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ATSGUK

Welfare Benefits Booklet



www.atsguk.co.uk

This guide is also available in Welsh (Cymraeg) and in an easy read format

This leaflet is a copy of selected information taken from www.gov.uk in December 2022. The latest information is always online. This leaflet is for guidance only and should not be relied on as a full statement of law in this area.

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Statutory Sick Pay (SSP)

1. Overview

You can get £99.35 per week Statutory Sick Pay (SSP) if you're too ill to work. It's paid by your employer for up to 28 weeks.

You must be eligible for SSP.

You cannot get less than the statutory amount. You can get more if your company has a sick pay scheme (or 'occupational scheme') - check your employment contract.

There are different sick pay rules for agricultural workers.

There's a separate guide on Statutory Sick Pay if you're an employer.

2. What you'll get

You can get £99.35 a week Statutory Sick Pay (SSP) for up to 28 weeks.

You can get SSP from the fourth day you're off sick.

If you're eligible, you'll be paid SSP for all the days you're off sick that you normally would have worked, except for the first 3.

You'll only be paid SSP for the first 3 working days you are off sick if either of the following apply:

- the period you were away from work started before 25 March 2022 and you were off sick because of coronavirus (COVID-19)
- you received SSP within the last 8 weeks, and that already included a 3-day waiting period before you were paid SSP

How you're paid

SSP is paid by your employer in the same way as your normal wages, for example weekly or monthly.

If you have more than one job you may get SSP from each employer.

Tax and National Insurance will be deducted.

If you think you are not getting the right amount of SSP, talk to your employer. If you're still not happy, contact the HM Revenue and Customs (HMRC) enquiry line.

3. Eligibility

To qualify for Statutory Sick Pay (SSP) you must:

- be classed as an employee and have done some work for your employer
- earn an average of at least £123 per week
- have been ill for at least 4 days in a row (including non-working days)

How many days you can get SSP for depends on why you're off work.

Agency workers are entitled to Statutory Sick Pay.

Telling your employer

You must usually tell your employer you're unable to work before the deadline they set (or within 7 days if they have not set one).

You could lose some of your SSP if you do not tell your employer in time.

Exceptions

You will not qualify if you:

- have received the maximum amount of SSP (28 weeks)
- are getting Statutory Maternity Pay

You can still qualify if you started your job recently and you have not received 8 weeks' pay yet. Ask your employer to find out more.

Linked periods of sickness

If you have regular periods of sickness, they may count as 'linked'. To be linked, the periods must:

- last 4 or more days each
- be 8 weeks or less apart

You're no longer eligible for SSP if you have a continuous series of linked periods that lasts more than 3 years.

Fit notes and asking for proof

You must give your employer a fit note if you're off work for more than 7 days in a row (including non-working days).

You can get a fit note (sometimes called a sick note) from the following healthcare professionals:

- GP or hospital doctor
- registered nurse
- occupational therapist
- pharmacist
- physiotherapist

The note can be printed or digital.

Other proof of sickness

If your employer agrees, you can get a similar document from a physiotherapist, podiatrist or occupational therapist instead of a fit note. This is called an Allied Health Professional (AHP) Health and Work Report.

A physiotherapist or occupational therapist will give you either a fit note or an AHP Health and Work Report depending on your needs.

If you're not eligible or your SSP ends

You may be able to apply for Universal Credit or Employment and Support Allowance (ESA). You can use form SSP1 to support your application.

If your SSP is ending your employer must send you form SSP1 either:

- within 7 days of your SSP ending, if it ends unexpectedly while you're still sick
- on or before the beginning of the 23rd week, if your SSP is expected to end before your sickness does

If you do not qualify for SSP your employer must send you form SSP1 within 7 days of you going off sick.

4. How to claim

To claim Statutory Sick Pay (SSP), tell your employer by the deadline. Check with your employer how you should tell them.

If you're unhappy with a decision

Talk to your employer if you think:

- their decision not to pay you SSP is wrong
- you're not getting the right amount of SSP

You can ask them for a reason.

If this does not sort the problem, contact the HMRC Statutory Payment Disputes Team.

Employment and Support Allowance (ESA)

1. Overview

You can apply for Employment and Support Allowance (ESA) if you have a disability or health condition that affects how much you can work.

ESA gives you:

- money to help with living costs if you're unable to work
- support to get back into work if you're able to

You can apply if you're employed, self-employed or unemployed.

2. Eligibility

You can apply for 'new style' Employment and Support Allowance (ESA) if you're under State Pension age and you have a disability or health condition that affects how much you can work.

You also need to have both:

- worked as an employee or have been self-employed

- paid enough National Insurance contributions, usually in the last 2 to 3 years - National Insurance credits also count

Check your National Insurance record for gaps.

You might be able to get Universal Credit at the same time or instead of 'new style' ESA.

If you get other benefits

You cannot get 'new style' ESA if you:

- claim Jobseeker's Allowance
- claim Statutory Sick Pay

If you get Universal Credit

If you get Universal Credit, you could get 'new style' ESA at the same time.

If you get both benefits, your Universal Credit payment is reduced by the amount you get for 'new style' ESA.

ESA is usually paid more regularly than Universal Credit, and you get different National Insurance credits.

If your Statutory Sick Pay (SSP) is due to end

You can apply for 'new style' ESA up to 3 months before your SSP ends. You'll start getting 'new style' ESA as soon as your SSP ends.

If you're working

You can apply whether you're in or out of work. There are conditions to working while claiming ESA.

3. What you'll get

How much you get will depend on what stage your application is at, as well as things like your age and whether you're able to get back into work.

If you get 'new style' ESA you'll earn Class 1 National Insurance credits, which can help towards your State Pension and some benefits in the future.

What might affect how much you get paid

You cannot make a new claim for income-related ESA. You'll continue to get payments while you're eligible until your claim ends.

Neither your or your partner's savings or income will affect how much 'new style' ESA you're paid. But a private

pension worth more than £85 per week may affect how much you can get.

If you get income-related ESA, your household income and savings worth £6,000 or more may affect how much you can get.

While your claim is being assessed

You'll normally get the 'assessment rate' for 13 weeks while your claim is being assessed.

This will be:

- up to £61.05 a week if you're aged under 25
- up to £77.00 a week if you're aged 25 or over

If it takes longer than 13 weeks to assess your claim, you'll continue getting the 'assessment rate' until you get a decision or until your ESA is due to end.

Because of coronavirus (COVID-19), it's taking longer than usual to assess claims. Your payments will end after one year if you have not received a decision. You should continue sending fit notes until you get an assessment.

Your ESA will be backdated if you're owed any money after 13 weeks.

After you're assessed

You'll be placed into one of 2 groups if you're entitled to ESA. If you're able to get back into work in the future, you'll be put into the work-related activity group. Otherwise, you'll be put into the support group.

You'll get:

- up to £77.00 a week if you're in the work-related activity group
- up to £117.60 a week if you're in the support group

If you're in the support group

If you're in the support group and on income-related ESA, you're also entitled to the enhanced disability premium.

You may also qualify for the severe disability premium.

How and when you're paid

You'll get paid ESA every 2 weeks.

You might get your ESA payment early if it's due between Monday 26 December 2022 and Tuesday 3 January 2023.

Other benefits you can claim

You could get Universal Credit at the same time as 'new style' ESA.

Use a benefits calculator to find out what other benefits you could get, for example Personal Independence Payment (PIP) if you have a long-term health condition or disability.

The benefit cap may affect the total amount of benefit you can get. The cap will not affect you if you're in the support group.

If you're moving to Universal Credit from income-related ESA

If your income-related ESA claim is ending because you're making a new claim for Universal Credit, you'll automatically continue to get the amount of ESA you currently receive, as long as you're still eligible. You'll normally get this for 2 weeks, starting from the date of your new claim.

The Department for Work and Pensions (DWP) will write to you telling you how this works.

You do not need to pay this money back, and it will not affect the amount of Universal Credit you get.

Budgeting Loan

You can apply for a Budgeting Loan if you've been on income-related ESA for at least 6 months.

Advice on money and debt

You can get help and advice from your Jobcentre Plus work coach or:

- Citizens Advice
- Money Helper
- National Debtline
- Shelter
- Turn2us

4. Working while you claim

You can usually work while you are claiming ESA if both of the following apply:

- you work less than 16 hours a week
- you do not earn more than £152 a week

You can do as many hours of voluntary work as you like.

Tell Jobcentre Plus about your work including any volunteering when you make a claim.

If you're already claiming ESA and want to start work, fill in the ESA permitted work form. Send the form to Jobcentre Plus.

5. How to claim

You could get Universal Credit at the same time or instead of 'new style' ESA.

There's a different way to apply in Northern Ireland.

What you need to apply

You'll need:

- your National Insurance number
- your bank or building society account number and sort code (you can use a friend or family member's account if you do not have one)
- your doctor's name, address and telephone number
- a fit note (sometimes called a 'sick note' or a 'statement of fitness for work') if you've not been able to work for more than 7 days in a row because of a disability or health condition
- details of your income, if you're working

- the date your Statutory Sick Pay (SSP) ends, if you're claiming it

You cannot get 'new style' ESA if you're getting Statutory Sick Pay (SSP) from an employer. You can apply for 'new style' ESA up to 3 months before your SSP ends.

Once you've applied, you'll be contacted by phone and told when to give the evidence and where to send it.

When you can apply by phone

Call the Jobcentre Plus new claims helpline if:

- you cannot make an application online
- you're an appointee for someone

Jobcentre Plus new claims helpline

Telephone:	0800	055	6688
Textphone:	0800	328	1344
Relay UK (if you cannot hear or speak on the phone):	18001	then	0800 055 6688
British Sign Language (BSL) video relay service if you're on a computer	Welsh language telephone:	0800 328	1744

Monday to Friday, 8am to 5pm

After you apply

The Department for Work and Pensions (DWP) will contact you within 10 working days of applying.

