

Notes

for the Carer's Allowance claim pack

If you look after someone
who gets

- Disability Living Allowance
- Attendance Allowance, or
- Constant Attendance Allowance

you may be able to get
Carer's Allowance

You can claim Carer's Allowance or
report a change of circumstances
online at www.direct.gov.uk/carers

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Proof of your identity

To link you with the right National Insurance (NI) account and keep that account secure, we need proof of your identity and the right information from you. An NI number card on its own does not prove your identity. It is your responsibility to give us the right information to link you with the right account.

Can I get Carer's Allowance?

Use this quick checklist before you fill in the form.

If you can tick all 4 statements, you may be able to get Carer's Allowance.

I am aged 16 or over ☐

I am looking after a disabled person for at least 35 hours a week. ☐

The person I am looking after is getting one of these benefits ☐

- The care component of Disability Living Allowance at the middle or highest rate.
Please note that the mobility component is not a qualifying benefit for Carer's Allowance
- Attendance Allowance
- Constant Attendance Allowance at or above
 - the normal maximum rate, as an addition to Industrial Injuries Disablement Benefit, or
 - the basic, full day rate as an addition to a War Disablement Pension.

I normally live in Great Britain. ☐
By *Great Britain* we mean England, Scotland and Wales.

You should also tick if you are part of a family living overseas with HM forces.

- If you have not ticked all 4 statements, you cannot get Carer's Allowance in Great Britain.
- If you have ticked the first 3 statements and normally live outside Great Britain but in the European Economic Area (EEA) or Switzerland, fill in the claim form as you may be able to get Carer's Allowance. Please see the statement below. For more information phone us on **01253 856 123**.

If you normally live outside Great Britain but in the EEA or in Switzerland, some of the information in these notes may not apply to you. We may need additional information and will contact you about this. We can then provide you with information relevant to your circumstances.

What is Carer's Allowance?

Carer's Allowance is a benefit to help people who look after someone who gets

- Disability Living Allowance at the **middle** or **highest rate** of the **care component**, or
- Attendance Allowance, or
- Constant Attendance Allowance at or above
 - **the normal maximum rate with Industrial Injuries Disablement Benefit,**
 - **the basic full day rate with a War Disablement Pension.**

If the person you look after is getting one of these benefits, they will have a letter telling them what rate they are getting.

Carer's Allowance is paid to the person who does the caring – not the person being cared for.

You may have to pay tax on your Carer's Allowance.

The current weekly rate of Carer's Allowance is £50.55.

Carer's Allowance does not depend on

- the level of your savings, or
- if you have paid any National Insurance (NI) contributions.

If the person you are looking after is getting any of the benefits listed below

- Income-based Jobseeker's Allowance
- Income Support
- Employment and Support Allowance
- Pension Credit
- Housing Benefit
- Council Tax Benefit,

they may be getting extra money included in their benefit because they are severely disabled.

This extra money is called *severe disability premium* or the *addition for severe disability*.

If you are paid Carer's Allowance for looking after them, this extra money will stop, and their money may go down. If you only have an underlying entitlement to Carer's Allowance and are not actually paid it, this will not affect the benefits of the person you care for.

Underlying entitlement means you are entitled to Carer's Allowance but it is not paid because you get another benefit or entitlement that is as much as or more than Carer's Allowance.

The person you are looking after cannot get Severe Disability Premium if you are getting Carer's Allowance. See **page 7** of these notes to find out where to get advice about this.

Who cannot get Carer's Allowance

You cannot get Carer's Allowance if

- you earn more than £95 a week, after we have taken off money for expenses. See below for more details
- you are on a course of full-time education
- you are on holiday from a course of full-time education
- you are subject to immigration control, but there are some exceptions to this. To find out more please contact us on **01253 856 123**.

Earnings

Money you get from private or occupational pensions is not counted as earnings.

To get Carer's Allowance your earnings must be £95 or less a week after we have taken off allowable expenses.

We take away from your earnings the following payments

- some National Insurance (NI) contributions
- income tax
- half of any money you pay towards personal and occupational pension schemes.

The money left after we take away these payments is called your *net earnings*.

Expenses we allow

The expenses we allow are

- expenses you have to pay because they are necessary to do your job
- the cost of paying someone to look after
 - children, or
 - the person you look afterwhile you are at work. We will not allow this expense if the person you pay is a close relative. We allow up to a maximum of half of your net earnings.

If you earn more than £95 a week

If you earn more than £95 a week, after we have taken money off for expenses, you will not be able to get Carer's Allowance. The time that you will not be able to get Carer's Allowance depends on how often your earnings are paid. For example, if you are paid monthly you will not be entitled for the month after. If you are paid weekly you will not be entitled for the week after.

Full-time education

By full time education we mean 21 hours or more of supervised study each week, undertaken through a school, college, university or similar educational establishment. This includes time spent on related exercises, experiments, projects or examinations. The study need not be in the presence of a tutor.

Other help available

Whether you are able to get Carer's Allowance or not there may be other help you and the person you care for can get. To find out more, see pages **11, 12, 15** and **16**.

When to claim Carer's Allowance

Claim now, if you look after someone who is getting or has recently got

- Disability Living Allowance at the **middle or highest rate** of the **care component**, or
- Attendance Allowance, or
- Constant Attendance Allowance at or above
 - **the normal maximum rate with Industrial Injuries Disablement Benefit,**
 - **the basic full day rate with a War Disablement Pension.**

Do not delay or you could lose benefit.

