

DS700 from June 2004

CA

Carer's
Allowance

●
Claim pack

Carer's Allowance is for people who look after someone who gets

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

Claim Carer's Allowance now, if the person you are caring for is waiting to hear about any of these benefits.

Helpline number – 0800 88 22 00

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Important note – 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?

Please answer these 4 questions to see if you may be able to get Carer's Allowance.

- 1 Are you aged 16 or over? **No**
To qualify for Carer's Allowance you must be 16 or over **Yes**
-
- 2 Are you looking after a disabled person for at least 35 hours a week? **No**
Yes
-
- 3 Is the person you are looking after getting or waiting to hear about one of these benefits? **No**
Yes
● Attendance Allowance or
● Constant Attendance Allowance at not less than **the full day rate** or
● Disability Living Allowance at the **middle or highest rate of the care component**.
The Mobility Component is **not** a qualifying benefit for Carer's Allowance.
-
- 4 Do you normally live in Great Britain? **No**
By *Great Britain* we mean England, Scotland and Wales. If you are part of HM forces family overseas, please tick **Yes**. **Yes**

If you have ticked **Yes** to all 4 questions, you may be able to get Carer's Allowance.

The benefit you can get because of your claim may be paid more quickly if you

- answer **all** the questions that apply to you and your partner, if you have one
- send us all the documents we ask for.

The benefit you are claiming may be delayed or disallowed if you fail to provide the information or documents we ask for.

Who cannot get Carer's Allowance

You cannot get Carer's Allowance if

- you earn more than **£79.00 a week** after you have taken off the money we allow for expenses. (See below for further details)
- you are on a course of full-time education
- you are on holiday from a course of full-time education

By full-time education we mean 21 hours or more supervised study a week at a school, college, university or a similar educational establishment.

- your right to reside or remain in the United Kingdom is subject to limitation or restriction by the Home Office.

Expenses we allow

The expenses we allow are for things like

- some National Insurance (NI) contributions
- income tax
- half of any money you pay towards personal and occupational pension schemes
- other expenses you have to pay because they are a necessary part of your job
- the cost of paying someone (but not a close relative) to look after a child, or the person you look after, while you are at work.

We allow up to a maximum of half the money you earn after deducting the above expenses.

Please note

Whether you are entitled to Carer's Allowance or not there may be other help available for you and the person you care for, see page 20 for more details.

What is Carer's Allowance?

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

- Attendance Allowance **or**
- Constant Attendance Allowance at not less than **the full day rate** (Constant Attendance Allowance is paid as an addition to some other benefits or entitlements) **or**
- Disability Living Allowance at the **middle or highest rate of the care component**.

The person you look after will have a letter telling them what type and what rate of these benefits or entitlements they are getting.

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

Carer's Allowance counts as taxable income.

From **12 April 2004** Carer's Allowance is **£44.35** a week.

Payment of Carer's Allowance does not depend on the level of your savings or on whether you have paid any National Insurance (NI) contributions.

The person you are looking after may be getting extra money because they are severely disabled and are being paid any of the following benefits or entitlements:

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

This extra money may include, for example, the Severe Disability Premium.

What is Carer's Allowance? continued

If you start getting Carer's Allowance for looking after them, their benefit or entitlement **may go down**. Severe Disability Premium cannot be paid when Carer's Allowance is also paid. See page 18 of these notes for where to get advice about this.

When to claim

Claim now – If you look after someone who is getting or waiting to hear about their claim for

- Attendance Allowance or
- Constant Attendance Allowance or
- Disability Living Allowance at the **middle or highest rate of the care component**.

Do not delay or you could lose benefit.

Do not claim if you look after someone who has not yet claimed the benefits mentioned above.

The person you look after should consider claiming straight away the benefits mentioned above. When they do, you should claim Carer's Allowance at the same time. Do not delay or you could lose benefit.

Because a Carer's Allowance award may allow entitlement to income-based Jobseeker's Allowance, Income Support or Pension Credit, Housing Benefit or Council Tax Benefit, you may wish to claim these benefits or entitlements at the same time you claim Carer's Allowance. For more information see page 13.