If you're eligible

DWP will contact you within 10 working days to schedule an appointment that you must attend. It will normally be over the phone with a work coach from your local Jobcentre Plus office.

Your work coach will explain what you need to do to get 'new style' ESA. They will create an agreement with you called a 'Claimant Commitment'.

You must agree to your Claimant Commitment before you can get 'new style' ESA.

At the appointment, you'll be asked to:

- explain how your illness or disability affects your ability to work
- provide medical evidence
- agree to tell your local Jobcentre Plus if your circumstances change

If a medical professional has said you might have 12 months or less to live, you will not need to attend an appointment or make a Claimant Commitment.

If you're not eligible

DWP will send you a letter within 10 working days of applying to explain why you're not eligible for ESA.

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for 'mandatory reconsideration'.

Reapplying for ESA

You cannot make a new claim for income-related ESA. You'll continue to get payments while you're eligible until your claim ends.

You may be able to reapply after your 'new style' ESA ends. You may qualify again depending on:

- what National Insurance contributions you paid in the last 2 full tax years before the tax year you're claiming in
- whether you're placed in the support group because you developed a new condition or your health deteriorated

6. Your ESA claim

After you've made your claim, you'll be told if you need to have a 'Work Capability Assessment' and what group you'll be put in.

Work Capability Assessment

A Work Capability Assessment is used to find out if your illness or disability affects how much you can work.

You might not need one, for example if you're in hospital or a medical professional has said you might have 12 months or less to live.

If you need a Work Capability Assessment you'll get a letter telling you to fill in the 'Capability for work questionnaire' and send it to the Health Assessment Advisory Service. The address is on the form. There is a different questionnaire in Northern Ireland.

You'll be told what happens next, for example if you need an appointment to understand your health condition better.

If you're claiming both Universal Credit and 'new style' ESA, you'll only have one Work Capability Assessment.

You can ask for your assessment to be recorded. If you would like this, tell the Health Assessment Advisory Service using the contact details in your appointment invite letter.

How the assessment happens

Assessments can be in person, by video call or on the phone. You'll be told how your assessment will take place.

If you're asked to attend in person you'll be told how to do this safely because of coronavirus (COVID-19). You can bring one adult from your household with you.

If your assessment is by phone or video call, you can have someone else with you, for example a friend or support worker. You can ask the assessor to call them if they're not with you when the assessment starts.

You'll stay on the 'assessment rate' until a decision can be made on your Work Capability Assessment.

After your claim is assessed

If you're entitled to ESA you'll be placed in one of 2 groups:

- a work-related activity group (you cannot work now, but can prepare to work in the future, for example by writing a CV)

- a support group (you cannot work now and you're not expected to prepare for work in the future)

You will:

- usually be in the support group if your illness or disability severely limits what you can do
- be in the support group if a medical professional has said you might have 12 months or less to live

If you're in the work-related activity group

You must attend regular interviews with a work coach. They can help you improve your skills or write a CV to help you get back into work.

If you're in the support group

You do not have to go to interviews. You can tell your work coach if you'd like to take part in work-related activities.

How long you'll get ESA for

You cannot make a new claim for income-related ESA. You'll continue to get payments while you're eligible until your claim ends.

'New style' and contribution-based ESA last for 365 days if you're in the work-related activity group.

There's no time limit if you're in the support group, or if you're getting income-related ESA.

Because of COVID-19, it's taking longer than usual to assess claims. Your payments will end after one year if you have not been placed in a group. You should continue to send fit notes until you get an assessment. Your ESA will be backdated if you're owed any money you're entitled to.

To keep getting ESA you must report any change in your circumstances. You may also need to send fit notes regularly.

If you get a sanction

Your ESA can be reduced if you do not attend interviews or do work-related activity as agreed with your work coach in your 'Claimant Commitment'. This reduction can continue for up to 4 weeks after you restart work-related activities.

You'll get a letter to say you may be sanctioned. Tell your work coach if you have a good reason for not doing what was agreed in your Claimant Commitment.

You'll get another letter if the decision is made to give you a sanction. Your benefit will only be affected once a decision has been made.

You should contact your local council immediately if you claim Housing Benefit or Council Tax Reduction. They'll tell you what to do to continue getting support.

If you get a sanction you can:

- ask for the decision to be looked at again
- ask for a hardship payment

You will not get a sanction if you're in the support group.

Hardship payments

If you get income-related ESA, you may be able to get a hardship payment if your benefit has been reduced because of a sanction or a penalty due to suspected benefit fraud.

A hardship payment is a reduced amount of your ESA. You do not have to pay it back.

You can get a hardship payment if you cannot pay for rent, heating, food or other basic needs for you or your family. You must be 18 or over.

Speak to your Jobcentre Plus adviser or work coach to find out how to claim a hardship payment.

7. Report a change of circumstances

You need to report changes to your circumstances so you keep getting the right amount of Employment and Support Allowance (ESA).

Your claim might be stopped or reduced if you do not report a change straight away.

A change of circumstance can include:

- starting or stopping work, education, training or an apprenticeship
- moving house
- changing your name
- people moving into or out of the place you live (for example your partner or a child)
- changes to the benefits you or anyone else in your house gets
- changes to your pension, savings, investments or property
- changes to other money you get (for example student loans or grants, sick pay or money you get from a charity)

- changing your doctor
- any changes to your medical condition or disability
- going into hospital or a care home or sheltered accommodation
- going abroad for any length of time
- changes to your immigration status, if you're not a British citizen

Call Jobcentre Plus if you're not sure whether you need to report a change.

You may be prosecuted or have to pay a £50 penalty if you give wrong or incomplete information.

If you've been paid too much

If you give wrong or incomplete information or do not report a change straight away, you might be paid too much. If you are, you might have to pay some of the money back.

How to report

You can report a change of circumstances by:

- calling Jobcentre Plus
- writing to the Jobcentre Plus office that pays your ESA - the address is on the letters you get about your ESA

Jobcentre Plus

Telephone: 0800 169 0310
Textphone: 0800 169 0314
Relay UK (if you cannot hear or speak on the phone):
18001 then 0800 169 0310
British Sign Language (BSL) video relay service if you're
on a computer
Welsh language: 0800 328 1744
Monday to Friday, 8am to 5pm

If you get Universal Credit at the same time as 'new style' ESA, you must also report the changes of circumstances in your Universal Credit account.

If you're in Northern Ireland contact the ESA Centre.

Personal Independence Payment (PIP)

1. What PIP is for

Personal Independence Payment (PIP) can help with extra living costs if you have both:

- a long-term physical or mental health condition or disability
- difficulty doing certain everyday tasks or getting around because of your condition

You can get PIP even if you're working, have savings or are getting most other benefits.

You can also read about PIP in Welsh (Cymraeg).

How PIP works

There are 2 parts to PIP:

- a daily living part - if you need help with everyday tasks
- a mobility part - if you need help with getting around

Whether you get one or both parts and how much you get depends on how difficult you find everyday tasks and getting around.

If you might have less than 6 months to live, you'll automatically get the daily living part. Whether you get the mobility part depends on your needs.

Daily living part

You might get the daily living part of PIP if you need help with:

- eating, drinking or preparing food
- washing, bathing and using the toilet
- dressing and undressing

- reading and communicating
- managing your medicines or treatments
- making decisions about money
- socialising and being around other people

Mobility part

You might get the mobility part of PIP if you need help with:

- working out a route and following it
- physically moving around
- leaving your home

You do not have to have a physical disability to get the mobility part. You might also be eligible if you have difficulty getting around because of a cognitive or mental health condition, like anxiety.

How difficulty with tasks is assessed

The Department for Work and Pensions (DWP) will assess how difficult you find daily living and mobility tasks. For each task they'll look at:

- whether you can do it safely
- how long it takes you

- how often your condition affects this activity
- whether you need help to do it, from a person or using extra equipment

Your carer could get Carer's Allowance if you have substantial caring needs.

Help with PIP

If you need help understanding or applying for PIP you can:

- get help from Citizens Advice
- watch PIP video guides with British Sign Language
- use easy read guides which explain PIP

If you live in Scotland

You need to apply for Adult Disability Payment (ADP) instead of PIP.

If you currently get PIP, you'll be automatically moved to ADP by summer 2024.

When the move begins, you'll get letters from DWP and Social Security Scotland.

If you move from Scotland to England or Wales

If you get ADP and move from Scotland to England or Wales, you must make a new claim for PIP instead.

Your ADP will stop 13 weeks after you move – apply for PIP as soon as possible after moving to avoid a gap between payments.

If you get Disability Living Allowance (DLA)

Disability Living Allowance (DLA) is being replaced by PIP for most adults. You'll keep getting DLA if:

- you're under 16
- you were born on or before 8 April 1948

If you were born after 8 April 1948, DWP will invite you to apply for PIP. You do not need to do anything until DWP writes to you about your DLA unless your circumstances change.

2. Eligibility

You can get Personal Independence Payment (PIP) if all of the following apply to you:

- you're 16 or over
- you have a long-term physical or mental health condition or disability

- you have difficulty doing certain everyday tasks or getting around
- you expect the difficulties to last for at least 12 months from when they started

You must also be under State Pension age if you've not received PIP before.

If you live in Scotland, you need to apply for Adult Disability Payment (ADP) instead.

If you're over State Pension age, you can apply for Attendance Allowance instead. Or if you've received PIP before, you can still make a new claim if you were eligible for it in the year before you reached State Pension age.

If you get other benefits or income

You can get PIP at the same time as all other benefits, except Armed Forces Independence Payment.

If you get Constant Attendance Allowance you'll get less of the daily living part of PIP.