Claim later, if you look after someone who

- has not yet claimed one of the benefits shown above, or
- has claimed but is waiting for a decision.

The person you look after must claim Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance straight away. See the list above. If they already get one of these benefits you must claim Carer's Allowance straight away. Do not delay. If you do not claim within 3 months of the person you look after starting to get Disability Allowance, Attendance Allowance or Constant Attendance Allowance, you will lose benefit.

Getting Carer's Allowance may mean you can get

- income-based Jobseeker's Allowance
- Income Support
- Pension Credit
- Housing Benefit, or
- Council Tax Benefit.

You can claim these benefits or entitlements at the same time you claim Carer's Allowance. For more information see **page 10.**

How to claim Carer's Allowance

Just fill in the claim form. Although it may look rather long, please do not be put off. It will not take you as long as you think to fill in and you may not have to answer all the questions.

If your answer to a question is **No**, you must tick the **No** box. This will help us deal with your claim more quickly.

If you have any problems with filling in the claim form someone can do it for you. You can ask a friend, an advice centre, Jobcentre Plus or the Benefit Enquiry Line. You can call the Benefit Enquiry Line on **0800 88 22 00**.

You must sign the declaration on the claim form after checking that **what you have told us** on the form is complete and correct.

You can now claim Carer's Allowance or tell us about changes of circumstance online using our easy step-by-step form. To find out more visit **www.direct.gov.uk/carers**

How to contact Carer's Allowance Unit

Our phone number is **01253 856 123**.

If you have speech or hearing difficulties you can contact us using a textphone on **01772 562202**.

You can also use typetalk prefix **18001**.

These lines are open from 9.00am to 5.00pm Monday to Thursday and 9.00am to 4.30pm on Friday.

You can get more information about Carer's Allowance and related services from our website. The address is **www.direct.gov.uk/carers**

Or you can email us at **cau.customer-services@dwp.gsi.gov.uk**
You can use the internet at many local libraries.

If you want to write to us, our address is

**Carer's Allowance Unit
Palatine House
Lancaster Road
Preston PR1 1HB.**

Please let us know

- if you want us to use braille, audio cassette, CD or large print, or
- if English is not your first language and you would like information about our interpreter service.

What happens after we get your claim?

Wherever we can, we will phone you if we need any more information. We will write and tell you if you can get Carer's Allowance. The normal payday for Carer's Allowance is a Monday.

Please wait 3 weeks before expecting to hear from us with a decision on your claim. We will not tell you that we have got your claim form. We aim to deal with your claim within 3 weeks. It will help us if you do not contact us until after 3 weeks.

Your local Jobcentre Plus office can offer you a Work Focused Interview with a personal adviser. You do not need to go to the interview for your claim for Carer's Allowance. But, it may help you to get advice about part-time employment or training. The help is there, either now, or later if your caring responsibilities change.

If you would like to

- talk about whether a Work Focused Interview may be right for you, or
 - arrange an interview
- please contact Jobcentre Plus.

You can find the phone number and address of Jobcentre Plus in the business numbers section of the phone book. Look under **Jobcentre Plus**.

If you are claiming Income Support, Incapacity Benefit or Employment and Support Allowance you will need to have a Work Focused Interview as part of your claim for those benefits. Jobcentre Plus will contact you if they need you to go to a Work Focused Interview.

If you are not happy with our service and want to make a complaint

If you are not happy with our service and wish to make a complaint or would like to make a comment, you can contact us by phone, fax or email using the contact details listed on **page 7**.

We aim to reply to your complaint within 7 working days of getting it. If we cannot reply to your complaint within this time, we will tell you why. We will also tell you when you will get a full reply.

What else can I claim?

Jobseeker's Allowance, Income Support, Employment and Support Allowance and Pension Credit

If you want to find out about, or apply for Income Support, Jobseeker's Allowance or Employment and Support Allowance, contact Jobcentre Plus. You can also find out more about benefits and entitlements at your local Citizens Advice Bureau.

For more information about Income Support ask for a leaflet about Income Support from Jobcentre Plus. Or visit Jobcentre Plus website at **www.jobcentreplus.gov.uk**

If you want to find out about, or apply for Pension Credit, contact the Pension Service.

For more information about Pension Credit ask for leaflets about Pension Credit from Jobcentre Plus or your Pension Centre. Or visit the Pension Service website at **www.thepensionservice.gov.uk**

Child Tax Credit

You may be able to claim Child Tax Credit. This is a payment to support families with children. It can be claimed by those responsible for one or more child or young person.

To find out more about Child Tax Credit visit HM Revenue & Customs website. The address is **www.hmrc.gov.uk**

You can claim online too.

You can also call the HM Revenue & Customs helpline on

- **0845 300 3900** if you live in England, Scotland and Wales,
or
- **0845 603 2000** if you live in Northern Ireland.

If you have speech or hearing difficulties you can contact HM Revenue & Customs using a textphone on

- **0845 300 3909** if you live in England, Scotland and Wales,
or
- **0845 607 6078** if you live in Northern Ireland.

All lines are open 8am to 8pm, seven days a week. Lines are closed Christmas Day, Boxing Day, New Years Day and Easter Sunday.

Will Carer's Allowance affect other benefits I get?

Even if you or your partner get other benefits or entitlements, you should claim Carer's Allowance.

