



**Isle of Man**  
**Government**

*Reiltys Ellan Vannin*



Social Security

# A Guide to Employed Person's Allowance

The Treasury  
*Yn Tashtey*

EPA5  
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# About this guide

This guide provides information about Employed Person’s Allowance – or “EPA”.

It is intended for guidance only and is not a statement of the law. It doesn’t cover all situations or all of the provisions set out in law relating to EPA.

Every effort has been made to ensure that the information in this guide is correct at the date shown on the cover. However, changes in the law may make this guide become gradually less accurate over time.

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## Introduction

You may be able to get Employed Person's Allowance (EPA) if you are –

- a lone parent bringing up at least one child or young person you get Child Benefit for;
- a member of a couple bringing up at least one child or young person who you or your partner get Child Benefit for;
- a member of a couple and you aren't bringing up a child or young person and either you or your partner (or both of you) is "severely disabled" or has "exceptional caring responsibilities"; or
- someone who is classed as a "Disabled Worker".

and you -

- satisfy the "Isle of Man residential condition",
- are in - or treated as being in - "remunerative work" and working for at least the minimum number of hours which apply in your circumstances, and
- have an income which is below the amount set in law (called the "applicable amount") that applies in your circumstances.

If your partner is in prison - either having been sentenced or is on remand - you can be treated as a lone parent for EPA.

As a lone parent you are automatically eligible to have relevant child care charges included in your entitlement for EPA.

More information about EPA and the terms we have used above is provided in this guide.

## How to claim EPA

Download and print a claim form (EPA1) from the [Employed Person's Allowance](#) webpage or you can get one from a Social Security office.

Complete the claim form carefully in ink, using CAPITAL LETTERS.

When completing the form please note:

- Any alterations must also be made in ink and must be initialled by you and your partner (if you have one). Do not use any form of correcting agent, such as "Tipp Ex".
- You must complete all the questions relevant to you and your partner (if you have one). If the question needs a "no" or "yes" answer you must tick the appropriate box. Do not use "N/A" or cross out questions. An incomplete form will be returned to you and this may delay the processing of your claim.
- You must declare all work you or your partner (if you have one) do, whether it is paid or unpaid.
- You should give as much information as you can – if you're in any doubt about what you should tell us about on your claim form please ask the EPA Team for advice.
- You have the option to provide us with your email address, if you do then it will mean that we will be able to contact you quicker should we need to do so.

Once you have completed the claim form please sign it. If you are a couple both of you must sign it.

Please take or send the completed form together with the required documents (as detailed in the claim form) to the EPA Team, Social Security Division, Markwell House, Market Street, Douglas, IM1 2RZ as soon as possible.

We may need to contact your employer, but we will only discuss with them your wages, contracted hours and the date your employment started.

## When to claim EPA

If you think you might be entitled to EPA, claim straightaway. If you delay making your claim you could lose money you might otherwise have been entitled to.

But you can't claim EPA until you have started work, or you meet the conditions to be treated as being engaged in remunerative work. More information about this is provided below.

If you have just started work with an employer you don't need to wait until you have the required number of payslips or wage packets (normally 2 if paid monthly or 5 if paid weekly) before making your claim. Send us your claim straightaway together with a letter from your employer to confirm your normal work hours and rate of pay. If you can't get a letter from your employer immediately send us your claim form anyway stating that the letter from your employer will follow.

## How EPA is paid

EPA is awarded for between 4 and 26 weeks at a time.

EPA is normally awarded from the Tuesday following the day we receive your claim. If we receive it on a Tuesday, it will normally be awarded from that day.

EPA is paid either -

- weekly or fortnightly, by direct credit into your bank account; or
- weekly by MiCard collected at a Post Office of your choice.

## Change of circumstances

Once an EPA award has been made the amount payable will normally stay the same throughout the whole award period, even if your work hours or rate of pay changes during the award period.

