



If you call us, please have the answers to your security questions ready.

[www.gov.uk/universalcredit](http://www.gov.uk/universalcredit)

Telephone: 0800 328 5644

Textphone: 0800 328 1344

Date: 26/6/21

## Your change of circumstances report for Universal Credit

You reported a change to the children in your household on 16/6/21

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Dear John

One of the conditions for claiming Universal Credit following a change of circumstances is that it is reported within a prescribed period. You must tell us about your change of circumstances before the end of the assessment period in which the change occurred.

You reported a change that happened on 14/5/20. This declaration was made outside the assessment period in which the change happened.

The decision maker has reviewed the reasons for the delay in notifying us of the change. On this occasion it has been decided that special circumstances apply and your Universal Credit will be adjusted from the date of change.

Changes to your Universal Credit entitlement will be shown in your monthly statement.

### If your circumstances change

You must tell Universal Credit straightaway if there is a change in your circumstances. If you give wrong or incomplete information or you do not report changes straightaway you may:

- be prosecuted
- need to pay a financial penalty
- have your Universal Credit payments reduced or stopped
- be paid too much money - you will have to pay back overpaid money when told to do so.

Yours sincerely

Universal Credit

If you have any questions about this letter or you need it in Braille, large print or audio, please contact us using your journal or the phone number at the top of this letter.

### What if I disagree with this decision?

#### You can ask us to explain why

You, or someone who has the authority to act for you, can phone or use your journal to request a written explanation. You'll need to do this within **one month** of the date on this letter.

#### You can also ask us to reconsider a decision

Tell us if you think we've overlooked, or you've more, information that affects the decision. Do this within **one month** of the date on this letter.

When we've looked at what you've told us, we'll send you a letter to tell you what we've decided and why. We call this letter a 'Mandatory Reconsideration Notice'.

#### When you've done this you can appeal

If you disagree with the Mandatory Reconsideration Notice, you can appeal to a tribunal.

**You must wait for the 'Mandatory Reconsideration Notice' before you start an appeal.**

### Equality and Diversity

We are committed to treating people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs. Please contact us if you have any concerns.

### How DWP collects and uses information

We will treat your personal information carefully. We may use it for any of our purposes. To learn about your information rights and how we use information, please see our Personal Information Charter at GOV.UK

### Call Charges

Calls to 0800 numbers are free from landlines and mobiles.