If you get War Pensioners' Mobility Supplement you will not get the mobility part of PIP.

You can get PIP if you're working or have savings.

If you've recently returned from living abroad

To apply for PIP, you usually need to:

- have lived in England, Scotland or Wales for at least 2 of the last 3 years
- be living in one of these countries when you apply

If you've recently returned from living in the EU, Switzerland, Norway, Iceland or Liechtenstein, you might be able to get PIP sooner.

If you live abroad

You might still be able to get PIP if you either:

- live in the EU, Switzerland, Norway, Iceland or Liechtenstein - you can only get help with daily living tasks
- work in the Armed Forces, or are a family member of someone who does

If you're not a British citizen

You must:

- normally live in or show that you intend to settle in the UK, Ireland, the Isle of Man or the Channel Islands
- not be subject to immigration control (unless you're a sponsored immigrant)

If you're from the EU, Switzerland, Norway, Iceland or Liechtenstein, you and your family usually also need settled or pre-settled status under the EU Settlement Scheme to get PIP. The deadline to apply to the scheme was 30 June 2021 for most people, but you might still be able to apply.

You might still be able to get PIP if you're a refugee or have humanitarian protection status.

3. How much you'll get

How much Personal Independence Payment (PIP) you get depends on how difficult you find:

- everyday activities ('daily living' tasks)
- getting around ('mobility' tasks)

PIP amounts

		Lower rate	weekly	Higher rate	weekly
Daily part	living	£61.85		£92.40	
Mobility part		£24.45		£64.50	

PIP is tax free. The amount you get is not affected by your income or savings.

Tell the Department for Work and Pensions (DWP) straight away if there's a change in your personal circumstances or how your condition affects you.

How you're paid

PIP is usually paid every 4 weeks.

Your decision letter tells you:

- the date of your first payment
- what day of the week you'll usually be paid
- how long you'll get PIP for
- when and if your claim will be reviewed

If your payment date is on a bank holiday, you'll usually be paid before the bank holiday. After that you'll continue to get paid as normal.

All benefits, pensions and allowances are paid into your bank, building society or credit union account.

Other help you can get

If you get the mobility part of PIP, you might be eligible for a:

- Blue Badge
- vehicle tax discount or exemption

- Motability Scheme vehicle, if you get the higher mobility rate of PIP

If you get either the daily living or mobility part of PIP you're eligible for a Disabled Persons Railcard.

You may be able to get a discount on Council Tax and local bus travel. Contact your local council to check.

If someone helps to care for you, they may be able to get Carer's Allowance or Carer's Credit.

If you get other benefits and PIP

You may get a top-up (called a disability premium) if you get:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Housing Benefit

You might get the disability element of Working Tax Credit if you're eligible.

If you get Constant Attendance Allowance you'll get less of the daily living part of PIP.

If you get War Pensioners' Mobility Supplement you will not get the mobility part of PIP.

4. How to claim

Before you apply for Personal Independence Payment (PIP)

If you live in Scotland, you need to apply for Adult Disability Payment (ADP) instead.

To claim PIP, you need to:

1. Call to start your claim. You'll then be sent a form that asks about your condition.
2. Complete and return the form.
3. You might need to have an assessment, if more information is needed.

There's a different way to claim if you might have 6 months or less to live.

Calling to start your claim

Call the 'PIP new claims' phone line.

If you need someone to help you, you can:

- ask for them to be added to your call - you cannot do this if you use textphone

- ask someone else to call on your behalf - you'll need to be with them when they call

You'll need to give the following information:

- your contact details, for example telephone number
- your date of birth
- your National Insurance number, if you have one (you can find this on letters about tax, pensions and benefits)
- your bank or building society account number and sort code
- your doctor or health worker's name, address and telephone number
- dates and addresses for any time you've spent in a care home or hospital
- dates for any time you spent abroad for more than 4 weeks at a time, and the countries you visited

PIP new claims

Telephone:	0800	917	2222
Textphone:	0800	917	7777
Relay UK (if you cannot hear or speak on the phone):			
18001	then	0800	917
			2222
British Sign Language (BSL) video relay service if you're			
on	a		computer

Calling from abroad: +44 191 218 7766
Monday to Friday, 8am to 5pm

Start your claim by post

You can start a claim by post instead, but it takes longer to get a decision.

Send a letter to 'Personal Independence Payment New Claims'.

You'll be sent a form asking for your personal information, such as your address and your age. Fill in and return the form.

You'll then be sent a form which asks about your disability or condition.

Personal Independence Payment New Claims
Post Handling Site B
Wolverhampton
WV99 1AH

Completing and returning the form about your condition

You'll usually get a form called 'How your disability affects you' within 2 weeks.

Fill in the form using the guidance that comes with it, and return it to the address on the form.

Include supporting documents if you have them - for example, prescription lists, care plans, or information from your doctor or others involved in your care.

You have 1 month to return it. Contact the PIP enquiry line if you need more time or have questions.

You can read Citizens Advice's help on filling in the form.

If you need to have an assessment

You'll be invited to an assessment with a health professional if more information is needed. They'll ask about:

- how your condition affects your daily living and mobility tasks
- any treatments you've had or will have

They might ask you to do some simple movements to show how you manage some activities.

The assessment can be in person, over the phone or by video call. It usually takes 1 hour. If your assessment is in person, your invitation letter will explain how to attend your appointment safely.

You can read Citizens Advice's help on preparing for an assessment.

Getting a decision

You'll get a letter that tells you whether you'll get PIP and the date of your first payment.

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for 'mandatory reconsideration'.

5. If your PIP claim is reviewed

The letter you got when your Personal Independence Payment (PIP) was approved will tell you when your claim will end and if it will be reviewed.

How PIP reviews work

You will continue to get PIP while your claim is being reviewed.

1. You'll get a letter asking you to fill in a form called 'Award review - how your disability affects you'.
2. Fill in the form using the notes that come with it.
3. Send the form and any supporting information you have not shared with the Department for Work and

Pensions (DWP) before - the form explains what to include and where to send it. You'll need to return it within 1 month. Contact the PIP enquiry line if you need more time.

4. DWP will review your form. If they need more information, an independent health professional might phone you to ask some questions or send a letter inviting you to an assessment. Assessments can be in person, over the phone or by video call.
5. You'll get a letter that tells you what will happen with your PIP. If your needs have changed, your PIP might be increased, reduced or stopped.

Because of coronavirus (COVID-19), you'll only be invited to an assessment in person if more information is needed and you cannot do an assessment by phone or video call. Your invitation letter will explain how to attend your appointment safely.

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for mandatory reconsideration.

6. Change of circumstances

You must contact the Personal Independence Payment (PIP) enquiry line if:

- your personal details change, for example your name, address or doctor
- the help you need or your condition changes
- your condition has worsened and you're not expected to live more than 6 months
- you go into hospital or a care home
- you go abroad
- you're imprisoned or held in detention
- your immigration status has changed, if you're not a British citizen

You could be taken to court or have to pay a penalty if you give wrong information or do not report a change in your circumstances.

How to report a change of circumstances

Contact the PIP enquiry line to report a change of circumstances.

Call the 'PIP enquiry line'.

If you need someone to help you, you can:

- ask for them to be added to your call - you cannot do this if you use textphone
- ask someone else to call on your behalf - you'll need to be with them when they call

PIP enquiry line
Telephone: 0800 121 4433
Textphone: 0800 121 4493
Relay UK (if you cannot hear or speak on the phone): 18001 then 0800 121 4433
British Sign Language (BSL) video relay service if you're on a computer
Monday to Friday, 9am to 5pm

If you've been paid too much

You may have to repay the money if you:

- did not report a change straight away
- gave wrong information
- were overpaid by mistake

7. Claiming PIP if you might have 6 months or less to live

You can get Personal Independence Payment (PIP) more quickly if:

- your doctor or a medical professional has said you might have 6 months or less to live
- you're aged 16 or over

You must also be under State Pension age if you've not received PIP before.

If you live in Scotland, you may need to apply for Adult Disability Payment (ADP) instead.

What you'll get

You'll get the higher daily living part of £92.40 per week.

Whether you get the mobility part and how much you'll get depends on your needs. The lower weekly rate is £24.45 and the higher weekly rate is £64.50.

How to claim

You can claim for yourself or someone else can do it for you.

1. Call the PIP claims line to start your claim.
2. Ask a medical professional for form DS1500. They'll either fill it in and give the form to you or send it directly to the Department for Work and Pensions (DWP).
3. If you also claim Universal Credit, sign in to your online account and use your journal to say that you have sent a DS1500 to DWP.

You will not need to go to a face-to-face assessment.

If you need someone to help you, you can:

- ask for them to be added to your call - you cannot do this if you use textphone
- ask someone else to call on your behalf - you'll need to be with them when they call

PIP				claims
Telephone:	0800	917	2222	
Textphone:	0800	917	7777	
Relay UK (if you cannot hear or speak on the phone):				
18001	then	0800	917	2222
British Sign Language (BSL) video relay service if you're				
on	a			computer
Calling from abroad:	+44	191	218	7766
Monday to Friday, 9am to 5pm				

You may be able to get other benefits if you're nearing the end of life.

Attendance Allowance

1. Overview

Attendance Allowance helps with extra costs if you have a disability severe enough that you need someone to help look after you.

This guide is also available in Welsh (Cymraeg), British Sign Language (BSL) and Easy Read format.

It's paid at 2 different rates and how much you get depends on the level of care that you need because of your disability.

You could get £61.85 or £92.40 a week to help with personal support if you're both:

- physically or mentally disabled
- State Pension age or older

It does not cover mobility needs.

The other benefits you get can increase if you get Attendance Allowance.

You do not have to have someone caring for you in order to claim.

