

Evidence verification

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Provision of evidence

Evidence may be required to verify the information that claimants provide following making a claim. This can be in order to establish their identity, relevant circumstances, entitlement and for payment reasons.

Claimants must be given a calendar month, or a longer period if considered reasonable, to provide information or evidence in connection with their claim.

An ineligible partner, landlord / rent officer and relevant child care providers can also be required to provide information or evidence in connection with a claim.

Supplying information

The claimant can at any time during the request period:

- explain that the information or evidence does not exist
- inform that they need more time
- state that it is not possible for the claimant to obtain it

Claimants may be required to provide information / evidence on their ineligible partner to:

- confirm information about their circumstances
- to supply information / evidence in connection with the claim (for example their capital, earnings and income)

Change of circumstances

Any change in circumstances is taken into account immediately for conditionality purposes and the Labour Market regime is changed (if appropriate) when the change is notified. The change must then be validated to ensure the correct regime is in place going forward.

This differs from the approach to payments which may not be changed until the change has been validated. The change may not take effect until the end of the assessment period during which the change occurs or was notified (if later). When evidence / verification is received the change in regime should then be confirmed.

The reported change may impact on the allocated Labour Market regime across the whole household, not just the individual claimant and / or member of the couple reporting the change.

Claimants must be informed that the allocation to a regime is treated on a whole household basis for conditionality purposes. Over time this will encourage

couples to make decisions based on their joint circumstances, whilst recognising their responsibilities as individual claimants.

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Remove all info below for live version.

Owner *(enter the name of the person who is responsible for the information in this content item)*

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See also *(enter the names of related guidance)*

Other Related items *(enter the names of related ALPs, forms, leaflets etc)*

Wales

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Stakeholders/Sources

Stakeholder's name	Work Area e.g. policy- (housing), L&D	Date Reviewed prior to QR
Lyndon Walters	Health, Disability & Employment (Decision Making and Appeals)	
Caroline Pearce	Universal Credit Policy	

Version control (record details of updates to guidance or key sign off for each version)

Date	Version number	Comments/changes	Author	Reviewed by
3/12/15	V0.1	First draft started	Daryl Beesley	
03/12/2015	V0.2	Kelly		
03/12/15	V0.3	Peer reviewed	Brian Harrison	
3/12/15	V0.4	Incorporated Kelly and Brian's comments	Daryl Beesley	
7/12/15	V0.5	Further tweaks made	Daryl Beesley	
8/1/16	V0.6	Incorporated Kev Leary's comments	Daryl Beesley	
27/1/16	V0.7	Incorporated Lyndon Walters' comments	Daryl Beesley	
1/2/16	V0.8	Removed suspension paragraph post assurance & made minor tweaks	Daryl Beesley	
2/2/16	V0.9	Incorporated Zoe Fisher's post assurance comments	Daryl Beesley	
3/2/16	V0.10	Incorporated comments from Caroline Pearce addressing Zoe's assurance comment	Daryl Beesley	
9/2/16	V0.11	Incorporated Caroline Pearce's comments	Daryl Beesley	
15/2/16	V0.12	Further comments from Caroline Pearce	Daryl Beesley	

26/2/16	V0.13	Removed reference to Change of Circumstances as this will be a separate piece	Daryl Beesley	
14/3/16	V0.14	Incorporated comment from Caroline Pearce	Daryl Beesley	
30/3/16	V0.15	Incorporated comment from Tracy Coombs	Daryl Beesley	
12/04/16	V1.0	Published		
8/6/16	V1.1	Updated following conversation with Andy Lemon	Daryl Beesley	
6/7/16	V1.2	Added at a glance	Daryl Beesley	
25/7/16	V1.3	HEO sense check		Shirley H
	V2.0	Published		