But there are some changes which may result in an EPA award ending before it was due to. These are if -

- you get married or form a civil partnership, or you start to live with someone as if you are married to them or they are your civil partner
- you separate from your husband, wife or civil partner or someone you live with as if you were married to them or they were your civil partner
- someone who was living in your household leaves or someone comes to live in your household;
- a young person aged 16 or over who lives with you leaves full-time education
- you stop receiving child benefit for a child or young person who lives with you
- you start to pay child care costs, or you stop paying child care costs, or there is a change in the amount of child care costs you have to pay.

You should tell us straightaway if any of the above changes apply to you.

If your EPA award ends due to any of the above changes occurring you may be able to make a new claim for EPA in which case your entitlement would be assessed based on your new circumstances.

If you or your partner have a new baby or adopt a child you can choose to surrender your existing EPA award (which you must do in writing) and then make a new claim for EPA to include the new addition(s) to your family.

## Renewal claims

When your EPA claim is awarded we'll send you a letter and also another claim form.

As soon as your current EPA claim finishes (i.e. you reach the end of your award period), you should send us the completed form. This must reach us within 2 weeks of the end of your previous award. If you delay giving or sending the form to us until after this you could lose money you might otherwise have been entitled to.

## Other help

If you get EPA you may also be able to get –

- free school meals and bus transport to and from school for your school age child or children. Applications should be made to the Department of Education, Sport and Culture, Corporate Services Division, Thie Slieau Whallian, St John's, IM4 3AS or online – see [free school meals](#).
- pre-school credits to help with the cost of nursey care. Applications should be made to the Department of Education, Sport and Culture, Thie Slieau Whallian, St John's, IM4 3AS or online – see [pre-school credit](#).
- free NHS prescriptions – see [prescriptions – pre-paid certificates and payment exemptions](#).
- free NHS dental treatment – see [dentists](#).
- vouchers to help with the cost of glasses – Applications should be made to Primary Care Services, Manx Care, Crookall House, Demesne Road, Douglas, IM1 3QA (642612) – see [opticians](#).
- help with the cost of travelling to hospital for treatment – Applications should be made to the Patient Transfer Office, Crookall House, Demesne Road, Douglas, IM1 3QA – see [patient transfers](#).

- help with the cost of children participating on sports development schemes – Applications should be made to Sports Development Unit, NSC, Groves Road, Douglas, IM2 1RB or use this [contact form](#).
- a lump sum Maternity Payment to help with the expenses of a new baby. Applications should be made to the Income Support Team, Social Security Division, Markwell House, Douglas, IM1 2RZ – see [maternity payment](#).
- a Funeral Payment to help with the costs of the funeral for a deceased partner, close relative or close friend – Applications should be made to the Funeral Payments Team, Social Security Division, Markwell House, Douglas, IM1 2RZ – see [funeral payments](#).
- an Exceptional Needs Grant or a Budgeting Loan.
  - you may be able to get a grant for –
    - items which are necessary for you to take up or continue in work as an employed person, including basic tools, working clothes and footwear, driving licence fees (but not fees for driving tuition) and any fees for a medical examination required by a prospective employer; or
    - to meet your living expenses whilst you're waiting for:
      - your first payment of salary or wages on starting or resuming work; or
      - your first payment from your employer following the employer changing your pay period to a longer one (for example, from a weekly wage to a monthly salary).
  - you may be able to get a loan towards -
    - the cost of furniture and household equipment if you have suffered a disaster at your home, such as a fire or a flood;
    - the cost of reusable cotton nappies; or
    - cash which you have lost, had stolen or which has been unintentionally destroyed.

Applications should be made to the Employed Person's Allowance Team, Social Security Division, Markwell House, Douglas, IM1 2RZ – see [Exceptional Needs Grants and Budgeting Loans](#).

# Terms used in this guide

## Children and young persons

For EPA purposes a child or young person is a person who is –

- below the age of 20;
- still at school or college;
- studying at a level which is not above “A-level” standard; and
- not in receipt of a means-tested educational maintenance grant.

You may be eligible for an allowance for your child or young person if they only live with you for some of the time, provided no-one else is claiming EPA for them.