If you get Carer's Allowance or have underlying entitlement to Carer's Allowance, an extra amount is added when we work out

- Pension Credit, called the extra amount for caring
- Jobseeker's Allowance, called the Carer Premium,
- Income Support, called Carer Premium and
- income-related Employment and Support Allowance, called Carer Premium.

Underlying entitlement means you are entitled to Carer's Allowance but it is not paid because you get another benefit or entitlement that is as much as or more than Carer's Allowance.

There is a list of benefits or entitlements on **page 11**.

The current weekly rate of Carer Premium is **£27.75**.

We will tell the office that pays your Jobseeker's Allowance, Income Support, Employment and Support Allowance or Pension Credit that you are getting Carer's Allowance or that you have underlying entitlement.

If you are getting Housing Benefit or Council Tax Benefit on its own or with any of the benefits or entitlements in the list on **page 11**, you should claim Carer's Allowance. The local council will include an amount for the Carer Premium when they work out how much Housing Benefit or Council Tax Benefit you can get.

To get extra help you must tell the office that pays your Housing Benefit or Council Tax Benefit that you get Carer's Allowance. For example, you should tell them so that they can include the Carer Premium when they work out your benefit. You also need to tell your local council if you have an underlying entitlement to Carer's Allowance.

If someone is getting extra money for you with their benefit, this extra money will stop or reduce if you are paid Carer's Allowance.

If you put off claiming your State Pension

Putting off claiming your State Pension is also known as *State Pension deferral*. If you are entitled to Carer's Allowance, any days that you get payment of Carer's Allowance will not count towards extra State Pension or lump sum payment you could get when you do claim your State Pension. See **page 12** for more information on how it may affect your partner.

If you have any questions about the effect of getting Carer's Allowance while deferring your State Pension, please contact the Pension Service or get their detailed guide to deferral. You can get the copy from the website. The address is www.thepensionsservice.gov.uk

Carer's Allowance and other benefits

If you are paid any of the benefits shown below it could affect whether we will pay you Carer's Allowance

- State Pension
- Incapacity Benefit
- Severe Disablement Allowance
- a training allowance
- Unemployability Supplement – paid with Industrial Injuries Disablement Benefit or War Pension
- Widow's Pension or Bereavement Allowance
- Widowed Mother's Allowance or Widowed Parent's Allowance
- War Widow's or Widower's Pension
- Maternity Allowance
- Industrial Death Benefit
- contribution-based Jobseeker's Allowance
- contribution-based Employment and Support Allowance.

If we do not pay you Carer's Allowance because you are getting one of these benefits, you may still be able to get extra money. The extra money may be added to your income-based Jobseeker's Allowance, Income Support, Employment and Support Allowance, Pension Credit, Housing Benefit or Council Tax Benefit. See **page 10** for details.

If the amount of benefit you get is less than the amount of Carer's Allowance you could get, we will pay the difference.

If someone is getting any of the benefits shown above which include extra money for you, we will arrange for the extra money to stop or reduce. We will then pay the Carer's Allowance to you.

If you get Widow's Benefit or Bereavement Benefits, claim Carer's Allowance anyway. You may be able to get National Insurance (NI) contributions. You can find out more about NI contributions on **page 13** of these notes.

About extra money added on to your Carer's Allowance

You may be able to get extra money added on to your Carer's Allowance for a dependent adult who lives with you who is

- your husband, wife or civil partner
- someone else who is looking after a child or children you or your partner get Child Benefit for.

If

- you get extra money added to your Carer's Allowance for a dependent adult, and
- someone else already gets extra money added to their benefit for the dependent adult

the person who already gets extra money may lose some of their benefit.

If

- you or your partner get income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance or Pension Credit, and
- you do not claim all the extra money you can get with Carer's Allowance

the amount of Jobseeker's Allowance, Income Support, Employment and Support Allowance or Pension Credit you get may change.

To find out where to get advice about this, see **page 15** of these notes. To claim extra money, fill in the claim form and the form called **Extra money for a dependent adult**.

The extra money for a dependent adult is £30.20.

If you claim extra money for a dependent adult we will also have to confirm their National Insurance account and check who they are. This means you will need to give us the right information so that we can do this. If you claim extra money but do not give us the right information, your own application for benefit may be delayed or refused.

If you get extra money with Carer's Allowance for your husband, wife or civil partner and they have put off claiming their State Pension, any days that you get payment of this additional amount for them will not count towards any extra State Pension or lump sum payment they may get when they claim their State Pension.

Putting off claiming is also known as *State Pension deferral*.

If either of you have any questions about the effect of getting Carer's Allowance while deferring your State Pension, please contact the Pension Service or get their detailed guide to deferral. You can get a copy from the website. The address is www.thepensionsservice.gov.uk

More information about Carer's Allowance

Christmas Bonus

You will get a tax-free bonus with your Carer's Allowance shortly before Christmas each year. We call this tax-free bonus a Christmas Bonus. You will only get a Christmas Bonus with your Carer's Allowance if you do not get a Christmas Bonus with another benefit.

National Insurance (NI) contributions

For each week that we pay you Carer's Allowance you will normally get a National Insurance (NI) contribution added to your NI record. You will also normally get a NI contribution for any week that

- you are entitled to Carer's Allowance, and
- we do not pay you, because you are also getting Widow's Benefit or Bereavement Benefits at the same or higher weekly rate as your Carer's Allowance

These NI contributions may help you to get the basic rate of other benefits or entitlements in the future. You will not get a NI contribution with your Carer's Allowance if you are already getting NI contributions with another benefit. For example, you may be getting NI contributions with your Incapacity Benefit or Employment and Support Allowance.