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 difficulty filling in the claim form someone can do it for you. You can ask a friend, an advice centre, Benefit Enquiry Line (BEL) Freephone **0800 88 22 00** or at any Jobcentre Plus or social security office. **You must sign the declaration after checking that the details are 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 and send it to us electronically. To find out more visit www.dwp.gov.uk and follow the links from *disabled people and carers*.

Notes to help you fill in the claim form

These notes refer to Part 13 of the main claim pack DS700(1). Use this part of the claim form to tell us about how you would like to be paid.

Part 13 – Making payments to you

Use this part of the claim form to tell us about how you would like to be paid.

Our policy is to pay all benefits directly into an account. This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank or building society account. You may be able to use a cash machine, which will usually mean you can get your money at any time of the

Notes to help you fill in the claim form continued

day or night. The Post Office® also provides a bank account that we can pay benefits into. With this account you can only collect your money in cash from Post Office branches. There are arrangements with a number of major banks and building societies so that you can collect cash from some of their accounts at your local Post Office branch.

■ Payments direct into an account

We recommend that you get your money in this way because

- it is safe and secure
- it is convenient – you decide when and how much you want to withdraw
- using an account may help you to save
- from some accounts you could have regular bills paid. This could save you money but you will need to make sure that there is enough money in your account to pay the bills. If not, you may be charged a fee
- you can get your money from many different places.

The account can be

- in your name, or
- in the name of your partner, or
- in both the names of yourself and your partner, or
- in the name of the person acting on your behalf, or
- in both the names of yourself and the person acting on your behalf.

Restricted arrangements apply for the Post Office® card account.

When are you going to be paid

We will normally pay your Carer's Allowance on a Monday.

Notes to help you fill in the claim form continued

Finding out how much is paid into the account

We will tell you when the first payment will be made and how much it is for. The letter will tell you how much your regular payment will be.

You can check your benefit payments on your account statements. Your statements may show your National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with us straight away.

If not enough money is paid into the account

We will make another payment to you or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

Sometimes too much money may be paid into your account

If this is because of the way the system works for payments direct into an account, we have the right to claim back any money you are not entitled to. For example, you may give us information which means you are entitled to less money and it is not possible or practicable to change the amount already sent out for payment. We will always tell you in writing if we claim back money under this rule.

Getting someone to collect your benefit

If you want someone else to collect your benefit for you regularly, you may be able to make arrangements with your bank, building society or, if you have a Post Office® card account, the Post Office. Please ask them to help you with this.

Notes to help you fill in the claim form continued

■ If you are unable or unwilling to complete section B

If you do not have a suitable bank or building society account or you are unwilling to use an existing account, for example a joint account, any bank or building society will help you open an account that suits you better. Remember to ask whether their accounts allow you to get your money from Post Office branches, if this is important to you.

Basic bank accounts

If you have had problems opening an account, or if you are worried about being overdrawn, you could ask about opening a basic bank account. These are sometimes called introductory or starter accounts and are available from all major banks. These accounts offer free banking but overdrafts are not available. You can use these accounts to pay money in, pay bills automatically and get cash out. Most basic bank accounts also allow you to get cash from Post Office branches.

If you do not want to use one of these accounts, you may want to open a Post Office® card account.

Post Office® card account

This is a simple bank account that can only have benefit and tax credit payments paid into it. You can only collect payment from it in cash at a Post Office branch. You will not have a cheque book and cannot withdraw money at a cash machine. You will not be able to run up an overdraft, pay bills by Direct Debit or Standing Order, or have your salary or any other money paid in. The account can only be in your name. You may be able to arrange with the Post Office branch for someone else to collect your benefit regularly from this account.

Where to send your claim form

Send the claim form back to us in the envelope that came with this claim pack. It does not need a stamp. Contact us if you need your forms in braille, large print or on audio tape.

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

Our phone number is **01253 856 123.** For deaf and hard of hearing customers our **textphone** number is **01772 899 489.**

Our address for **email** is –
CA-Customer-Services@dwp.gsi.gov.uk

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. Once Carer's Allowance is awarded the payday is normally Monday.