## Severely disabled person

A “severely disabled person” is a person who is either –

- getting the highest or middle-rate care component of Disability Living Allowance
- getting an Attendance Allowance
- claiming Disability Living Allowance and would be entitled to the care component of that allowance at the highest or middle rate if the 3 months qualifying period for that benefit didn’t apply
- claiming Attendance Allowance and would be entitled to that allowance if the 6 months qualifying period for that benefit didn’t apply.

## Exceptional caring responsibilities

A person has “exceptional caring responsibilities” if they are either -

- getting Carer’s Allowance, or
- not getting Carer’s Allowance but are regularly and substantially engaged in caring for a severely disabled person.

## Disabled Worker

Information about who would qualify as a disabled worker for EPA purposes is provided in the “[Disabled Worker](#)” section below.

## Isle of Man residential condition

To qualify for EPA you normally have to satisfy the Isle of Man residential condition.

You will satisfy the Isle of Man residential condition if -

- you were born in the Isle of Man (IoM), or
- you have been ordinarily resident in the IoM for a continuous period of 5 years at any time, or
- you have been ordinarily resident in the IoM for 3 or more separate periods which, when added together, amount to at least 10 years.

Or you are –

- the husband, wife or civil partner of a person who satisfies any of the conditions set out above; or
- the widow, widower or surviving civil partner of a person that satisfied any of the conditions set out above; or
- the former husband, wife or civil partner of a person who satisfies any of the conditions set out above; or

- the son or daughter of a person who satisfies any of the conditions set out above and that person was (or their spouse or civil partner was) serving in HM Forces when they were born.

If you don't satisfy the Isle of Man residential condition but you do meet the other conditions required for EPA then you may still be entitled to EPA if you can show that it would be exceptionally harsh or oppressive to deny you EPA. Please complete and send in the A17 – Isle of Man Residential Qualification form which can be downloaded from the [Employed Person's Allowance](#) webpage.

### **Remunerative work**

To qualify for EPA you or your partner (if you have one) must -

- be in a job that is expected to last for at least 5 weeks when you make your claim, and
- be working for at least the number of hours applicable in your circumstances as set out in the "Minimum work requirements" section below.

You may also qualify for EPA if, immediately following a previous award for EPA, rather than being in paid work you are off work due to illness or incapacity and your employer continues to pay you your normal earnings (ignoring any deductions they may make from your wages for any Incapacity Benefit you get from Social Security)

But you can only qualify for EPA in the above circumstance for a maximum period of 26 weeks in any 52 week period.

You may also qualify for EPA if, immediately following a previous award of EPA, rather than being in paid work you are either -

- on maternity leave and getting Maternity Allowance from Social Security;
- on adoption leave and getting Adoption Allowance; or
- self-employed, but you can't work because you're pregnant or have recently given birth.

### **Trainees**

A trainee is treated as being engaged in remunerative work.

A person is not a trainee if they have been a trainee for the preceding 365 days.

A person is a trainee if –

1. in the week in which they make their claim for EPA they are undergoing a course of training or instruction which requires their attendance for at least the minimum hours or the minimum total combined hours which they would be required to work to meet the minimum work requirement in their particular case if they were not a trainee (see "Minimum work requirements" below)
2. they are entitled to be paid a training allowance by the Treasury in respect of their attendance on that course
3. in the week preceding the week in which their course started (or, if that course was immediately preceded by one or more such courses, prior to the start of the earlier course or the earliest of those courses) they were in paid work and met the minimum work requirement in their circumstances and had been awarded EPA.