If you are a married woman, we cannot give you NI contributions if you are paying reduced rate NI contributions.

You will not get NI contributions in the tax year that

- you reach 60 if you are a woman, or
- you reach 65 if you are a man.

State Second Pension

For each full tax year that we pay you Carer's Allowance you will automatically build up extra pension called State Second Pension, sometimes called additional pension. If we do not pay your Carer's Allowance because you are getting other benefits or entitlements at the same or higher weekly rate, you will still build up State Second Pension. The extra pension will be paid along with your basic State Pension when you reach state pension age.

If someone else is also looking after the same person

If someone else is also looking after the same person as you, only one of you can get Carer's Allowance. You must decide between you who is going to claim it. See **page 15** for where to get help and advice.

If you look after more than one person

We will only pay you Carer's Allowance once each week even if you look after more than one person.

The time you spend looking after someone

If you stop looking after the person you care for, for a short time, you may still get Carer's Allowance.

For example, you may be able to get Carer's Allowance if

- the person you look after goes into hospital or similar place
- you go into hospital or similar place.

But you must tell us straight away about any week when you look after someone for less than 35 hours.

By week we mean from the start of a Sunday to the end of the next Saturday.

If you cannot get Carer's Allowance

You may be able to get help from the Home Responsibilities Protection Scheme if you cannot get Carer's Allowance, and you are looking after someone who gets

- Disability Living Allowance, or
- Attendance Allowance, or
- Constant Attendance Allowance.

The Home Responsibilities Protection Scheme makes sure people do not get less State Pension in the future because they stay at home to look after someone.

Ask for the form **CF411** *Home Responsibilities Protection*. You can get this form from Jobcentre Plus. Leaflet **DHC1JP** *A guide for disabled people, those with health conditions, and carers* also gives details on further help available for carers.

You may also be able to build up State Second Pension, sometimes called additional pension, if you can get Home Responsibilities Protection. The State Second Pension will be paid with your basic State Pension when you reach state pension age.

Where to get help and advice

- If you want general advice and information about benefits or entitlements, get in touch with Jobcentre Plus. You can find the phone number and the address in the business numbers section of the phone book. Look under **Jobcentre Plus**. You can find more information and claim forms online at **www.jobcentreplus.gov.uk**
- If you want information about Pension Credit you can phone the Pension Service. The number is **0845 60 60 265**. Or visit the Pension Service website at **www.thepensionservice.gov.uk**
- If you want to know about benefits or entitlements for people with disabilities, phone the Benefit Enquiry Line (BEL). The number is Freephone **0800 88 22 00**.
The person you speak to will not have your records so they can only give you general advice.
If you have speech or hearing difficulties you can contact Benefit Enquiry Line (BEL) using a textphone on Freephone **0800 24 33 55**.
- You can also get help at an advice centre like the Citizen's Advice Bureau.
- You can also get in touch with
Carers UK
20 Great Dover Street
London
SE1 4LX
They can offer advice on a range of issues about carers. Their helpline number is Freephone **0808 808 7777**. The lines are open from 10am to 12 noon and from 2pm to 4pm on Wednesdays and Thursdays only. Do not send your claim form to this address. Send it to the address on **page 7**. Or you can visit Carers UK website at **www.carersuk.org**
- If you want information about financial support, rights, employment, independent living and much more, visit **www.direct.gov.uk**

Where to get help and advice continued

If you want help filling in these forms

If you want help filling in these forms, phone **0800 88 22 00**. The person you speak to will get someone to phone you back. The person who phones you back will be specially trained to help you fill in these forms. They will have copies of the forms and will go through them with you on the phone. Or they can fill in the forms for you.

If they fill in the forms for you, they will send them to you. Then you can check the forms, sign them and send them back. They can send the completed forms in large print. They will send you an envelope. It will not need a stamp. Please send us the documents we ask you for with the forms.

Please keep these notes for your information

The notes give you general information only and are not a complete statement of the law.

Carer's Allowance

Claim form

- Use this form to claim Carer's Allowance.
- Please read the Notes that came in this claim pack before you fill in the form.
- The form must be filled in by you, the carer, not the person you look after.
- Please write clearly in ink.
- Please answer all the questions that apply to you and your partner, if you have one, and send us all the documents we ask for.
- If you cannot do this, contact us, but any benefit you may be entitled to may be delayed.



If you want help filling in any part of this claim form ring the Benefit Enquiry Line on 0800 88 22 00.

If you have speech or hearing difficulties, you can contact us using a textphone on **01772 562202** or use typetalk prefix **18001**.

Our **textphone** service does not receive messages from mobile phones.

This form is available in

- **large print**, or
- **braille**.

Please ring **01253 856 123**.

About you – the carer

Please answer the questions on this form in **BLOCK CAPITALS**

Title, for example
Mr, Mrs, Miss, Ms

Surname or family name

All other names in full

All other surnames or family
names you have used or
have been known by

National Insurance (NI)
number

Letters

Numbers

Letter

You can get this from your NI number card, letters about benefits, payslips or form P60. If you do not have an NI number, or have one which starts with TN or ZZ, please contact Jobcentre Plus. If you do not tell us your NI number, any benefit you may be entitled to could be delayed.

