the answers provided by the claimant
- Column 3 – ‘Routing’ or skipping instructions for inappropriate questions or instructions about what extra information is needed
- Column 4 – headed ‘claim data’ to record answers taken from the preview docs

7021 If the claimant is receiving standard HB and is a student or is self-employed, then the relevant student/self-employed questionnaire should be completed in addition to the main questionnaire. The preview data is completed at the preview stage.

Final system check immediately before the visit

7022 You must make the final system check; this includes a check of the Labour Market System (LMS) for JSA cases and those ESA cases on which WFI activity is applicable. These checks must be carried out no earlier than 2 working days prior to the visit (also known as the 48 hour check). This check applies to all DWP systems and the LA system completed by the LA contact.