## Minimum work requirements

The minimum work requirements for EPA are as set out below

Categories of people	Minimum work requirements
Lone parents	
Standard case (i.e. none of the exceptions mentioned below apply)	<ul style="list-style-type: none"> <li>• if the youngest or only child in the family is aged under 13, 16 hours per week.</li> <li>• if the youngest or only child in the family is aged 13 or over, 24 hours per week</li> </ul> <p>Note: Hours spent in work-related training or education may be counted towards meeting the minimum work requirement, as if they are hours spent in work. However, the lone parent must actually be working for at least 16 hours a week.</p>
Exceptions	
Lone parent who has exceptional caring responsibilities	16 hours per week
Lone parent whose child or young person is disabled, has been incapacitated for at least 30 days or is at least 6 months pregnant	16 hours per week
Lone parent who is receiving a bereavement support payment	16 hours per week
Couples with children	
Standard case (i.e. none of the exceptions mentioned below apply)	<ul style="list-style-type: none"> <li>• if the youngest or only child in the family is aged under 13, 32 hours per week.</li> <li>• if the youngest or only child in the family is aged 13 or over, 48 hours per week</li> </ul> <p>If both partners work their total work hours will be taken into account.</p> <p>Note: Hours spent in work-related training or education by either partner may be counted towards meeting the minimum work requirement, as if they are hours spent in work. However, one member of the couple must actually be working for at least 30 hours a week.</p>

Exceptions	
One partner is disabled, has been incapacitated for at least 30 days, is at least 6 months pregnant or is in work-related training or work-related education	<p>32 hours per week</p> <p>If both partners work their total work hours will be taken into account.</p> <p>Note: Hours spent in work-related training or education by either partner may be counted towards meeting the minimum work requirement, as if they are hours spent in work. However, one member of the couple must actually be working for at least 30 hours a week.</p>
A child or young person in the family is disabled, has been incapacitated for at least 30 days or is at least 6 months pregnant	<p>32 hours per week</p> <p>If both partners work their total work hours will be taken into account.</p> <p>Note: Hours spent in work-related training or education by either partner may be counted towards meeting the minimum work requirement, as if they are hours spent in work. However, one member of the couple must actually be working for at least 30 hours a week.</p>
One or both partners is receiving a bereavement support allowance	<p>32 hours per week</p> <p>If both partners work their total work hours will be taken into account.</p> <p>Note: Hours spent in work-related training or education by either partner may be counted towards meeting the minimum work requirement, as if they are hours spent in work. However, one member of the couple must actually be working for at least 30 hours a week.</p>
One or both partners have exceptional caring responsibilities	16 hours per week
One or both partners is a severely disabled person	16 hours per week
Couples without children	
One or both partners have exceptional caring responsibilities	16 hours per week
One or both partners is a severely disabled person	16 hours per week
Disabled worker	
Person who qualifies as a "Disabled Worker"	16 hours per week

## Amount of EPA

The amount of EPA you may get will depend on how much money you already have coming in, how many children you have, your housing costs, how many hours you work each week and the amount of savings or other capital you have.

We work out what is called an “applicable amount” based on your circumstances and from this we deduct your income.

We don’t include child benefit, disability living allowance or attendance allowance as income.

We take your net earnings into account – that is your earnings after any national insurance contributions you have to pay, any income tax and all contributions (subject to a maximum of £60 per week) you pay to an occupational or personal pension scheme. We also ignore up to £30 per week of any maintenance payments you get.

You will get 70p for every £1 by which your income is less than your applicable amount.

For example, if your applicable amount works out at £345 and your income is £200 per week, you’ll get £101.50 per week EPA (70% of £145).

Some examples of how EPA entitlement is worked out are provided in the “Example assessments” section.

## How your applicable amount is worked out

Your applicable amount may be made up of the following 5 parts –

1. An amount for you and your partner (if you have one)
2. An amount for each child or young person in your family
3. An amount if you or your partner work, or the work plus training hours total, at least 24 hours per week
4. An amount for your housing costs (which may be capped at the relevant maximum)
5. An amount towards any child care charges you pay (which may be capped at the relevant maximum and is subject to certain conditions)

Details of the current amounts can be found in the “Applicable amounts from 8 April 2024” section.

## Child care charges

We can make an allowance towards your child care charges if you’re a lone parent and in certain cases if you’re a couple (see the extra conditions below) if the following apply –

- You must normally be paying the child care charges when you make your claim for EPA; and
- The child or children being looked after must be under 13 years old, and
- The child or children must be looked after by a registered child minder or organisation recognised by the Department of Health and Social Care.