If you do have a carer, they could get Carer's Allowance if you have substantial caring needs.

2. What you'll get

Attendance Allowance is paid weekly at 2 different rates - the one you get depends on the level of help you need.

Attendance Allowance is not means-tested - what you earn or how much you have in savings will not affect what you get.

Attendance Allowance rates

Rate	Level of help you need
Lower rate - £61.85	Frequent help or constant supervision during the day, or supervision at night
Higher rate - £92.40	Help or supervision throughout both day and night, or a medical professional has said you might have 6 months or less to live

If your circumstances change, you could get a different rate. You must report a change of circumstances.

You could get extra Pension Credit, Housing Benefit or Council Tax Reduction if you get Attendance Allowance - check with the helpline or office dealing with your benefit.

How you're paid

All benefits are paid into your bank, building society or credit union account.

3. Eligibility

You can get Attendance Allowance if you've reached State Pension age and the following apply:

- you have a physical disability (including sensory disability, for example blindness), a mental disability (including learning difficulties), or both
- your disability is severe enough for you to need help caring for yourself or someone to supervise you, for your own or someone else's safety
- you have needed that help for at least 6 months (unless you might have 6 months or less to live)

You must also:

- be in Great Britain when you claim - there are some exceptions, such as members and family members of the armed forces
- have been in Great Britain for at least 2 of the last 3 years (this does not apply if you're a refugee or have humanitarian protection status)
- be habitually resident in the UK, Ireland, Isle of Man or the Channel Islands
- not be subject to immigration control (unless you're a sponsored immigrant)

If you live in the EU, Switzerland, Norway, Iceland or Liechtenstein

You might still be able to get Attendance Allowance if you're a UK national and you live in or move to the EU, European Economic Area (EEA) or Switzerland.

Read guidance to find out if you can get benefits in the EU, EEA or Switzerland.

If you might have 6 months or less to live

If a medical professional has said you might have 6 months or less to live, you can be eligible as soon as you need help caring for yourself or someone to supervise you.

You do not have to need that help for 6 months. This is sometimes called 'special rules'.

If you're eligible for Attendance Allowance, you'll automatically get the higher rate.

If you're in a care home

You cannot usually get Attendance Allowance if you live in a care home and your care is paid for by your local authority. You can still claim Attendance Allowance if you pay for all your care home costs yourself.

If you need an assessment

You'll only need to attend an assessment to check your eligibility if it's unclear how your illness or disability affects you.

If you do need an assessment you'll get a letter saying why and where you must go. During the assessment, a medical professional will need to examine you.

You cannot get Attendance Allowance if you already get Disability Living Allowance (DLA), Personal Independence Payment (PIP) or Adult Disability Payment (ADP).

4. How to claim

Use the Attendance Allowance claim form to apply by post. The form comes with notes telling you how to fill it in.

Send the completed form to:

Freepost DWP Attendance Allowance

You do not need a postcode or a stamp.

Call the Attendance Allowance helpline to ask for:

- a copy of the form
- alternative formats, such as braille, large print or audio CD

Attendance	Allowance	helpline
Telephone:	0800 731	0122
Textphone:	0800 731	0317
Relay UK (if you cannot hear or speak on the phone):		
18001 then	0800 731	0122
British Sign Language (BSL) video relay service if you're on a computer		
Monday to Friday, 8am to 6pm		

The helpline will be closed on:

- Monday 26 December 2022
- Tuesday 27 December 2022
- Wednesday 28 December 2022
- Monday 2 January 2023

Backdating your claim

Attendance Allowance can be backdated to the date of your claim. This is usually the date your form is received or the date you call the enquiry line (if you then return the claim pack within 6 weeks).

If you might have 6 months or less to live

You can get Attendance Allowance more quickly if a medical professional has said you might have 6 months or less to live. This is sometimes called 'special rules'.

You must complete an Attendance Allowance claim form. You should also ask a doctor or medical professional for form DS1500 - they'll either fill it in and give the form to you or send it directly to the Department for Work and Pensions (DWP).

You can do this on behalf of someone else without their permission. The letter about the money awarded will not mention 'special rules'.

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for mandatory reconsideration.

Complaints

You can complain to DWP if you're unhappy with the service you've received.

5. Report a change in circumstances

If your circumstances change, the amount you get from Attendance Allowance may go up or down.

You must contact the Attendance Allowance helpline straight away if:

- the level of help you need or your condition changes - you'll need to provide details like if the amount of times you need help each day has changed
- you go into hospital or a care home - you'll need to provide the address, the dates you've been there for, and how your stay is paid for

- you leave the country for more than 4 weeks
- you go into prison
- you change your name, address or bank details
- you want to stop receiving your benefit
- your doctor's details change
- your immigration status changes, if you're not a British citizen

You could be taken to court or have to pay a penalty if you give wrong information or do not report a change in your circumstances.

Attendance	Allowance	helpline
Telephone:	0800 731	0122
Textphone:	0800 731	0317
Relay UK (if you cannot hear or speak on the phone):		
18001 then	0800 731	0122
British Sign Language (BSL) video relay service if you're on	a	computer
Monday to Friday, 8am to 6pm		

If you've been paid too much

You may have to repay the money if you:

- did not report a change straight away
- gave wrong information
- were overpaid by mistake

Disability Living Allowance (DLA) for children

1. Overview

Disability Living Allowance (DLA) for children may help with the extra costs of looking after a child who:

- is under 16
- has difficulties walking or needs much more looking after than a child of the same age who does not have a disability

They will need to meet all the eligibility requirements.

The DLA rate is between £24.45 and £156.90 a week and depends on the level of help the child needs.

This guide is also available in Welsh (Cymraeg), British Sign Language (BSL) and easy read format.

If your child lives in Scotland

You need to apply for Child Disability Payment instead of DLA for children.

If you currently get DLA for children, you'll be automatically moved to Child Disability Payment by summer 2023.

When the transfer begins, you'll get a letter from Social Security Scotland.

If your child moves from Scotland to England or Wales

If your child gets Child Disability Payment and they move from Scotland to England or Wales, you must make a new claim for DLA for children instead.

Your Child Disability Payment will stop 13 weeks after your child moves – apply for DLA as soon as possible after moving to avoid a gap between payments.

2. DLA rates for children

Disability Living Allowance (DLA) for children is a tax-free benefit made up of 2 components (parts). The child might qualify for one or both components.

Care component

Care component	Weekly rate
----------------	-------------

Lowest	£24.45
--------	--------

Middle	£61.85
--------	--------

Highest	£92.40
---------	--------

Care component

Weekly rate

Mobility component

Weekly rate

Lower

£24.45

Higher

£64.50

How DLA for children is paid

DLA is usually paid every 4 weeks on a Tuesday.

If your payment date is on a bank holiday, you will usually be paid before the bank holiday. After that you'll continue to get paid as normal.

All benefits, pensions and allowances are paid into your bank, building society or credit union account.

Extra help

You might qualify for Carer's Allowance if you spend at least 35 hours a week caring for a child who gets the middle or highest care rate of DLA.

3. Eligibility

Usually, to qualify for Disability Living Allowance (DLA) for children the child must:

- be under 16 - anyone over 16 must apply for Personal Independence Payment (PIP)
- need extra looking after or have walking difficulties
- be in England, Wales, a European Economic Area (EEA) country or Switzerland when you claim - there

are some exceptions, such as family members of the Armed Forces

- have lived in Great Britain for at least 6 of the last 12 months, if over 3 years old
- be habitually resident in the UK, Ireland, Isle of Man or the Channel Islands
- not be subject to immigration control

There are some exceptions to these conditions if the child is living in or coming from an EEA country or Switzerland.

The rules are different in Northern Ireland.

If your child currently lives in Scotland, you need to apply for Child Disability Payment instead.

You can claim DLA for children if you're in or out of work.

If you're not a British citizen

If you and your child are from the EU, Switzerland, Norway, Iceland or Liechtenstein, you will usually also need settled or pre-settled status under the EU Settlement Scheme to claim DLA for your child.

The deadline to apply to the scheme was 30 June 2021 for most people, but you might still be able to apply.

Children under 3

A child under 6 months must have lived in Great Britain for at least 13 weeks.

A child aged between 6 months and 3 years must have lived in Great Britain for at least 26 of the last 156 weeks.

The rules on residence do not normally apply if a medical professional has said the child might have 6 months or less to live.

The child's disability or health condition

The child's disability or health condition must mean at least one of the following apply:

- they need much more looking after than a child of the same age who does not have a disability
- they have difficulty getting about

They must have had these difficulties for at least 3 months and expect them to last for at least 6 months.

If a medical professional has said they might have 6 months or less to live, they do not need to have had these difficulties for 3 months.

Care component

The rate the child gets depends on the level of looking after they need, for example:

- lowest rate - help for some of the day
- middle rate - frequent help or constant supervision during the day, supervision at night or someone to help while they're on dialysis
- highest rate - help or supervision throughout both day and night, or a medical professional has said they might have 6 months or less to live

Mobility component

The rate the child gets depends on the level of help they need getting about, for example:

- lowest rate - they can walk but need help and or supervision when outdoors
- highest rate - they cannot walk, can only walk a short distance without severe discomfort, could become very ill if they try to walk or they're blind or severely sight impaired

There are also age limits to receiving the mobility component:

- lowest rate - the child must be 5 years or over
- highest rate - the child must be 3 years or over

If your child is under these ages and you claim DLA for them, you should be sent a claim pack 6 months before they turn 3 and 6 months before they turn 5. You can then apply for the mobility component if you think they're eligible for it.

If you have not received any claim packs and you think your child may be entitled to the mobility component, contact the Disability Service Centre.

4. How to claim

To claim DLA for a child you need to be their parent or look after them as if you're their parent. This includes step-parents, guardians, grandparents, foster-parents or older brothers or sisters.