About you – the carer continued

Date of birth	Day	Month	Year
	/	/	

Address

Postcode								

Daytime phone number
where we can contact you
or leave a message. Please
include the dialling code

--	--

If you have speech or hearing difficulties and would like us to contact you by **textphone**, tick here.

☐

Mobile number

--

What is your marital or civil partnership status?

By *partner* we mean

- a person you are married to or live with as if you are married, or
- a civil partner or a person you live with as if you are civil partners.

single	<input type="checkbox"/>	separated	<input type="checkbox"/>
married or civil partner	<input type="checkbox"/>	divorced or civil partnership dissolved	<input type="checkbox"/>
living with partner	<input type="checkbox"/>	widowed or surviving civil partner	<input type="checkbox"/>

About your Carer's Allowance

When do you want your claim to Carer's Allowance to start?	Day	Month	Year
	/	/	

You must give us an exact date or your claim may be delayed.

If you do not fill in a date we cannot accept your claim and we will return this form to you.

Example of an exact date

16	/	08	/	2006
----	---	----	---	------

Please make a note of this date as we will ask you about it again later.

If you live in Wales and would like us to contact you in Welsh, tick this box.

☐

For more information please read **page 6** of the **Notes**.

About you – the carer continued

What is your nationality?
For example, British

Do you have a British
Overseas passport?

If you have a **standard
British** passport, tick **No**.

No ☐

Yes ☐ There are different kinds of British Overseas
passports. We will contact you about your passport.

Have you always lived in
the United Kingdom?

No ☐ Go to next question.

Yes ☐ Go to **About your partner**.

Are you currently living
in the United Kingdom?

No ☐ We will contact you about this.

Yes ☐ Go to next question.

When did you arrive in the
United Kingdom?

What country did you
come from?

Do you plan to go back to
that country?

No ☐

Yes ☐ Please tell us when

What is the visa reference
number shown in your
passport?

This is normally 2 letters
followed by 6 numbers, for
example, AB123456. It is
not your passport number.

If there are any other personal details you think we
should know, for example, previous names or addresses,
please tell us about them on **page 26**.

About your partner

What is your marital or
civil partnership status?

single ☐

separated ☐

married or civil partner ☐

divorced or civil
partnership dissolved ☐

living with partner ☐

widowed or surviving
civil partner ☐

By *partner* we mean

- a person you are married to or live with as if you are married, or
- a civil partner or a person you live with as if you are civil partners.

About your partner continued

Have you had a partner at any time since the date you want to claim from?

If you have separated from your partner since the date you want to claim from, we still need to know their details.

No ☐ Please go to **page 5**.

Yes ☐ When did your partner join your household?

/	/
---	---

Have you separated from your partner since the date you want to claim from?

No ☐

Yes ☐ When did you separate?

/	/
---	---

Your partner's title, for example Mr, Mrs, Miss, Ms

--

Their surname or family name

--

Their other names in full

--

All other surnames or family names they have used or have been known by

--

Their National Insurance (NI) number

Letters	Numbers	Letter									
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You can get this from their NI number card, letters about benefits, payslips or form P60. If you do not tell us their NI number, any benefit you may be entitled to could be delayed.

Their date of birth

Day	Month	Year		
<table border="1"><tr><td style="width: 20px; text-align: center;">/</td><td style="width: 20px; text-align: center;">/</td></tr></table>			/	/
/	/			

Their address
if different from yours

Postcode								

What is their nationality?
For example, British

--

About the care you provide

Please tell us about the person you look after.

This will help us deal with your claim more quickly.

Title, for example

Mr, Mrs, Miss, Ms

Their surname or family name

Their other names in full

Their National Insurance (NI) number

Letters

Numbers

Letter

You can get this from their NI number card, letters about benefits, payslips or form P60.

Children aged 16 and under have NI numbers. The child's NI number can be found on letters from DLA. It is the reference number.

This will help us to deal with your claim more quickly.

Their date of birth

Day

Month

Year

 / /

Their address

You do not have to live at the same address as the person you look after.

<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Their daytime phone number, including dialling code. We will not give this number to anyone else.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

What relation is this person to you?

If no relation, write NONE.

Has someone paid you to look after this person since the date you want to claim from?

No ☐

Yes ☐ Please tell us about the person who pays you

Their surname or family name

Their other names in full

About the care you provide continued

Their address

Postcode								

How much do they pay you each week?

£	
---	--

When did you start getting this money?

/	/
---	---

Has anyone else claimed Carer's Allowance for this person before?

No ☐

Yes ☐

Please tell us about the person who claimed before

Two people cannot get Carer's Allowance at the same time for looking after the same person.



For more information please read **page 14** of the **Notes**.

Their surname or family name

--

Their other names in full

--

Their address

Postcode								

Their National Insurance (NI) number, if you know it.

Letters

--	--

Numbers

--	--	--	--	--	--

Letter

--

Their date of birth

Day

Month

Year

/	/
---	---

About the care you provide continued

Do you spend 35 hours or more each week caring for the person you look after? No ☐
Yes ☐

Have you had any breaks in looking after this person since the date you want to claim from? No ☐
Yes ☐

Please give us the exact dates and times of the breaks in the table below.

By *break* we mean time when, for any reason, you spend less than 35 hours a week caring for the person you look after. For example, if

- they are in respite care, in hospital or on holiday without you, or
- you are in hospital or on holiday without them.