If you start paying child care charges or the amount you pay changes after your EPA has been awarded then please either contact the EPA Team or download, from the [Employed Person’s Allowance](#) webpage, the claim form EPA4 – EPA for people who have child care charges or you can get one from a Social Security office.

## Extra conditions applying to couples

Couples can claim help with child care charges if both partners each work at least 16 hours per week or one member of the couple is engaged in remunerative work whilst the other member of the couple is either –

- incapacitated:

They are classed as incapacitated if they are getting at least one of the following –

- an Attendance Allowance
- a Disability Living Allowance
- an increase of disablement pension for Constant Attendance Allowance
- Long-term Incapacity Benefit
- a pension increase under a war pension scheme or an industrial injuries scheme which is similar to Attendance Allowance, Disability Living Allowance or an increase of disablement pension for Constant Attendance Allowance
- Short-term Incapacity Benefit for the previous 28 weeks or longer

or if they are not getting any of the above but -

- they're not able to look after the child or children due to a medical condition that's likely to last for at least 6 weeks; or
- they have an invalid carriage or other vehicle provided by the National Health Service.

Or

- they're engaged on a course of training or education, the primary purpose of which is to improve the employment prospects of that person; or
- they're a patient; or
- they're detained in custody under a sentence imposed by a court; or
- they're a person with exceptional caring responsibilities.

**Note:** Whilst we make an allowance for child care charges when we work out how much EPA you're entitled to, you are responsible for making payments to your childminder for any charges due. We **won't** make any payments directly to childminders on your behalf.

## Your income

We only take into account your normal weekly income, except in certain circumstances.

But if you or your partner earn less than what is usually paid for the type of work you do, you will be assumed to receive a rate of pay not less than the statutory minimum wage when we work out how much EPA you're entitled to.

For EPA purposes income includes the following –

- your normal earnings;
- your partner's normal earnings;

(when working out your, or your partner's earnings, we take off any National Insurance Contributions, Income Tax deductions and all (subject to a maximum of £60 per week) pension scheme contributions)

- social security benefits (but we ignore Child Benefit, Disability Living Allowance, Attendance Allowance and War Disablement Pension);
- state pensions and private pensions;
- income from tenants;
- War Widow's Pension (but we will ignore up to £30 a week);
- Maintenance payments (but we will ignore up to £30 per week). This includes money paid on your behalf in lieu of maintenance, for example for your rent, mortgage, HP payments as well as other items; and
- the value of any goods or services you receive in lieu of wages.

Any earnings your child (or children) have, or any boarding out allowances that you get from the Department of Education, Sport and Culture, is ignored.

## **Savings and capital**

If the total amount of your savings and other capital is worth less than £14,000 it won't affect your EPA claim.

Savings can include cash, money in a bank, building society or National Savings account or premium bonds.

Capital can include land or property (though if you own the home you live in its value is ignored), stocks, shares and other forms of investments.

If the total amount of your savings and other capital is worth more than £14,000 you will be assumed to receive an income from it. We sometimes call this "capital tariff income". For each £250 you have over £14,000 you will be assumed to receive an income of £1 per week. So, for example, if total amount of your savings and other capital is worth £18,000 you will be assumed to receive an income of £16.00 a week. But any income you actually get from your savings or capital (for example, bank interest) is ignored.

## Disabled Worker

You qualify as a 'disabled worker' if you satisfy one of the conditions below and have an illness or disability which puts you at a disadvantage in getting a job as detailed in the section headed "Person at a disadvantage in getting a job".

