



Legal Aid
Agency

Working with others to achieve excellence in the delivery of legal aid

Civil financial eligibility tool

Guidance

October 2021



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Introduction

A civil financial eligibility tool is available for providers on the [Legal Aid Training and Support website](#). The tool is routinely used by Legal Aid Agency Caseworkers but has been made available for providers on a trial basis. It is in Microsoft Excel format and replaces the previous eligibility calculator that was available on GOV.UK.

The tool should be used alongside the resources available on the [Civil legal aid: means testing GOV.UK page](#). It does not replace the need for a full assessment of a client's finances and the accuracy of the results depends on the accuracy of the information entered. You should check you are accessing the most up to date version from the Legal Aid Training and Support Website.

We will routinely update this guidance based on provider queries and feedback.

You can provide feedback on the tool by following the link to a [survey on the Legal Aid Training and Support website](#).

State Benefits

Frequency of payments

There is an option within the State Benefit section to enter figures as:

- weekly
- 2 weekly
- 4 weekly
- monthly
- yearly

The image below shows this drop-down selection in the calculator.

GROSS INCOME							Assumptions (double click below)
Applicant	Period	% Rise	Partner	Period	% Rise		
Gross Wages							
Adjusted Gross Wage	£0.00	Wage Calculator	£0.00				
Benefit In Kind		yearly			yearly		
SSP							
SMP							
State Benefits		Monthly		Monthly			
Child Benefit		£0.00			£0.00		
Child Tax Credit	10	weekly	£43.33		£0.00		
Working Tax Credit	10	2 weekly	£21.67		£0.00		
Cont Based JSA	10	4 weekly	£10.83		£0.00		
Incapacity Benefit	10		£0.00		£0.00		
State Pension		weekly	£0.00		£0.00		
Savings Pension Credit		2 weekly	£0.00		£0.00	Further Info Needed?	
Other		4 weekly	£0.00		£0.00	TOTAL GROSS £75.83	
		monthly	£0.00		£0.00		
		yearly					
Maintenance Received							
Opponent paying housing costs? Consider including as maintenance.							
Private Pension							
Student Grant/Loan						Deductions Capital Breakdown Rates	
Rent/B&L Income							
Financial Support						Tax Calc Incap Disregarded Benefits	

Financial support from the National Asylum Support Service (NASS)

As financial support from NASS is not a wage it should be entered under State Benefits – Other. This will ensure that no employment expense figure is applied.

Property calculations

The calculator is set to automatically deduct 3% selling costs from the property value (in line with the eligibility calculations for Certificated Work). Providers who do Controlled Work and/or Family Mediation need to be aware of this when doing their calculations as a 3% deduction should not be made when assessing eligibility at those levels of service.



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