If your child currently lives in England or Wales you can apply by either:

- printing off and filling in the DLA claim form

- phoning the Disability Living Allowance helpline and asking for a printed form

Disability	Living	Allowance	helpline
Telephone:	0800	121	4600
Textphone:	0800	121	4523
Relay UK (if you cannot hear or speak on the phone):			
18001	then	0800	121 4600
British Sign Language (BSL) video relay service if you're on a computer			

Monday to Friday, 9am to 5pm

If your child lives in Northern Ireland, apply for DLA for children in Northern Ireland. If your child lives in Scotland, apply for Child Disability Payment.

If your child moves from Scotland to England or Wales

Your Child Disability Payment will stop 13 weeks after your child moves.

Apply for DLA for children as soon as possible after moving to avoid a gap between payments.

When you'll be paid

DLA can be paid from the start of your claim. It cannot be backdated. Your claim will start on the date the form is

received or the date you call the enquiry line (if you return the claim pack within 6 weeks).

You'll usually get a decision letter about 8 weeks (40 working days) after your form is received. The letter will tell you when you'll get your first payment.

If the child might have 6 months or less to live

There are special rules if a medical professional has said the child might have 6 months or less to live, so they can get DLA more quickly.

Phone the Disability Living Allowance helpline to start your claim. Ask a medical professional for form DS1500. They'll either fill it in and give the form to you or send it directly to the Department for Work and Pensions.

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for mandatory reconsideration.

5. Changes you need to report

You must contact the Disability Living Allowance (DLA) helpline if:

- your child's personal details change, for example their name, address or doctor
- the help they need or their condition changes
- their condition has worsened and they're not expected to live more than 6 months
- they go into hospital or a care home
- they go abroad
- they're imprisoned or held in detention
- their immigration status has changed, if they're not a British citizen

You could be taken to court or have to pay a penalty if you give wrong information or do not report a change in your child's circumstances.

A change can affect how much DLA your child gets. Their DLA will not usually be affected if they go:

- into a local authority care home for less than 28 days
- into a hospital
- abroad for less than 13 weeks
- abroad for less than 26 weeks to get medical treatment for a condition which began before they left

If your child moves to Scotland

If your child gets DLA and they move to Scotland, you must report this by calling the DLA helpline. They'll arrange for your child to get Child Disability Payment instead.

Call the DLA helpline

Telephone:	0800	121	4600	
Textphone:	0800	121	4523	
Relay UK (if you cannot hear or speak on the phone):				
18001	then	0800	121	4600
British Sign Language (BSL) video relay service if you're on a computer				

Monday to Friday, 9am to 5pm

6. When your child turns 16

Your child will need to apply for Personal Independence Payment (PIP) when they turn 16.

When they apply for PIP

Your child will get a letter inviting them to apply for PIP. The letter will be sent:

- shortly after their 16th birthday
- when they leave hospital, if they were in hospital on their 16th birthday

- about 20 weeks before their DLA award ends, if they were awarded DLA under the rules for people who might have 6 months or less to live

Your child's DLA payments will stop unless they apply for PIP by the date given in the letter.

If they apply by the date given in the letter, they'll continue to receive DLA until their claim is assessed.

Industrial Injuries Disablement Benefit

1. Overview

You might get Industrial Injuries Disablement Benefit (IIDB) if you became ill or are disabled because of an accident or disease either:

- at work
- on an approved employment training scheme or course

The amount you may get depends on your individual circumstances.

Your carer could get Carer's Allowance if you have substantial caring needs.

This guide is also available in Welsh (Cymraeg) and in an easy read format.

2. What you'll get

The level of your disability will affect the amount of benefit you may get. This will be assessed by a 'medical advisor' on a scale of 1 to 100%.

Normally you must be assessed as 14% disabled or more to get the benefit.

All amounts are a guide only.

Assessed level of disablement	Weekly amount
--------------------------------------	----------------------

100%	£188.60
------	---------

90%	£169.74
-----	---------

Assessed level of disablement	Weekly amount
--------------------------------------	----------------------

80%	£150.88
-----	---------

70%	£132.02
-----	---------

60%	£113.16
-----	---------

50%	£94.30
-----	--------

Assessed level of disablement	Weekly amount
--------------------------------------	----------------------

40%	£75.44
-----	--------

30%	£56.58
-----	--------

20%	£37.72
-----	--------

3. Eligibility

Accidents

You may be able to claim Industrial Injuries Disablement Benefit (IIDB) if:

- you were employed when the accident or event happened
- you were on an approved employment training scheme or course when the accident or event happened
- the work accident or event that caused your illness or disability happened in England, Scotland or Wales

There are some exceptions you can ask your regional Industrial Injuries Disablement Benefit Centre about.

Diseases

You can claim IIDB if you were employed in a job or were on an approved employment training scheme or course that caused your disease. The scheme covers more than 70 diseases, including:

- asthma
- chronic bronchitis or emphysema - also known as chronic obstructive pulmonary disease (COPD)

- deafness
- pneumoconiosis (including silicosis and asbestosis)
- osteoarthritis of the knee in coal miners
- prescribed disease A11 (previously known as vibration white finger)
- Dupuytren's contracture

The scheme also covers asbestos related diseases including:

- pneumoconiosis (asbestosis)
- diffuse mesothelioma
- primary carcinoma of the lung with asbestosis
- primary carcinoma of the lung without asbestosis but where there has been extensive occupational exposure to asbestos in specified occupations
- unilateral or bilateral diffuse pleural thickening

You can get a full list of illnesses from your regional Industrial Injuries Disablement Benefit centre.

You cannot claim Industrial Injuries Disablement Benefit if you were self-employed.

4. How to claim

You'll need to fill in and post a claim form.

The form comes with notes that:

- help you fill it in
- tell you where to send it

You'll need to use a different form depending on whether you're claiming for:

- accidents caused by work (form BI100A)
- diseases caused by work (form BI100PD)

Request a claim form by phone

You can also ask Barnsley Industrial Injuries Disablement Benefit (IIDB) Centre to send you a claim form.

Barnsley IIDB Centre

Telephone: 0800 121 8379

Textphone: 0800 169 0314

Relay UK (if you cannot hear or speak on the phone):

18001 then 0800 121 8379

British Sign Language (BSL) video relay service if you're on a computer

Monday to Friday, 9am to 5pm

Alternative formats

Call to ask for alternative formats, such as braille, large print or audio CD.

After you send your form

Your claim will be assessed using the information provided in your claim form, or at a face to face medical assessment.

The Centre for Health and Disability Assessments (CHDA) will contact you if you need a face to face medical assessment. They'll send you information about what to expect at the appointment. Read the guidance on how to attend your face to face assessment safely because of coronavirus (COVID-19).

You will not need to attend a face to face assessment if you're terminally ill or you have any of the following diseases:

- diffuse mesothelioma

- angiosarcoma of the liver due to exposure to vinyl chloride monomer
- primary carcinoma of the bronchus or lung through exposure to arsenic
- primary carcinoma of the bronchus or lung through exposure to Nickel/Nickel compounds
- primary carcinoma of the lung where there is accompanying evidence of asbestosis
- primary carcinoma of the lung, through exposure to asbestos
- primary carcinoma of the lung, linked to tin and other specified chemicals or work with coke ovens
- primary carcinoma of the lung where there is accompanying silicosis

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for 'mandatory reconsideration'.

5. Report a change in circumstances

You, or the person who claims on your behalf, must tell the office that deals with your payments about any changes to your circumstances or personal details. Let them know straight away if:

- the condition for which you're getting benefit improves or gets worse
- you change your name or gender
- you get married or form a civil partnership
- you change your address
- you leave the country
- you go into prison
- your immigration status changes, if you're not a British citizen

You must also report these if you receive Unemployability Supplement, which topped up Industrial Disablement Supplement until 1987.

You could be taken to court or have to pay a penalty if you give wrong information or do not report a change in your circumstances.

Industrial Injuries Disablement Benefit Centres

Barrow IIDB Centre

Mail	Handling	Site	A
Wolverhampton			
WV98 2BR			

Telephone:	0800	121	8379
Textphone:	0800	169	0314

Relay UK (if you cannot hear or speak on the phone):
 18001 then 0800 121 8379

British Sign Language (BSL) video relay service if you're

on a computer
Monday to Friday, 9am to 5pm

Barnsley IIDB Centre

Mail Handling Site A
Wolverhampton
WV98 1SY

Telephone: 0800 121 8379

Textphone: 0800 169 0314

Relay UK (if you cannot hear or speak on the phone):

18001 then 0800 121 8379

British Sign Language (BSL) video relay service if you're
on a computer

Monday to Friday, 9am to 5pm

Bradford IIDB Centre

Mail Handling Site A
Wolverhampton
WV98 2EW

Telephone: 0800 121 8379

Textphone: 0800 169 0314 Relay UK (if you cannot hear

or speak on the phone): 18001 then 0800 121 8379

British Sign Language (BSL) video relay service if you're
on a computer

Monday to Friday, 9am to 5pm

If you've been paid too much

You may have to repay the money if you:

- did not report a change straight away
- gave wrong information
- were overpaid by mistake

6. Further information

Other benefits you may be able to get

Constant Attendance Allowance (CAA)

You can claim CAA for accidents where your disability is assessed at 100% and you need daily care and attention.

The CAA rate you're paid is based on an assessment of your needs.

Exceptionally Severe Disablement Allowance

You can claim £75.50 paid in addition to the CAA rates, if you're assessed at one of the top 2 rates of CAA and need permanent, constant care and attention.