We aim to deal with your claim within 5 weeks. **It will help us if you do not contact us until after that time.** Please allow this period of time before expecting to hear from us with a decision on your claim, unless your circumstances change.

In some parts of the country it may be necessary to refer your claim to another office before it can be processed by the Carer's Allowance Unit. We will write and let you know if this is the case.

For people who get income-based Jobseeker's Allowance, Income Support, Pension Credit, Housing Benefit or Council Tax Benefit

Whatever other benefits or entitlements you or your partner have, you should claim Carer's Allowance.

By *partner* we mean someone you are married to and living with or a person you live with as if you are married to them.

If you get Carer's Allowance or have *underlying entitlement* to Carer's Allowance, an extra amount called the **Carer Premium** is added when we work out Jobseeker's Allowance or Income Support.

The rate of Carer Premium is currently **£25.55** a week.

If you get Pension Credit we increase the amount used to work out how much you are entitled to.

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

We will tell the office that pays your Jobseeker's Allowance, Income Support 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 15, 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.

You must tell the office that pays your Housing Benefit or Council Tax Benefit that you get Carer's Allowance to get the extra help, for example for them to include the Carer Premium in their calculations. Also tell them if you have an underlying entitlement to Carer's Allowance.

For people who do not get income-based Jobseeker's Allowance, Income Support, Pension Credit, Housing Benefit or Council Tax Benefit

If you want to claim Income Support, Jobseeker's Allowance or apply for Pension Credit, or if you want general advice and information, please contact the office that deals with your benefit or entitlement, or any Citizens Advice Bureau.

For detailed information about Income Support see **IS20** *A guide to Income Support*. You can get it from your Jobcentre Plus or social security office.

For general information about Pension Credit see leaflet **PC1L** *Pension Credit – Pick it up. It's yours*. For more detailed information see **PC10S** *A guide to Pension Credit*. You can get them from your Jobcentre Plus, social security office or Pension Centre.

About extra money added on to your Carer's Allowance

You may be able to get extra money with your Carer's Allowance for

- the person you are married to, **or**
- your partner if they are looking after a child or children for you, **or**
- someone else who lives with you and looks after a child or children for you.

If you get extra money with Carer's Allowance for any of these people and someone else already gets extra money on their benefit for them, **the amount of their benefit may reduce.**

About extra money added on to your Carer's Allowance continued

If you or your partner get income-based Jobseeker's Allowance, Income Support or Pension Credit the amount you get may be affected if you do not claim all the extra money you can get with Carer's Allowance. See page 18 of these notes for where to get advice about this. To claim extra money, fill in the claim form **and** the *Extra money for an adult* form.

If you claim extra money for an adult we will also have to confirm their National Insurance account and check their identity. Therefore, you will need to give us the right information to allow us to carry out these checks. If you claim extra money but do not give us this information, **your own application for benefit may be delayed or refused.**

Child Tax Credit

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

To find out more about Child Tax Credit visit the Inland Revenue website. The address is

[www.inlandrevenue.gov.uk/tax credits](http://www.inlandrevenue.gov.uk/tax_credits)

You can claim on line too.

If you would rather ring the Inland Revenue call the helpline on the following numbers

0845 300 3900 – England, Scotland and Wales

0845 603 2000 – Northern Ireland only.

For people with hearing and speech difficulties using a textphone, the numbers are

0845 300 3909 – England, Scotland and Wales

0845 607 6078 – Northern Ireland only.

All lines are open 8am – 8pm seven days a week (except Christmas Day, Boxing Day, New Years Day and Easter Sunday).

Carer's Allowance and other social security benefits

If you are paid any of these benefits it could affect whether we will pay 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/Bereavement Allowance
- Widowed Mother's Allowance/Widowed Parent's Allowance
- War Widow's Pension
- Maternity Allowance
- Industrial Death Benefit
- contribution-based Jobseeker's Allowance.

If you do not receive Carer's Allowance because you are getting one of these benefits, you may still be able to get an extra amount on your income-based Jobseeker's Allowance, Income Support, Pension Credit, Housing Benefit or Council Tax Benefit. See page 12 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 these benefits which includes extra money for you, we will arrange for the extra money to stop or reduce. We will pay the Carer's Allowance to you.

