

Glossary of terms

	Terminology used	Meaning
1	Disabled claimants	Any claim where there is a level of disability and disability income is awarded, which means that a disability premium, severe disability premium, enhanced disability premium and disabled child premium is allowed when calculating CTS entitlement
2	All families	Any family unit where there is a dependent child present
3	Certain low income families	Any family unit where there is a dependent child present AND either the claimant or partner is receiving a passport benefit (Income Based Job Seeker's Allowance, Income Related Employment and Support Allowance or Income Support).
4	Capital	Includes money, savings, investments and property (other than the claimant's or partner's own home), in this country or abroad.
5	Non-dependent	An adult, other than claimant's partner, who is living in the household and is not dependent on the claimant – for example a grown up son or daughter. Depending on the claimant's, partner's and non-dependent's circumstances, there may be a deduction made from the claimant's CTS entitlement to reflect the fact that the non-dependent should be contributing to household expenses.
6	Passport benefit	For the purposes of CTS, this is Income Based Job Seeker's Allowance, Income Related Employment and Support Allowance or Income Support.
7	Applying the non-dependent HB rules and deductions "as closely as possible"	The HB Scheme sets out various rates of non-dependent deductions that could be applied. Due to software limitations there would have to be one less deduction rate in the CTS Scheme. To manage this we will not use the two highest rates currently in the HB Scheme.
8	Temporary absence	Where the claimant is not living in the property being claimed for, but they intend to return.
9	Family Premium	An element that exists within the CTS calculation for any family unit where there is a dependent child present. This enables more CTS to be awarded to the family, if they are eligible for CTS
10	Backdating	CTS claims can usually only be awarded using the date that the claim is received. However where the claimant can show good reason for not claiming promptly the claim can be treated as being made earlier; doing this can increase the amount of CTS that can be awarded, if the claimant is eligible for CTS.
11	Transitional Protection	Temporary protection from changes afforded to certain affected claimants.