	Date	Time	Reason for the break	✓
From		am/pm		
To		am/pm		
From		am/pm		
To		am/pm		
From		am/pm		
To		am/pm		

If you had more than 3 breaks, please tell us about them on **page 26**.

Please put a tick in the last column if you or the person you look after were getting medical or other treatment as an in-patient in a hospital or similar place.

By *medical treatment* we mean things like surgical treatment or the administration of drugs and injections.

By *other treatment* we mean nursing services by professionally trained staff. This includes things like

- observation
- therapy
- support services
- advice and training in social and domestic skills.

It does not include straightforward care or attention by unqualified staff.

About the care you provide continued

Did you look after this person for at least 35 hours each week **before** the date you want to claim from?

No ☐

Yes ☐

When did you start to look after this person?

/ /

Have you had any other breaks in looking after this person in the 26 weeks before the date you want to claim from?

No ☐

Yes ☐

Please give us the exact dates and times of the breaks in the table below.

	Date	Time	Reason for the break	✓
From		am/pm		
To		am/pm		
From		am/pm		
To		am/pm		
From		am/pm		
To		am/pm		

If you had more than 3 breaks, please tell us about them on **page 26**.

Please put a tick in the last column if you or the person you look after were getting medical or other treatment as an in-patient in a hospital or similar place.

Was the person you look after away from home in any of the breaks you have told us about?

No ☐

Yes ☐

Where did they stay?

Postcode

Statement for the person you look after

Only one of the following statements needs to be signed.

The person you look after needs to know if you are claiming Carer's Allowance as this may affect some of their benefits.

- Please ask the person you look after to read the notes below, then fill in and sign the **Statement 1** on **page 10**, if they can.

If the person you care for is unable to sign the statement on **page 10** because of a health condition, a disability, or because they are under 16, someone who acts for that person can sign on their behalf.

- If you act for the person you look after, you should read and sign the **Statement 2** on **page 10**, or
- If someone else acts for the person you look after, please ask them to read and sign the **Statement 3** on **page 11**.

Notes for the person being cared for

If your income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance, Housing Benefit or Council Tax Benefit includes a severe disability premium, you may no longer get that premium if we pay Carer's Allowance to your carer.

If your Pension Credit includes an extra amount for severe disability, you may no longer be paid that extra amount if we pay Carer's Allowance to your carer.

For more information about this you should contact the office which deals with your benefit or entitlement.

Your Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance will not be affected if we pay Carer's Allowance to your carer.

Now please sign **one** of the following statements.

Statement on behalf of the person you look after continued

Statement 1 – If you are the person being cared for

I understand that the carer named on **page 1** is making a claim for Carer's Allowance and that this may affect some of my benefits.

I understand that you will look at details of my claim for Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance as part of their claim for Carer's Allowance.

Please tick one of the following boxes

I can confirm that the carer named on **page 1** ☐
looks after me for at least 35 hours a week

I cannot confirm that the carer named on **page 1** ☐
looks after me for at least 35 hours a week

Signature

Date

If you cannot confirm that the carer named on **page 1** looks after you for at least 35 hours a week, please tell us why.

Statement 2 – If you act for the person you look after

Please tick one of the following boxes

I am the ☐ parent or guardian
☐ attorney
☐ appointee
☐ judicial factor
☐ receiver

acting for benefit purposes for the person being cared for.

I understand that my claim for Carer's Allowance may affect some of their benefits.

I understand that you will look at details of their claim for Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance as part of my claim for Carer's Allowance.

Signature

Date

Statement on behalf of the person you look after continued

Statement 3 – If you act for the person being cared for

Please tick one of the following boxes

- I am the ☐ parent or guardian
☐ attorney
☐ appointee
☐ judicial factor
☐ receiver

acting for benefit purposes for the person being cared for.

I understand that this claim for Carer's Allowance may affect some of their benefits.

I understand that you will look at details of their claim for Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance as part of this claim for Carer's Allowance.

Please tick one of the following boxes

I can confirm that the carer named on **page 1** ☐
looks after the person being cared for,
for at least 35 hours a week

I cannot confirm that the carer named on **page 1** ☐
looks after the person being cared for,
for at least 35 hours a week

Signature

--

Date

/	/
---	---

If you cannot confirm that the carer named on **page 1** looks after the person being cared for, for at least 35 hours a week, please tell us why.

About time spent abroad

Do you normally live in Great Britain? No ☐
Yes ☐
By *Great Britain* we mean England, Scotland and Wales.

If **No**, where do you normally live?
If you normally live outside Great Britain but in the EEA or in Switzerland, we may need additional information

Are you in Great Britain now? No ☐ We will contact you about this. Please go to **page 14**.
Yes ☐ Go to next question.

Have you been out of Great Britain with the person you look after for more than 4 weeks since the date you want to claim from? No ☐
Yes ☐ We may contact you about this

Where did you go	Why did you go	Date you left Great Britain	Date you returned to Great Britain
		/ /	/ /
		/ /	/ /

About time spent abroad continued

In the 12 months before the date you want to claim from, had you been out of Great Britain for more than 26 weeks?

No ☐

Yes ☐ Please tell us about this below

Where did you go	Why did you go	Date you left Great Britain	Date you returned to Great Britain
		/ /	/ /
		/ /	/ /
		/ /	/ /

About full time education

By full time education we mean 21 hours or more of supervised study each week, undertaken through a school, college, university or similar educational establishment. This includes time spent on related exercises, experiments, projects or examinations. The study need not be in the presence of a tutor.