But if you get Widow's Benefit or Bereavement Benefits you may be able to get National Insurance (NI) contributions, so claim anyway. There is more information about NI contributions in the next section.

A special rule may apply if you claim contribution-based Jobseeker's Allowance after Carer's Allowance has stopped. Contact your Jobcentre for more information.

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 unless you get this payment with another benefit.

National Insurance (NI) contributions

For each week that we pay you Carer's Allowance you will get a National Insurance (NI) contribution added to your NI record. You will also get an NI contribution for any week when you are entitled to Carer's Allowance but it is not paid because you are also getting Widow's Benefit or Bereavement Benefits at the same or higher weekly rate.

These NI contributions may help you to qualify for the basic rate of certain other social security benefits or entitlements in the future.

If you are a married woman who has chosen to pay reduced rate NI contributions, we cannot give you NI contributions if your option is still in force.

Please note that NI contributions will not be paid to women in the tax year they reach 60 and men in the tax year they reach 65.

State Second Pension

For each complete 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 your Carer's Allowance is not paid because you are getting one of certain 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.

More information about Carer's Allowance continued

If you look after more than one person

You can only get one payment of Carer's Allowance each week even if you look after more than one person who gets

- Attendance Allowance or
- Constant Attendance Allowance at not less than the **full day rate** or
- Disability Living Allowance at the **middle or highest rate of the care component.**

If someone else is also looking after the same person

If someone else is also looking after the same person only one of you can get Carer's Allowance. You must decide between you who is going to claim it. See page 18 of these notes for where to get help and advice.

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 when

- you take a short holiday
- the person you look after goes into hospital
- you go into hospital.

But you must always tell us about any week when you look after someone for less than 35 hours. A week is from the start of a Sunday to the end of the next Saturday.

Where to get help and advice

- If you want general advice and information about social security benefits or entitlements, get in touch with any Jobcentre Plus or social security office. You can find the phone number and the address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus** or **Social Security**. Further information and claim forms are available on the internet at **www.dwp.gov.uk**
- If you want information about Pension Credit you can phone the Pension Service. The number is **0845 60 60 265**.
- If you want to know about social security 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 problems with hearing and have a textphone, phone Benefit Enquiry Line (BEL). The number is Freephone **0800 24 33 55**.
- You can get in touch with an advice centre like the Citizen's Advice Bureau.
- You can get in touch with

Carers UK

20-25 Glasshouse Yard London EC1 4JS.

They can offer advice on a range of issues relating to carers. Their Helpline number is **Freephone 0808 808 7777**. The lines are open from 10.00am to 12.00 noon and from 2.00pm to 4.00pm Monday to Friday. **Do not send your claim form to this address.** Send it to the address on **page 11**.

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 arrange for someone to phone you back. The person who phones you back is 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. Alternatively, 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 braille or large print. They will send you an envelope. It will not need a stamp. All the requested documents should be included with the claim.

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, but you are looking after someone who gets

- Attendance Allowance **or**
- Constant Attendance Allowance at not less than the **full day rate or**
- Disability Living Allowance at the **middle or highest rate of the care component.**

This is a scheme to make sure people do not get less State Retirement Pension in the future just because they stay at home to look after someone.

Ask for form **CF411** *Home Responsibilities Protection*. You can get this form from a Post Office, Jobcentre Plus or social security office. Leaflet **SD4** *Caring for someone* 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 qualify for Home Responsibilities Protection. The extra pension will be paid along with your basic state pension when you reach state pension age.

Please keep this leaflet for your information

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

Carer's Allowance

Extra money for a dependent adult

DS700 (2)

Form

June 2004

PART 1

About you – the carer

Only fill in this form if you want to claim for extra money, called an *adult dependency increase*, to be added on to your Carer's Allowance for

- the person you are married to, or
- an adult who looks after your child or children.

When an adult dependency increase is paid, it can only be added to one benefit at any one time. If you or someone else is already getting extra money on another benefit for either of the above people, either that benefit will reduce or we will not be able to pay you any extra money with your Carer's Allowance.