Reduced Earnings Allowance (REA)

You may get REA if:

- you cannot do your usual job or other work with similar pay because of an accident or disease caused by work
- you have a disability or injury which began before 1 October 1990

Pneumoconiosis Etc. (Workers' Compensation) Act 1979

Jobcentre Plus may pay you a lump sum if you have one of the following diseases:

- pneumoconiosis
- byssinosis
- diffuse mesothelioma
- bilateral diffuse pleural thickening
- primary carcinoma of the lung when accompanied by asbestosis or bilateral diffuse pleural thickening

To get a payment you must meet all the following conditions:

- your dust-related disease must have been caused by your employment
- you're getting Industrial Injuries Disablement Benefit for one of the listed diseases
- you must claim within 12 months of the decision awarding Industrial Injuries Disablement Benefit
- you cannot or have not taken civil action because your former employer has stopped trading
- you have not brought a court action or received compensation from an employer in respect of the disease

You may be able to make a claim if you're the dependant of someone who suffered from a dust-related disease but who has died. A dependant claim must be made within 12 months of the death of the sufferer.

Diffuse mesothelioma payment

You may still be able to get a payment for an asbestos-related illness if you are not eligible for compensation under the Pneumoconiosis etc (Workers' Compensation) Act 1979.

There are two different payment schemes.

You can claim for the '2008 scheme' if you came into contact with asbestos:

- while you were self employed
- through a family member, for example by washing their clothes

You can claim for the Diffuse Mesothelioma Payment Scheme (DMPS) if you were diagnosed with diffuse mesothelioma on or after 25 July 2012. You can apply for this even if you've claimed compensation under the Pneumoconiosis etc (Workers' Compensation) Act 1979.

Effects on other benefits

You can still get Industrial Injuries Disablement Benefit (IIDB) if you're claiming:

- contribution-based Employment and Support Allowance
- Incapacity Benefit
- New Style Jobseeker's Allowance
- State Pension

IIDB will affect the following benefits if you or your partner are claiming them:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance

- Pension Credit
- Housing Benefit
- Working Tax Credit
- Universal Credit

It may also affect Council Tax Reduction - contact your local council for more information.

Industrial Injuries Disablement Benefit Centres

Barrow IIDB Centre

Mail	Handling	Site	A
Wolverhampton			
WV98 2BR			

Telephone:	0800	121	8379
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Textphone:	0800	169	0314
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Relay UK (if you cannot hear or speak on the phone):

18001	then	0800	121	8379
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British Sign Language (BSL) video relay service if you're on a computer

Monday	to	Friday,	9am	to	5pm
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Barnsley IIDB Centre

Mail	Handling	Site	A
Wolverhampton WV98 1SY			

Telephone:	0800	121	8379
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Textphone:	0800	169	0314
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Relay UK (if you cannot hear or speak on the phone):

18001	then	0800	121	8379
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British Sign Language (BSL) video relay service if you're
on a computer

Monday to Friday, 9am to 5pm

Bradford IIDB Centre

Mail	Handling	Site	A
Wolverhampton WV98 2EW			

Telephone:	0800	121	8379
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Textphone:	0800	169	0314
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Relay UK (if you cannot hear or speak on the phone): 18001 then 0800 121 8379

British Sign Language (BSL) video relay service if you're
on a computer

Monday to Friday, 9am to 5pm

Vaccine Damage Payment

1. Overview

If you're severely disabled as a result of a vaccination against certain diseases, you could get a one-off tax-free payment of £120,000. This is called a Vaccine Damage Payment.

You can also apply for this payment on behalf of someone who has died after becoming severely disabled because of certain vaccinations. You need to be managing their estate to apply.

You do not need a legal representative, such as a solicitor, to apply for a Vaccine Damage Payment.

Vaccine Damage Payments are not a compensation scheme. You can still take legal action to claim compensation, even if you get a Vaccine Damage Payment.

This guide is also available in Welsh (Cymraeg).

Effect on benefits you receive

A Vaccine Damage Payment can affect benefits and entitlements like:

- Income Support
- Income-based Jobseeker's Allowance
- Working Tax Credit
- Child Tax Credit
- Universal Credit
- Pension Credit
- Housing Benefit
- Council Tax Reduction
- Employment and Support Allowance

The effect the payment will have depends on a number of things. This includes the payment being put into a trust and the payments being made from it.

If you get a Vaccine Damage Payment, tell the office that deals with your benefit or tax credit claim. You can get contact details from letters they have sent you.

2. What you'll get

A Vaccine Damage Payment is a one-off, tax-free payment of £120,000.

How you're paid

You'll get paid directly if you're over 18 and can manage your own affairs. If you're under 18 or you cannot manage your own affairs, the payment will be made to your trustees.

If you live with your family, your parents may be appointed as trustees.

All benefits, pensions and allowances are paid into an account, for example your bank account.

3. Eligibility

You could get a payment if you're severely disabled and your disability was caused by vaccination against any of the following diseases:

- coronavirus (COVID-19)
- diphtheria
- haemophilus influenzae type b (Hib)
- human papillomavirus
- influenza, except for influenza caused by a pandemic influenza virus
- measles
- meningococcal group B (meningitis B)

- meningococcal group C (meningitis C)
- meningococcal group W (meningitis W)
- mumps
- pandemic influenza A (H1N1) 2009 (swine flu) - up to 31 August 2010
- pertussis (whooping cough)
- pneumococcal infection
- poliomyelitis
- rotavirus
- rubella (German measles)
- smallpox - up to 1 August 1971
- tetanus
- tuberculosis (TB)

You may have had a combined vaccination against a number of the diseases listed. For example, you might have been vaccinated against DTP (diphtheria, tetanus and pertussis) or MMR (measles, mumps and rubella).

You may also be able to get a payment if you're severely disabled because either:

- your mother was vaccinated against one of the diseases in the list while she was pregnant
- you've been in close physical contact with someone who's had an oral vaccine against poliomyelitis

You can also apply for this payment on behalf of someone who has died after becoming severely disabled because of one of these vaccinations. You need to be managing their estate to apply.

What counts as 'severely disabled'

Disablement is worked out as a percentage, and 'severe disablement' means at least 60% disabled.

This could be a mental or physical disablement and will be based on medical evidence from the doctors or hospitals involved in your treatment.

When and where the vaccination must have taken place

You must normally have been vaccinated before your 18th birthday, unless the vaccination was during an outbreak of disease in the UK or the Isle of Man, or it was against:

- coronavirus (COVID-19)
- poliomyelitis
- rubella
- meningococcal group C
- human papillomavirus
- pandemic influenza A (H1N1) 2009 (swine flu)
- meningococcal group W before your 26th birthday

- influenza

The vaccination must have been given in the UK or the Isle of Man, unless you were vaccinated as part of your armed forces medical treatment.

4. How to claim

Apply by filling out a claim form.

You do not need a legal representative, such as a solicitor, to apply for a Vaccine Damage Payment.

You can apply on someone else's behalf if:

- they're under 16 and you're their parent or guardian
- they're not able to manage their own affairs and you act as their representative
- they've died and you manage their estate

Send the completed claim form to:

Vaccine	Damage	Payment	Scheme
Unit	5	Greenfinch	Way
Newburn		Business	Park
Newcastle-upon-Tyne			
NE15 8NX			

You can also contact the Vaccine Damage Payment Scheme to ask for a claim form:

Vaccine	Damage	Payment	Scheme
nhsbsa.vdps@nhs.net			
Telephone:	0300	330	0013
British Sign Language (BSL) video relay service if you're on a computer			
Monday to Friday, 8am to 4:30pm			

Time limits on making a claim

You can only claim for a child once they are 2 years old.

To claim for an adult, apply by whichever is the latest of the following dates:

- on or before their 21st birthday (or if they've died, the date they would have reached 21)
- within 6 years of the vaccination
- **How long it takes**

It can take at least 6 months to process a Vaccine Damage Payment claim. If you're making a claim about a coronavirus (COVID-19) vaccination it will take longer.

Other help you can get

You might be able to:

- get financial help if you're disabled
- apply for equipment for your home if you're disabled
- get a Bereavement Support Payment, if you're claiming a Vaccine Damage Payment for someone who has died

5. If you disagree with a decision

You can challenge a decision about your Vaccine Damage Payment claim. This is called asking for a 'mandatory reversal'.

If the decision was made after 27 October 2013

Write to the Vaccine Damage Payment Scheme. You must:

- explain why you think the decision is wrong
- include any new evidence to support your application - only include evidence you have not already sent

Vaccine Unit Newburn Newcastle-upon-Tyne NE15 8NX	Damage 5	Payment Greenfinch Business	Scheme Way Park
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You need to include:

- the date of the original payment decision
- your name and address
- your date of birth
- your National Insurance number

If the decision was made on or before 27 October 2013

Contact the Vaccine Damage Payment Scheme for advice on challenging the decision.

Vaccine	Damage	Payment	Scheme
nhsbsa.vdps@nhs.net			
Telephone:	0300	330	0013
Monday to Friday, 8am to 4:30pm			

What happens next

The original decision will be reviewed. The NHS Business Services Authority (NHSBSA) will send you a new decision if they think it should be changed.

If they do not think the decision should be changed, you'll get a 'mandatory reversal notice' that will explain the reasons why. This will include the information you need to be able to appeal.

If you disagree with the outcome

You can ask for mandatory reversal again - there's no limit on the number of times you can make this request, and no time limit.

You can also appeal to the Social Security and Child Support Tribunal. The tribunal is impartial and independent of government.

There is no time limit for requesting an appeal.

Download and fill in form SSCS7 and send it to the address on the form.

You'll need to choose whether you want to go to the tribunal hearing to explain your case. If you do not attend, your appeal will be decided on your appeal form and any supporting evidence.

After you submit your appeal, you can provide evidence. Your appeal and the evidence will be discussed at a hearing by a judge and one or two experts, for example a doctor. The judge will then make a decision.