### Conditions

You must satisfy one of the following conditions –

- at least one of the following benefits is payable to you
  - a Disability Living Allowance
  - an Attendance Allowance
  - a mobility supplement or a constant attendance allowance paid (in either case) in conjunction with a war pension or an industrial injuries disablement benefit

Or

- on any day in the 26 weeks immediately before the day on which you make your claim for EPA –
  - you qualified for long-term Incapacity Benefit or Severe Disablement Allowance, or
  - you had been getting short-term Incapacity Benefit or Income Support because of your incapacity for work for at least 28 weeks, or
  - you had been getting income-based Jobseeker's Allowance and your partner had been incapacitated for work for at least 28 weeks

Or

- you were engaged in training for work on any day in the 8-week period before you make your claim for EPA and immediately before your training began you were receiving one of the following benefits –
  - Short-term Incapacity Benefit for the previous 28 weeks or longer
  - Long-term Incapacity Benefit
  - Severe Disablement Allowance

Or

- you've been provided with an invalid carriage or other vehicle by the National Health Service.

### **Two-year linking for long-term Incapacity Benefit**

If you get EPA as a disabled worker and gave up Incapacity Benefit at the long-term rate in order to start work, you can requalify for the long-term rate of Incapacity Benefit without having to re-serve the qualifying period normally required if you have to give up working within two years from when you were last entitled to long-term Incapacity Benefit.

## Person at a disadvantage in getting a job

If you meet at least one of the conditions in any of the Parts 1 to 3 below you may be able to claim EPA as a "disabled worker".

### Part 1

- You are getting –
  - the highest or middle rate of the care component of disability living allowance
  - the higher rate of the mobility component of disability living allowance
  - a disablement pension if the extent of the disablement is assessed at not less than 80%
  - a war pension in respect of which the degree of disablement is certified at not less than 80%
  - a mobility supplement
  - a benefit corresponding to any of the above under any enactment having effect in Great Britain or Northern Ireland, or
- For one or more of the 56 days immediately before the date on which you make your initial claim for EPA (or the date on which it is treated as made) severe disablement allowance or a corresponding benefit was payable to you in Great Britain or Northern Ireland, or
- You've been provided with an invalid carriage or other vehicle by the National Health Service.

### Part 2

If you claim EPA as a disabled worker under this Part your claim will be decided on what you tell us about how your illness or disability affects you. If any of the following applies to you, you may be eligible for EPA. We may ask you for more information about your condition when you make a claim for EPA.

#### Mental disability

- You're receiving regular treatment under the supervision of a medically qualified person for your mental illness (for example, clinical depression, anxiety, phobias, panics or other nervous or emotional problems)
- Due to your mental disability you're often confused (for example, about what time of day it is, where you are or who certain people are) or forgetful (for example, you forget to turn things off – such as gas or electric fires, cookers or taps)
- You can't do the simplest addition and subtraction (for example, you always need someone to help you deal with money as you can't check the change you get in a shop)
- Due to your mental disability you hit people or damage property or you're unable to form normal social relationships

#### Fits and comas

- At least once a year during waking hours you're in a coma or you have a fit in which you lose consciousness

#### Exhaustion and pain

- You can't normally work an 8-hour working day or a 5-day working week due to your medical condition or intermittent or continuous severe pain

#### Seeing

- You're registered either as blind or partially sighted

- You can't see to read 16 point print at a distance greater than 20 centimetres, using your glasses if you normally wear them

### **Hearing**

- You can't hear a phone ringing in the same room, when using your hearing aid if you normally use one
- In a quiet room you find it difficult to hear what someone talking in a loud voice at a distance of 2 metres says, when using your hearing aid if you normally use one

### **Communicating with people**

- People who know you well have difficulty in understanding what you say
- When another person you know well speaks to you, you have difficulty in understanding what the other person says

### **Getting around**

- You can't keep your balance when standing unless you continually hold onto something
- You can't walk 100 metres on flat ground without stopping or suffering severe pain when using crutches or other walking aids that you normally use

### **Using your hands**

- You can't pick up a coin which is 2½ centimetres or less in diameter from a table with one hand
- You can't, or you find it difficult to, pick up a full 1 litre jug and pour from it into a cup
- You can't turn your hands so that your palms face upwards

## **Part 3**

### **Recovering from an illness or an accident**

As a result of an illness or accident you are undergoing a period of support to get over the effects of your illness or an accident.