If you think this applies to you, please contact Carer's Allowance Unit on **01253 856 123** before making a claim.

- Before you fill in this form, please read the notes that came in this claim pack. **Page 13** of the DS700 explains who you can claim extra money for.
- Remember this claim form must be filled in by you, not the person you are claiming an increase for.
- Please write clearly in ink. We cannot accept entries in pencil. Please write your personal details in BLOCK CAPITALS.
- **Benefit you may get because of this claim may be paid more quickly if**
 - you answer all the questions that apply to you and your partner, if you have one.
 - your answer to a question is **No** please tick the **No** box. This will help us deal with your claim more quickly.
 - you send us all the documents we ask for. If you cannot do this get in touch with us. **Benefit you may get because of this claim may be delayed.**

Surname or family name

All other names in full

Date of birth

 / /

National Insurance (NI) number

If you do not tell us your NI number, any benefit you get could be delayed. You can find the number on your National Insurance (NI) number card, letters from social security, payslips or form P60.

Letters	Numbers	Numbers	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 2

About extra money added on to your Carer's Allowance for an adult

You may be able to get an extra £26.50 a week with your Carer's Allowance for an adult who lives with you.

This could be the person you are looking after, at **PART 5** of form DS700(1).

To get the extra money the person you claim for must

- live with you
- and** ● be the person you are married to
- or** ● be your partner if they are looking after a child or children for you
- By *partner* we mean someone you live with as if you are married to them
- or** ● be someone else who lives with you if they look after a child or children for you.
- and** ● have less than £26.50 a week coming in from earnings when you take off their expenses. But we will need to look at
- Child Benefit
 - other money you get from social security benefits
 - the money your partner or a dependent adult who lives with you has coming in.

Do you want to claim extra money for a dependant adult?

No Do not complete this form.

Yes

From what date do you want to claim extra money for a dependent adult?

You must put an exact date. If you do not put an exact date you may lose money.

		/			/	
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What is their National Insurance (NI) number.

You can find this on letters from a social security office, their NI card, wage slips or form P60.

Letters		Numbers				Letter								

PART 2

About extra money added on to your Carer's Allowance for an adult continued

Please tell us the names of the children that you receive Child Benefit for. If the person named at Part 5 of the form DS700(1) is a child who you are getting Child Benefit for, please include the name here.

Surname	Other names	Date of birth
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /

Your Child Benefit reference number

This is on the front of your order book or letters about the benefit

	Numbers	Letters
CHB	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

How much Child Benefit do you get a week?

£

How is it paid?

Order book
Check
Straight into an account

PART 3 About the dependent adult's work

Has the dependent adult been employed at any time in the 6 months before the date you want to claim extra money from?

They could have been

- working full-time
- working part-time
- doing casual or temporary work
- job sharing
- included on a tax return as a worker
- or ● a company director.

Do they have a job now?

Date their job started

Date their job finished (if it has)

Type of job

Clock or payroll number

Employer's name and address

Employer's phone number

Employer's fax number (if you know it)

No Please go to the next question

Yes Please tell us the date the dependent adult last worked.

/	/
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If the dependent adult is self-employed, complete **PART 5**.

If the dependent adult has not worked at any time in the 6 months before the date you want to claim extra money from and is not working now, please go to page 10 **PART 5**.

No Please tell us about their most recent job

If the dependent adult has more than one job, please give details in **PART 14** of the main claim form **DS700(1)**

Yes Please tell us about the job they are doing now

■ If you need any more space please use the space in **PART 14** of the main claim form **DS700(1)**

/	/
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/	/
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If they have never worked go to **PART 5**

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Postcode

Code	Number
------	--------

Code	Number
------	--------

PART 3 About the dependent adult's work continued

When did they get their last pay?

How much was it **before** anything was taken off?
This is usually the gross pay on the pay or wage slip

What period was it for?

What was included in this wage?
Include things like holiday pay, redundancy or payments in lieu of notice. Also include full details of all payments made.