Have you been on a course of full time education since the date you want to claim from?

No ☐ Please go to **page 15**.

Yes ☐ Please tell us about this below

If you are on holiday or on temporary leave from your course, still tick **Yes**.

Type of course

For example, A level, degree, diploma

Course title

Name of school, college or university

Address

Postcode								

Phone number

including the dialling code

--	--

Fax number

--	--

Your student reference number

Tutor's name

How many hours do you study for this course?

	hours a week
--	--------------

When did you start your course?

/	/
---	---

When do you expect the course to end?

/	/
---	---

If you are no longer on the course, when did you finish?

/	/
---	---

About employment

By employment we mean

- full time or part time work
- casual or temporary work
- job sharing
- being included in a tax return as a worker
- being a company director, or
- being in the Territorial Army or other auxiliary armed forces

Have you ever been employed?

No ☐ Please go to **page 20**.

Yes ☐

Have you been employed at any time in the 6 months before the date you want to claim from?

No ☐

Yes ☐

Are you employed now?

If you are off work because you are sick, on maternity leave or on unpaid leave, still tick **Yes**.

No ☐ Tell us about your last job below.

Yes ☐ Please tell us about your main job below.
If you have more than one job, please tell us about them on **page 26**.

When did you start this job?

/	/
---	---

When did the job finish, if it has?

/	/
---	---

Type of job

--

Clock or payroll number

--

Employer's name

--

Employer's address

Postcode								

Employer's phone number including the dialling code

--	--

Employer's fax number if you know it

--	--

About employment continued

Which department deals with your wages?

For example, personnel, wages, human resources

Please give us a contact phone or fax number

When did you get your last pay?

From

To

What period did this cover?

What was your gross pay?

By *gross pay* we mean the amount before anything is taken off.

What was included in this pay?

Include things like holiday pay, redundancy or PILON. *PILON is a payment instead of notice.* Give us full details of everything paid to you and what period each payment was for.

How often are you or were you paid?

weekly ☐

fortnightly ☐

4 weekly ☐

monthly ☐

other ☐

Please say how often.

When do you or did you get paid?

For example, every Friday, the last day of the month, every 4th Friday, 15th of every month

Do you or did you get paid the same amount each time?

No ☐

Yes ☐

Do you or did you get holiday pay or sick pay?

No ☐

Yes ☐

About employment continued

How many hours a week do you or did you normally work?

Do you or did you get paid any other money as well as your normal wage?

For example, tips

No ☐

Yes ☐ Please tell us what else you get or got.

Does your employer owe you any money?

Include things like holiday pay, redundancy or PILON.

PILON is a payment instead of notice.

No ☐

Yes ☐ We will contact you about this.

Have you worked for any other employer in the 6 months before the date you want to claim from?

No ☐

Yes ☐ Please give us the name and address of your other employer. If you have more than one other employer, please tell us about them on **page 26**.

Employer's name

Employer's address

Postcode								

Employer's phone number including the dialling code

--	--

Employer's fax number if you know it

--	--

Now send us

- the last payslip you got before the date you want to claim from, and
- any payslips you have had since then.

About expenses to do with your employment

Do you or did you pay anything towards an occupational pension scheme?

No ☐

Yes ☐

How much do you or did you pay, and how often?

£ every

Do you or did you pay anything towards a personal or stakeholder pension scheme?

No ☐

Yes ☐

How much do you or did you pay, and how often?

£ every

Also tell us if you pay or paid towards a retirement annuity scheme.

Please send us written proof of this amount.

Do you or did you pay for anything else necessary to do your job?

No ☐

Yes ☐

Please tell us about this below.

For example, tools or protective clothing.

What other things do you or did you have to pay for?

Why do you or did you need these things to do your job?

How much did these things cost you each week?

£ a week

While at work, do you or did you pay anyone to look after your children?

No ☐

Yes ☐

How much did you pay them each week?

£ a week

What relation is this person to you?

--

About expenses to do with your employment continued

Their name

--

Their address

Postcode								

What relation, if any, is this person to each child?

Name of child

Relation to child

What is your or your partner's Child Benefit number?

You can find this on letters about Child Benefit

CHB	Numbers								Letters	

While at work, do you or did you pay anyone to look after the person you normally look after?

No ☐

Yes ☐

How much did you pay them each week?

£

a week

What relation is this person to you?

--

Their name

--

Their address

Postcode								

What relation is this person to the person you normally look after?

--

About property you rent out

Do you or your partner own property or land in the UK or abroad, that you have rented out since the week before the date you want to claim from?

No ☐

Yes ☐ We will contact you about this

Have you sublet your home, or provided board and lodgings accommodation, since the week before the date you want to claim from?

No ☐

Yes ☐ We will contact you about this

About self-employment

Self-employed could be

- working for yourself, or
- being a partner or sleeping partner in a business

Have you paid Class 2 (self-employed) National Insurance contributions since the week before the date you want to claim from?

No ☐

Yes ☐ We will contact you about this.

Have you been self-employed at any time since the week before the date you want to claim from?

No ☐

Please go to **page 22**.

Yes ☐

When did you start this job?

/	/
---	---

When did the job finish, if it has?

/	/
---	---

Are you self-employed now?