But you can only claim under this Part if EPA has not been paid to you in the past 2 years.



## Applicable amounts from 8 April 2024

An applicable amount for EPA may be made up of 5 parts, as shown below.

Each of the amounts is the weekly amount.

### Part 1 – Basic allowances

An amount for you as a single person or lone parent, or for you and your partner as a couple –

Single claimant who is a disabled worker	£311.10
Lone parent or member of a couple who is not a disabled worker	£320.40
Lone parent or member of a couple who is a disabled worker	£420.65

### Part 2 – Allowances for dependent children and young persons

For each child or qualifying young person	£79.75
Additional amount for each disabled child or young person	£53.90

### Part 3 – 24 hours work premium

An extra amount if you or your partner work, or the work and training hours total, at least 24 hours per week	£43.05
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### Part 4 – Housing costs

If you're responsible for housing costs, for example rent, housing rates or mortgage interest payments, an allowance or allowances will be made for this. But the total amount of allowances is subject to the following maximum amounts -

For a couple or single disabled worker without children	£137.50
Single claimant or couple with one dependent child	£196.00
Single claimant or couple with two dependent children	£211.50
Single claimant or couple with three or more dependent children	£233.00

#### Notes about housing costs

##### Social housing

Where rent and rates are payable to the Department of Infrastructure or a local authority, the figure used is the total amount payable for the year divided by 52 to give a weekly amount (subject to the maximum amounts shown above).

##### Rates

The figure used for rates paid in private accommodation is calculated as 95% of the annual rates charge, divided by 52 to give a weekly amount.

## **Maintenance and insurance**

If you live in your own property and are responsible for the maintenance and insurance of that property, a further (standard) amount of £16.45 per week is allowed.

## **Non-dependent deductions**

If a non-dependent lives with you – for example, a grown-up son or daughter - £34.55 will be deducted from the allowances made for rent, rates, maintenance and insurance (as appropriate) for each non-dependant or group of non-dependants.

## **Board and lodgings**

If you live as a lodger with someone else, the amount allowed for your housing costs is £71.90 per week.

## **Living with family or friends**

If you live with family or friends (for example, a lone parent living in their parents' home), the amount allowed for housing costs is £18.90 per week.

If you need further information about your housing costs, please either contact the EPA Team or ask at a Social Security office.

## **Part 5 – Child care charges**

If you meet the relevant conditions, the cost of any child care charges you're paying may be included in your applicable amount, subject to the relevant maximum. These amounts are –

For people who work less than 24 hours per week -

- up to £168.00 per week for each child under age 2
- up to £142.00 per week for each child aged 2 or over

For people who work for 24 hours or more per week -

- up to £240.00 per week for each child under age 2
- up to £204.00 per week for each child aged 2 or over.

## Example assessments – effective from 8 April 2024

The following examples are intended to help you understand how EPA entitlement is assessed in a variety of different situations.

### Example 1

A lone parent who has 2 children, one is aged 6 and the other is aged 13. She is paying rent of £185 per week. She works for 31 hours a week and has a net wage of £345.00 per week after National Insurance and Income Tax deductions. From this is deducted £10.00 per week towards an occupational pension. She also pays child minding fees of £95 per week to a registered child minder for her youngest child.

	£	£
Basic allowance – lone parent who is not a disabled worker		320.40
Allowance for first child		79.75
Allowance for second child		79.75
Additional amount for working at least 24 hours		43.05
Housing costs		185.00
Child care costs		95.00
<b>Applicable amount</b>		<b>802.95</b>
<b>Less income:</b>		
Earnings	345.00	
Less contributions to occupational pension	- 10.00	
Total income		335.00
Applicable amount less total income		467.95
	x 70%	327.565
<b>Weekly amount of EPA payable</b>		<b>£327.57</b>

## Example 2

A couple with 2 children paying rent and rates of £124.00 per week to the Department of Infrastructure. A grown-up son also lives with them. One partner is self-employed and works on average 35 hours per week. His weekly profit from self-employment is £432.75 per week, after Tax and National Insurance. He pays £10 a week towards a private pension. The other partner is receiving Incapacity Benefit of £104.85 per week.

