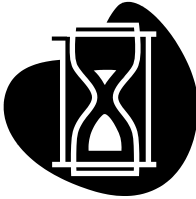


Reporting Changes

Any changes in circumstances should be reported immediately. If the change is to your advantage, your benefit may only be changed from the Thursday following the date of notification.

Any delay in reporting a change in your circumstances that is not to your advantage, could result in an overpayment which you may be required to repay to the department.



It is essential that you do not delay reporting any change.

If you report a change late you will be required to give an explanation for the lateness before any consideration can be given to changing your benefit to your advantage.

Complaints:

If you are not happy with the way we are dealing with you, please tell us. We will try to put things right. If you are still not satisfied we will explain what else you can do.

Help and Advice on any aspect of this leaflet can be obtained by contacting us:

Mr Anthony Hopkins– Claims Manager

or

Mrs Gail Beard – Claims Officer

Or

Mrs Carol Fuller

At

The Treasury

Post Office, First Floor

Jamestown– St. Helena Island

South Atlantic Ocean

Tele: 22605

E-mail:

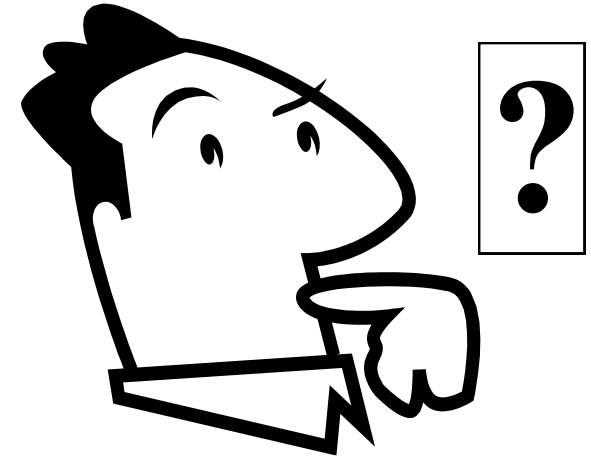
Anthony: anthony.hopkins@sainthelena.gov.sh

Gail : gail.beard@sainthelena.gov.sh

Carol: carol.fuller@sainthelena.gov.sh



**St Helena
Government**



Changes in Circumstances

And what you need to do

What to do if your circumstances change

You must inform The Benefits Office at The Treasury straight away if your circumstances change. If you do not do this you may lose your benefit.

Most changes must be reported in writing with supporting evidence, but you can tell us about some of the changes over the telephone. You will be asked to confirm the change in writing if it is necessary.

If you are not sure that the change will affect your benefit entitlement you should tell us anyway and you will be advised if there is any change in your benefit entitlement.



Types of changes that could affect your Benefit Entitlement

The following pages show the type of things you should tell us about. However we cannot list every change that may happen but if you have any doubts, please contact the Benefits Office for advice.



Family Changes

This includes but not limited too:



- A member leaving or joining the family.
- The birth of a baby.
- Someone from the family going into care or legal custody, even if it is only for a short time.
- Someone returning home after being in residential care or legal custody.
- A child leaves school.

Leaving St Helena

You must tell us if you or any of your family member:

- Is leaving St. Helena
- Going abroad on holiday or medical referral

Deaths



If someone in the family dies someone will have to inform the Benefits Office about this.

Changes in your income or that of your partner, child or non-dependant

This includes but not limited too:

- Starting a new job, even if the wage is the same or less than the previous employment.
- Leaving a job.
- Any wage increase or decrease (Including overtime).
- Absence from work such as maternity leave or sickness if this affects your pay.
- A change in the number of hours worked.
- Income from any source, including pensions from previous employers. (Both local and overseas pension)