How often are (or were) they paid?
Please tick one box

- weekly
- fortnightly
- 4 weekly
- monthly
- other Please say how often they were paid

What day, do (or did) they usually get paid?
For example, every Friday, the last day of the month, every 4th Friday.

Do (or did) their earnings vary?

- No
- Yes Please tell us about this at **PART 14** of the main claim form **DS700(1)**

- If they got their last pay **before** the date you want to claim extra money from, send us either
 - their final payslip or
 - a letter from their employer saying how much their final payment was, what period it was for and what amounts were taken off.

- If they have been paid **after** the date you want to claim extra money from, send us either
 - the payslip before the date you want to claim extra money from and all the payslips they have had since then or
 - a letter from their employer saying how much each payment was, what period each one was for and what amounts were taken off.

The details you must send us
If they do not have payslips you must send us a letter from their employer showing full details of their earnings. **You must remember to send us all the documents we ask for. If you do not, benefit you can get because of this claim may be delayed.**

PART 3 About the dependent adult's work continued

How many **hours** a week do or did they normally work?

hours a week

How many **days** a week do or did they normally work?

days a week

Do (or did) they get anything other than money in this job?

This could be things like free board and lodgings, free meals or luncheon vouchers.

No

Yes Please tell us what else they get (or got)

Does their employer owe them any money?

No

Yes Please tell us about this

How much are they owed?

£

What period is it for?

from / / to / /

What is the money owed for?

Include things like holiday pay, redundancy or payments in lieu of notice. Also include full details of all payments made.

When should it have been paid?

/ /

When will they get it?

/ /

PART 4

About expenses to do with the dependent adult's work continued

Does the dependent adult pay someone to look after your children while they are at work?

No

Yes How much do they pay them a week?

£ a week

Name and address of the person they pay

Postcode

Which child or children do they look after?

Child's name

Child's date of birth

/	/
/	/
/	/
/	/

What relation to the dependent adult is the person they pay?

--

PART 5

More about the dependent adult's income continued

Does the dependent adult pay Class 2 (self-employed) National Insurance contributions?

No
Yes

Does the dependent adult rent out property or land which they own in the UK or abroad?

No
Yes We will contact you about this.

Is the dependent adult getting Statutory Sick Pay?
Tick Yes if they are waiting to hear.

No
Yes How much do they get and how often? £ a week

Is the dependent adult getting Statutory Maternity Pay?
Tick Yes if they are waiting to hear.

No
Yes How much do they get and how often? £ a week

Is the dependent adult getting an occupational pension?
Tick Yes if they are waiting to hear.

No
Yes Please give the amount before any deductions, for example Income Tax. Please send us something to confirm the amount they receive. £ a week

Is the dependent adult getting a private pension?
Tick Yes if they are waiting to hear.

No
Yes How much do they get and how often? Please give the amount before any deductions, for example Income Tax. Please send us something to confirm the amount they receive. £ a week

Does the dependent adult pay anything towards a personal or stakeholder pension scheme?
Also give details if they pay towards a retirement annuity scheme.

No
Yes How much is paid and how often is it paid? Please send us something to confirm the amount they pay. £ every

If the dependent adult has to pay someone to look after your children while they are at work, please complete PART 3.

PART 6 Declaration

I understand that if I give information that is incorrect or incomplete action may be taken against me.

I declare that the information in this section is, to the best of my knowledge, correct and complete.

I agree that to obtain information necessary to deal with my claim, the Carer's Allowance Unit may contact

- the dependent adult's current or previous employers, or
- any person or organisation mentioned on this form.

Please note that any or all of the information in this claim form may be checked.

This is my claim for an increase of Carer's Allowance for the person I am married to

This is my claim for an increase of Carer's Allowance for the person looking after my children

I am sending my marriage certificate with this form

Your signature

Date

/ /

PART 7 What to do now

- 1 Check that you have answered all the questions that apply to you and your partner, if you have one.
- 2 Check that you are sending all the documents we have asked for. These could be things like
 - your partner's payslips or a letter from their employer
 - your marriage certificate, if you have one.If you cannot do this get in touch with us. But benefit you may get because of this claim may be delayed.
- 3 Check that you have signed the form at PART 6.
- 4 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