It usually takes around 6 months for your appeal to be heard by the tribunal.

Carer's Allowance

1. How it works

You could get £69.70 a week if you care for someone at least 35 hours a week and they get certain benefits.

You do not have to be related to, or live with, the person you care for.

You do not get paid extra if you care for more than one person.

If someone else also cares for the same person as you, only one of you can claim Carer's Allowance.

Carer's Allowance can affect the other benefits that you and the person you care for get. You have to pay tax on it if your income is over the Personal Allowance.

This guide is also available in Welsh (Cymraeg) and in an easy read format.

How you're paid

You can choose to be paid weekly in advance or every 4 weeks.

It will be paid into an account, for example your bank account.

What else you can get

For each week you get Carer's Allowance you'll automatically get National Insurance credits.

You may also be able to apply for:

- support from your local council
- a Council Tax Reduction
- Universal Credit if you're on a low income or out of work
- Pension Credit if you're over working age
- grants and bursaries to help pay for courses and training
- Income Support (if you get the severe disability premium and you're on a low income)
- income-based Employment and Support Allowance (if you get the severe disability premium and you cannot work)

If you live in Scotland and get Carer's Allowance, you may also get Carer's Allowance Supplement.

Get help and advice

You can get more help and advice from:

- Carers UK
- Carers Trust
- Citizens Advice
- NHS: Carers Direct helpline

2. Eligibility

You may be eligible for Carer's Allowance if you, the person you care for and the type of care you provide meets certain criteria.

The person you care for

The person you care for must already get one of these benefits:

- Personal Independence Payment - daily living component
- Disability Living Allowance - the middle or highest care rate
- Attendance Allowance

- Constant Attendance Allowance at or above the normal maximum rate with an Industrial Injuries Disablement Benefit
- Constant Attendance Allowance at the basic (full day) rate with a War Disablement Pension
- Armed Forces Independence Payment
- Child Disability Payment - the middle or highest care rate
- Adult Disability Payment - daily living component at the standard or enhanced rate

If you care for the person with others

You cannot get Carer's Allowance if you share the care of someone and the other carer is already claiming:

- Carer's Allowance for that person
- the extra amount of Universal Credit for caring for someone who gets a disability-related benefit for that person

If you want to get Carer's Allowance, speak to the other carer about changing their benefits.

If the other carer does not want to do that, you can still apply for Carer's Allowance. The Department for Work and Pensions (DWP) will decide who should receive the benefit.

The type of care you provide

You need to spend at least 35 hours a week caring for someone. This can include:

- helping with washing and cooking
- taking the person you care for to a doctor's appointment
- helping with household tasks, like managing bills and shopping

Your eligibility

All of the following must apply:

- you're 16 or over
- you spend at least 35 hours a week caring for someone
- you've been in England, Scotland or Wales for at least 2 of the last 3 years (this does not apply if you're a refugee or have humanitarian protection status)
- you normally live in England, Scotland or Wales, or you live abroad as a member of the armed forces (you might still be eligible if you're moving to or already living in an EEA country or Switzerland)
- you're not in full-time education

- you're not studying for 21 hours a week or more
- you're not subject to immigration control
- your earnings are £132 or less a week after tax, National Insurance and expenses

If you're from the EU, Switzerland, Norway, Iceland or Liechtenstein, you and your family usually also need settled or pre-settled status under the EU Settlement Scheme to get Carer's Allowance. The deadline to apply to the scheme was 30 June 2021 for most people, but you might still be able to apply.

If your earnings are sometimes more than £132 a week you might still be eligible for Carer's Allowance. Your average earnings may be calculated to work out if you're eligible.

Calculating your earnings

Your earnings are any income from employment and self-employment after tax, National Insurance and expenses.

Expenses can include:

- 50% of your pension contributions
- equipment you need to do your job, for example specialist clothing

- travel costs between different workplaces that are not paid for by your employer, for example fuel or train fares
- business costs if you're self-employed, for example a computer you only use for work

If you pay a carer to look after the disabled person or your children while you work, you can treat care costs that are less than or equal to 50% of your earnings as an expense. The carer must not be your spouse, partner, parent, child or sibling.

Example

You earn £100 a week (after tax, National Insurance and other expenses) and spend £60 a week on care while you work. You can treat £50 of this as an expense.

Payments that do not count as earnings include:

- money received from an occupational or private pension
- contributions towards your living or accommodation costs from someone you live with (they cannot be a tenant or boarder)
- the first £20 a week and 50% of the rest of any income you make from someone boarding in your home
- a loan or advance payment from your employer

If you get State Pension

You cannot get the full amount of both Carer's Allowance and your State Pension at the same time.

If your pension is £69.70 a week or more, you will not get a Carer's Allowance payment.

If your pension is less than £69.70 a week, you'll get a Carer's Allowance payment to make up the difference.

If you get Pension Credit

If your State Pension is more than £69.70 a week, you will not get a Carer's Allowance payment but your Pension Credit payments will increase instead.

If you're not eligible

You might be eligible for Carer's Credit if you're not eligible for Carer's Allowance.

3. Effect on other benefits

Carer's Allowance can affect the other benefits that both you and the person you care for get.

Effect on the benefits of the person you care for

When you get Carer's Allowance, the person you care for will usually stop getting:

- a severe disability premium paid with their benefits
- an extra amount for severe disability paid with Pension Credit

You can check if their severe disability payment will stop by contacting whoever pays this benefit. This is usually Jobcentre Plus, their local council, the Pension Service Helpline or Universal Credit.

They might also stop getting reduced Council Tax. Contact their local council to find out if this affects them.

Effect on your benefits

When you claim Carer's Allowance your other benefit payments may change, but your total benefit payments will usually either go up or stay the same.

Carer's Allowance does not count towards the benefit cap.

Use a benefits calculator to work out how your other benefits will be affected.

If you get Universal Credit

Your Universal Credit payment will be reduced by an amount equal to your Carer's Allowance payment.

You may get an extra amount of Universal Credit for caring for someone who gets a disability-related benefit (whether you get Carer's Allowance or not).

Which benefits you get will affect which National Insurance credits you're eligible for. If you get:

- Carer's Allowance payments you get Class 1 National Insurance credits, which help you qualify for some other benefits and State Pension
- Universal Credit you get Class 3 National Insurance credits, which count towards your State Pension only

If you get Working Tax Credit or Child Tax Credit

You must contact HM Revenue and Customs (HMRC) to tell them about your Carer's Allowance claim.

If you've reached State Pension age

If you get Pension Credit, your payments will increase if you're eligible for Carer's Allowance.

If you delay claiming your State Pension, this could increase the State Pension payments you get when you decide to claim it. You cannot build up extra State Pension during any period you get Carer's Allowance.

4. Make a claim

Before you apply make sure you have your:

- National Insurance number (if you have a partner you'll need theirs too)
- bank or building society details (unless you get your State Pension)
- employment details and latest payslip if you're working
- P45 if you've recently finished work
- course details if you're studying
- details of any expenses, for example pension contributions or the cost of caring for your children or the disabled person while you're at work

You also need details of the person you care for. You need their:

- date of birth and address
- National Insurance number if they're 16 or over
- Disability Living Allowance reference if they're under 16

You can backdate your claim by up to 3 months.

Other ways to apply

If you cannot apply online, you can apply by post. The address to send your application to is at the end of the form.

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for mandatory reconsideration.

5. Report a change in circumstances

You must report changes in your circumstances if you're claiming or have applied for Carer's Allowance.

Changes can include:

- starting a job
- starting or ending full-time education

- changes to your income
- stopping being a carer
- the person you care for no longer getting their disability benefit
- someone else who cares for the same person claiming Carer's Allowance instead of you
- someone else who cares for the same person claims the carer's element of Universal Credit
- changes to your immigration status, if you're not a British citizen

You must tell the Department for Work and Pensions if the person you're caring for dies.

You could be taken to court or have to pay a penalty if you give wrong information or do not report a change in your circumstances.

If you temporarily stop providing care for someone

You can still get Carer's Allowance if you temporarily stop providing care. This means any period when you spend less than 35 hours a week caring for the other person.

The person you care for must still receive their disability benefit.

You must tell DWP if you temporarily stop providing care and:

- you or the person you care for will be in hospital, a nursing home, or respite care for more than 12 weeks
- you stop caring for more than 28 days for any other reason

If you've been paid too much

You may have to repay the money if you:

- did not report a change straight away
- gave wrong information
- were overpaid by mistake

6. If you're working

You can work and get Carer's Allowance, as long as you spend at least 35 hours in your caring role.

You can get support for you or the person you care for from your employer, local councils and other organisations.

Time off for an emergency

You can ask your employer for time off to deal with an emergency involving someone else who depends on you for care. How much time off you get depends on your situation.

If you do not qualify for time off, your employer may allow you 'compassionate leave' for emergency situations.

Flexible working

If you need to work more flexibly, for example work part-time or work from home, you can request flexible working.

You do not have to tell your employer about your caring role or give another reason why you need to work more flexibly.

Respite care or 'short break' care

If you need someone to help look after the person you care for while you're at work, you can apply for respite care (also known as 'short break' care).

Respite care options include:

- getting a paid carer or a volunteer to sit with the person you look after for a few hours
- a regular place in a day care centre for the person you care for

Your local council may pay for respite care but you and the person you care for will need an assessment before you can apply.

Contact your local authority for information about local support.

Advice on starting work

If you need help starting or returning to work, contact your local Jobcentre Plus for help on how to combine work with your caring responsibilities.

Carer's Credit

1. Overview

You could get Carer's Credit if you're caring for someone for at least 20 hours a week.

Carer's Credit is a National Insurance credit that helps with gaps in your National Insurance record. Your State Pension is based on your National Insurance record.

