Pre-assessment note — Kerbrat file

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Conditions ticked, scale applied, draft decision · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **This note decides nothing:** it puts the file in a state to be decided. **The decision to open the entitlement is taken by the caseworker, reasoned, dated and open to challenge by the claimant** — and it takes four minutes of reading.

The scheme's conditions, one by one

Condition in the rules	Value in the file	Source document	Status
Residence in the covered area	Address within the area	Proof of address	**Met**
Income below the ceiling	**€14,820 against a ceiling of €19,400**	Tax assessment, page 1	**Met**
Declared household composition	2 people	Certificate of family circumstances	**Met**

Condition in the rules	Value in the file	Source document	Status
Dwelling as main residence	Tenancy agreement	Agreement + rent receipt	**Met**
Rent retained	**€612 or €621 depending on the document**	Receipt / form	**Caseworker's judgement**

The calculation of the amount, in plain terms

Element of the calculation	Value	Source
Rent retained	€612	Rent receipt
Household composition coefficient	Household of 2	**Scale in force, with its effective date**
Income coefficient	Band €12,000 – €16,000	Scale in force
Monthly amount proposed	**€214**	**Every line of the calculation is displayed, none is aggregated**
Variation if €621 rent is retained	**+ €3**	Same scale

The draft decision enclosed

Mention	Present?
Reasoning in plain language	**Yes**
Scheme's rule quoted in plain terms	**Yes**

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Mention	Present?
Routes and time limits for appeal	**Yes**
Right to obtain an explanation of the calculation	**Yes**
Signature	**Left to the caseworker — it is what makes the decision open to challenge, therefore defensible**

What the note brings to equal treatment

Measure	Before	After
Interpretation gap between caseworkers, on 400 files rechecked by the quality team	**9 %**	**2 %**
Nature of the remaining gaps	Diverging interpretations	**Assumed judgements, traced and reasoned**
Time to open a complete file	≈ 30 minutes	**4 minutes**

> **The five other rulebooks are already read and their conditions set out line by line.** One hour of rereading by the department is enough for the following year's 41,300 files all to arrive pre-assessed.

For the department to settle

Rent value retained and reason: _____

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