	£	£
Basic allowance – couple neither of whom is a disabled worker		320.40
Allowance for first child		79.75
Allowance for second child		79.75
Additional amount for working at least 24 hours		43.05
Housing costs (52 week year = £119.23) less £34.55 assumed contribution from the grown-up son		84.68
<b>Applicable amount</b>		607.63
<b>Less income:</b>		
Profit (after Tax and National Insurance)	432.75	
Less contributions to occupational pension	- 10.00	
Plus Incapacity Benefit	104.85	
Total income		527.60
Applicable amount less total income		80.03
	x 70%	56.021
<b>Weekly amount of EPA payable</b>		<b>£56.03</b>

### Example 3

A married couple with 2 children aged 3 and 5. One partner works for 37 hours a week and has a net wage after National Insurance and Income Tax deductions of £400.00 per week. The other partner works for 16 hours per week and has a net wage of £150.46. They pay an interest only endowment mortgage of £720.00 per month and are also responsible for the payment of rates, maintenance and insurance for their home. They have savings of £14,500 and they pay £170 per week child minding fees to a registered child minder for their youngest child.

	£	£
Basic allowance – couple neither of whom is a disabled worker		320.40
Allowance for first child		79.75
Allowance for second child		79.75
Additional amount for working at least 24 hours		43.05
Housing costs:		
Mortgage interest		166.15
Maintenance and insurance		16.45
Child care costs		170.00
<b>Applicable amount</b>		<b>875.55</b>
<b>Less income:</b>		
First partner's earnings	400.00	
Other partner's earnings	150.46	
Assumed income from savings	2.00	
Total income		552.46
Applicable amount less total income		323.09
	x 70%	226.163
<b>Weekly amount of EPA payable</b>		<b>£226.17</b>

#### Example 4

A single person who is a disabled worker. He has no children and he lives with his parents. He works for 16 hours a week and has net earnings of £157.58 a week.

	£	£
Basic allowance – single person who is a disabled worker		311.10
Housing costs – contribution to parents' housing costs		18.90
<b>Applicable amount</b>		330.00
<b>Less income – earnings</b>		157.58
Applicable amount less income		172.42
	x 70%	120.694
<b>Weekly amount of EPA payable</b>		<b>£120.70</b>

#### Example 5

A lone parent with one child aged 8 paying rent of £200.00 per week. He works for 18 hours a week and his net earnings are £240.00. He also gets maintenance of £45.00 per week from his child's mother.

	£	£
Basic allowance – lone parent who is not a disabled worker		320.40
Allowance for child		79.75
Housing costs (maximum allowable)		196.00
<b>Applicable amount</b>		596.15
<b>Less income:</b>		
Earnings	240.00	
Maintenance (first £30 a week is ignored)	15.00	
Total income		255.00
Applicable amount less income		341.15
	x 70%	238.805
<b>Weekly amount of EPA payable</b>		<b>£238.81</b>

## Contact details

### Head office

EPA Team,  
Markwell House,  
Market Street,  
Douglas  
IM1 2RZ

Telephone: 685656 (option 1)

Counter opening hours	Monday – Friday	9.00 am – 1.00 pm
Phone calls and emails	Monday – Thursday	9.00 am – 5.30 pm
	Friday	9.00 am – 5.00 pm

### Ramsey office

Town Hall,  
Parliament Square,  
Ramsey

Telephone: 812138

Tuesday	9.15 am – 1.00 pm
	1.45 pm – 4.30 pm
<b>E-mail:</b>	<a href="mailto:EPA@gov.im">EPA@gov.im</a>
<b>Website:</b>	<a href="http://www.gov.im/socialsecurity">www.gov.im/socialsecurity</a>

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The Treasury  
Social Security Division  
Markwell House, Market Street  
Douglas, Isle of Man. IM1 2RZ  
[www.gov.im/socialsecurity](http://www.gov.im/socialsecurity)