Your income, savings or investments will not affect eligibility for Carer's Credit.

This guide is also available in Welsh (Cymraeg).

2. What you'll get

If you're eligible for Carer's Credit, you can get credits to help fill gaps in your National Insurance record.

This means you can take on caring responsibilities without affecting your ability to qualify for the State Pension.

3. Eligibility

To get Carer's Credit you must be:

- aged 16 or over
- under State Pension age
- looking after one or more people for at least 20 hours a week

The person you're looking after must get one of the following:

- Disability Living Allowance care component at the middle or highest rate
- Attendance Allowance
- Constant Attendance Allowance
- Personal Independence Payment daily living part
- Armed Forces Independence Payment

- Child Disability Payment (CDP) care component at the middle or highest rate

If the person you're caring for does not get one of these benefits, you may still be able to get Carer's Credit. When you apply, fill in the 'Care Certificate' part of the application form and get a health or social care professional to sign it.

Carers who do not qualify for Carer's Allowance may qualify for Carer's Credit.

Breaks in caring and eligibility

You can still get Carer's Credit even if you have breaks from caring (up to 12 weeks in a row).

For example, you'll still get Carer's Credit for 12 weeks if:

- you take a short holiday
- someone you look after goes into hospital
- you go into hospital

Keep the Carer's Allowance Unit updated if you have a break in caring of more than 12 weeks in a row.

Carer's	Allowance	Unit
Telephone:	0800 731	0297
Textphone:	0800 731	0317
Relay UK (if you cannot hear or speak on the phone):		

18001 then 0800 731 0297
British Sign Language (BSL) video relay service if you're
on a computer
Monday to Friday, 8am to 6pm

4. How to claim

Before you start

You do not need to apply for Carer's Credit if you:

- get Carer's Allowance - you'll automatically get credits
- get Child Benefit for a child under the age of 12 - you'll automatically get credits
- are a foster carer - you can apply for National Insurance credits instead

Apply using a form

Download the Carer's Credit claim form.

The form includes a Care Certificate - ask a health or social care professional to sign it for you.

You can also get the form by calling the Carer's Allowance Unit.

Carer's	Allowance	Unit
Telephone:	0800 731	0297
Textphone:	0800 731	0317
Relay UK (if you cannot hear or speak on the phone):		
18001	then 0800 731	0297
British Sign Language (BSL) video relay service if you're on a computer		
Monday	to Friday,	8am to 6pm

Alternative formats

Call the Carer's Allowance Unit to ask for alternative formats, such as braille, large print or audio CD.

Where to send your form

Carer's	Allowance	Unit
Mail	Handling	Site
Wolverhampton		
WV98 2AB		

If you disagree with a decision

You can challenge a decision about your claim. This is called asking for mandatory reconsideration.

Looking for work if you're disabled

1. Looking for a job

When you're looking for work, look on adverts and application forms for the 'disability confident' symbol.

This symbol means:

- the employer is committed to employing disabled people.
- you'll be guaranteed an interview if you meet the basic conditions for the job
-

Getting help

Your local Jobcentre can help you find a job or gain new skills and tell you about disability-friendly employers in your area.

They can also refer you to a specialist work psychologist, if appropriate, or carry out an 'employment assessment', asking you about:

- your skills and experience
- what kind of roles you're interested in

Ask the work coach at your local Jobcentre.

Programmes and grants

Your work coach can tell you about programmes and grants to help you back into work. These include:

- Access to Work - money towards a support worker or for the cost of equipment or travelling to work
- Intensive Personalised Employment Support - individual training and help to get you into work
- Work and Health Programme - to help you find and keep a job

2. Applying for a job

You may be able to apply for an Access to Work grant if you need communication support at your job interview (for example, a British Sign Language interpreter or a lipspeaker).

Questions about your health or disability

An employer is not normally allowed to ask you questions about your health or disability before they offer you a job.

They can only ask you about this for very limited reasons, for example to:

- make 'reasonable adjustments' - for example if you need a large print version of a test
- decide if you can do something that is an essential part of the job

If you're treated unfairly when you apply for a job

Contact the Equality Advisory Support Service if you think you've been treated unfairly.

You may also be able to take a complaint to an employment tribunal - you have to do this within 3 months of the discrimination happening.

Working Tax Credit

1. Eligibility

You can only make a claim for Working Tax Credit if you already get Child Tax Credit.

If you cannot apply for Working Tax Credit, you can apply for Universal Credit instead.

You might be able to apply for Pension Credit if you and your partner are State Pension age or over.

Hours you work

You must work a certain number of hours a week to qualify.

Circumstance	Hours a week
Aged 25 to 59	At least 30 hours
Aged 60 or over	At least 16 hours
Disabled	At least 16 hours

Circumstance	Hours a week
---------------------	---------------------

Single with 1 or more children	At least 16 hours
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Couple with 1 or more children	Usually, at least 24 hours between you (with 1 of you working at least 16 hours)
--------------------------------	--

A child is someone who is under 16 (or under 20 if they're in approved education or training).

You can still apply for Working Tax Credit if you're on leave.

Exceptions for couples with at least one child

You can claim if you work less than 24 hours a week between you and one of the following applies:

- you work at least 16 hours a week and you're disabled or aged 60 or above
- you work at least 16 hours a week and your partner is incapacitated (getting certain benefits because of disability or ill health), is entitled to Carer's Allowance, or is in hospital or prison

What counts as work

Your work can be:

- for someone else, either as their employee or as a worker
- as someone who's self-employed
- a mixture of the two

If you're self-employed

Some self-employed people are not eligible for Working Tax Credit. To qualify, your self-employed work must aim to make a profit. It must also be commercial, regular and organised.

This means you may not qualify if you do not:

- make a profit or have clear plans to make one
- work regularly
- keep business records, such as receipts and invoices
- follow any regulations that apply to your work, for example having the right licence or insurance

If the average hourly profit from your self-employed work is less than the National Minimum Wage, HM Revenue and Customs may ask you to provide:

- business records
- your business plan - find out how to write a business plan
- details of the day-to-day running of your business
- evidence that you've promoted your business - such as advertisements or flyers

Your pay

The work must last at least 4 weeks (or you must expect it to last 4 weeks) and must be paid.

This can include payment in kind (for example farm produce for a farm labourer) or where you expect to be paid for the work.

Exceptions

Paid work does not include money paid:

- for a 'Rent a Room' scheme (less than £7,500 or £3,750 for joint owners)
- for work done while in prison
- as a grant for training or studying
- as a sports award

Your income

There's no set limit for income because it depends on your circumstances (and those of your partner). For example, £18,000 for a couple without children or £13,100 for a single person without children - but it can be higher if you have children, pay for approved childcare or one of you is disabled.

2. What you'll get

You get a basic amount and extra (known as 'elements') on top of this.

How much you get depends on things like your circumstances and your income.

The basic amount is up to £2,070 a year.

Element

Amount

You're a couple applying together

Up to £2,125 a year

You're a single parent

Up to £2,125 a year

Element**Amount**

You work at least 30 hours a week

Up to £860 a year

You have a disability

Up to £3,345 a year

You have a severe disability

Up to £1,445 a year
(usually on top of the
disability payment)

Element

Amount

You pay for approved childcare that takes place in-person (not online)	Up to £122.50 (1 child) or £210 (2 or more children) a week
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Your tax credits could go up or down if your income or circumstances change. Contact HM Revenue and Customs (HMRC) to find out more.

How you're paid

Money is paid directly into your bank or building society account, every week or 4 weeks.

You must choose one account if you're a couple.

Usually, you're paid from the date of your claim up to the end of the tax year (5 April).

If your circumstances change

Your tax credits can go up or down if your family or work life change if you start a new job, you're laid off work or your partner dies.

You must report these changes to HMRC.

3. How to claim

You can only make a claim for Working Tax Credit if you already get Child Tax Credit.

If you get Child Tax Credit

To claim Working Tax Credit, update your existing tax credit claim.

Update your claim by reporting a change in your circumstances.

If you do not get Child Tax Credit

You cannot apply for Working Tax Credit.

You can apply for Universal Credit instead.

You might be able to apply for Pension Credit if you and your partner are State Pension age or over.

4. Leave and gaps in your employment

You can get Working Tax Credit for periods when you do not work. For example, when you:

- go on maternity leave
- get sick pay
- are in between jobs

You're entitled to the tax credits for a certain period of time providing you qualify.

If you do not return to work at the end of the period contact HM Revenue and Customs.

Circumstance	Period you get tax credits for
---------------------	---------------------------------------

You lose or leave your job	For 4 weeks
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You're on maternity leave	For the first 39 weeks of your leave
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You're on adoption leave	For the first 39 weeks of your leave
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Circumstance	Period you get tax credits for
---------------------	---------------------------------------

You're on paternity leave	For the period of your ordinary paternity leave
---------------------------	---

You're on additional paternity leave	Up to the equivalent 39th week of your partner's leave
--------------------------------------	--

You're off sick	For the first 28 weeks
-----------------	------------------------

Circumstance	Period you get tax credits for
---------------------	---------------------------------------

You're on strike	For the first 10 days
------------------	-----------------------

You're laid off work	For 4 weeks after you're laid off or the lay off becomes indefinite
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You're suspended from work - for example because of a complaint	Usually the period of suspension
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Qualifying rules

To qualify, you must:

- have been in paid work
- have worked the right number of hours before you go on leave or the gap happens
- have got Statutory Sick Pay or an equivalent benefit if you were on sick leave

You'll still qualify if you were self employed and you would have been eligible for Statutory Sick Pay or an equivalent benefit if you were not self employed.

The equivalent benefits are National Insurance credits (incapacity for work element), Employment and Support Allowance or Income Support (incapacity for work element).



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