No ☐

Tell us about your most recent self-employed job.

Yes ☐

Tell us about your current self-employed job.

Have you ceased trading?

No ☐

Yes ☐

If you ceased trading more than a week before the date you want to claim from, please go to **page 22**.

About self-employment continued

Nature of your business

--

What is or was your trading year?

From

/	/
---	---

To

/	/
---	---

Please send us a copy of your profit and loss account for your most recent trading year.

We will write to you if we need more information about the money you get from your self-employed work.

Have you got an accountant?

No ☐

Yes ☐ Please tell us about them below.

Can we contact your accountant if we need to?

No ☐

Yes ☐

Accountant's name

--

Accountant's address

Postcode								

Accountant's phone number

--	--

Accountant's fax number if you know it

--	--

Do you or did you pay anything towards a personal or stakeholder pension scheme?

No ☐

Yes ☐ How much do you or did you pay, and how often?

£ every

Also tell us if you pay or paid towards a retirement annuity scheme.

Please send us written proof of this amount.

While at work, do you or did you pay anyone to look after children or the person you normally look after?

No ☐

Yes ☐ We will contact you about this.

About other money

	You	Your partner
Have you or your partner claimed any other benefits since the date you want to claim from? If you are waiting to hear about a claim, still tick Yes . Please include details for your partner, even if you have separated since the date you want to claim from.	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Please tell us the names of the benefits or entitlements below.	Yes <input type="checkbox"/> Please tell us the names of the benefits or entitlements below.
	<div></div>	<div></div>
	<div></div>	<div></div>
	<div></div>	<div></div>
	<div></div>	<div></div>
	<div></div>	<div></div>

Has anyone had any money added on to a benefit for you since the date you want to claim from?

No ☐

Yes ☐ Please tell us about the person who gets extra money for you.

For example, this could be extra money that your partner gets for you with their Incapacity Benefit or State Pension.

If you are under 19 years of age, include any payment your parent or guardian gets for you on any other benefit or entitlement.

Their name

Their address

Postcode

Their National Insurance (NI) number, if you know it

Letters Numbers Letter

Name of the benefit

About other money continued

Have you had any Statutory Sick Pay (SSP) since the date you want to claim from?

If you are waiting to hear about SSP, still tick **Yes**.

No ☐

Yes ☐

Please tell us about the employer who deals with your SSP.

Employer's name

Employer's address

Postcode								

How much do you get, and how often?

£									every
---	--	--	--	--	--	--	--	--	-------

Please send us written proof of this amount.

Have you had any Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) or Statutory Adoption Pay (SAP) since the date you want to claim from?

If you are waiting to hear about SMP, SPP or SAP, still tick **Yes**.

No ☐

Yes ☐

Please tell us about the employer who deals with your SMP, SPP or SAP.

Employer's name

Employer's address

Postcode								

How much do you or did you get, and how often?

£									every
---	--	--	--	--	--	--	--	--	-------

Please send us written proof of this amount.

How we pay you

We can pay your Carer's Allowance every 4 weeks or every week. It will normally be paid on a Monday.

How often do you want us to pay your benefit?

Please, tick the box.

Every 4 weeks ☐

3 weeks in arrears and one week in advance.

Every week ☐

We normally pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

How we pay you continued

About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if:
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example 12-34-56

		—			—		
--	--	---	--	--	---	--	--

Account number

Most account numbers are 8 numbers long.

If your account number has fewer than 10 numbers, please fill in the numbers from the left.

--	--	--	--	--	--	--	--	--	--

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

☐

Other information

Please tell us anything else you think we should know about your claim.

[illegible]

Consent

We may wish to contact your current or previous employers, or other people or organisations you have told us about on this form, for information about your claim. You do not have to agree to us contacting these people or organisations. But if you do not, it may mean that we cannot get enough information to satisfy ourselves that you meet the conditions of entitlement for your claim.

Do you agree to us getting information from any current or previous employer you have told us about on this form? No ☐

Yes ☐

Do you agree to us getting information from any other person or organisation you have told us about on this form? No ☐

Yes ☐

If you have answered **No** to either statement and you would like the Carer's Allowance Unit to know why, please tell us about this on **page 26**.

Declaration

I declare that the information I have given on this form is correct and complete as far as I know and believe.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I understand that I must promptly tell the office that pays my Carer's Allowance of anything that may affect my entitlement to, or the amount of, that benefit.

This is my claim for Carer's Allowance.

Signature

Date


If you do not sign your declaration we cannot accept this form and we will return it to you.

What to do now

- Check that you have answered all the questions that apply to you and your partner, if you have one.
- Check that you are sending us all the documents we have asked for. These could be things like
 - payslips
 - copies of accounts and balance sheets.

If you cannot do this, contact us, but any benefit you may be entitled to may be delayed.

- Check that you have signed the form on **page 27**.
- Check that the person you look after, or someone who acts on their behalf, has read the notes on **page 9** and has filled in and signed one of the statements.
- If you want to claim extra money for a dependent adult, please fill in the form DS700(2) which came with this claim pack.

 For more information please read **page 12** of the **Notes**.

If you are not sure if you want to claim extra money for a dependent adult, claim anyway.

- Send everything to us in the envelope that came with this claim pack. The envelope does not need a stamp.

Our address is Carer's Allowance Unit
 Palatine House
 Lancaster Road
 Preston
 PR1 1HB

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example, to protect against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.