

DS700 from October 2006

Carer's Allowance

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 getting any of these benefits.

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

Helpline number – 0800 88 22 00

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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?

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

1 Are you aged 16 or over?

To qualify for Carer's Allowance you must be 16 or over

No

Yes

2 Are you looking after a disabled person for at least 35 hours a week?

No

Yes

3 Has the person you are looking after been awarded one of these benefits?

- Attendance Allowance
- Constant Attendance Allowance at or above
 - **the normal maximum rate as an addition to Industrial Injuries Disablement Benefit**
 - **the basic (full day) rate as an addition to a War Disablement Pension**
- 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.

No

Yes

4 Do you normally live in Great Britain?

By *Great Britain* we mean England, Scotland and Wales. If you are part of a family stationed overseas with HM forces, please tick **Yes**.

No

Yes

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

Can I get Carer's Allowance? continued

The benefit you may be entitled to 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.

We use *partner* to mean

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

Who cannot get Carer's Allowance?

You cannot get Carer's Allowance if

- you earn more than the allowable limit after we have taken off the money we allow for expenses (see below for further details). The earnings limit is shown on the Carer's Allowance leaflet that came with this claim pack
- you are on a course of full-time education
- you are on holiday from a course of full-time education
- your right to reside or remain in the United Kingdom is subject to limitation or restriction by the Home Office.

Earnings

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

Who cannot get Carer's Allowance? continued

Full-time education

Full-time education means 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.

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 children, 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 these expenses.

If your earnings are over the limit

If your earnings are over the limit, the way your earnings are paid affects the period for which you will not be entitled to Carer's Allowance. For example, if you are paid monthly you will not be entitled for the following month. If you are paid weekly you will not be entitled for the following week.

Other help available

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 **pages 10, 11, 15 and 19** 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 or above
 - the normal maximum rate as an addition to Industrial Injuries Disablement Benefit,
 - the basic (full day) rate as an addition to a War Disablement Pension, 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.

The current weekly rate of Carer's Allowance is shown on the Carer's Allowance leaflet that came with this claim pack.

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.

If you start getting Carer's Allowance for the person you are caring for, their benefit or entitlement **may go down**. Severe Disability Premium cannot be paid when Carer's Allowance is also paid. See **page 17** of these notes for where to get advice about this.

When to claim

Claim now – If you look after someone who is getting or has recently been awarded

- Attendance Allowance or
- Constant Attendance Allowance
 - at or above the normal maximum rate as an addition to Industrial Injuries Disablement Benefit,
 - at or above the basic (full day) rate as an addition to a War Disablement Pension, or
- Disability Living Allowance at the middle or highest rate of the care component.

Do not delay or you could lose benefit.

Claim later – If you look after someone who has not yet claimed one of the benefits mentioned above, or has claimed but is waiting for a decision.

The person you look after should consider claiming one of these benefits straight away if they have not claimed already. If they are awarded one of the benefits, you should claim Carer's Allowance straight away (within 3 months of the Attendance Allowance, Constant Attendance Allowance or Disability Living Allowance decision, if possible). 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, 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 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 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.direct.gov.uk/carers

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 –
cau.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 3 weeks. **It will help us if you do not contact us until after that time**, unless your circumstances change. Please allow this period of time before expecting to hear from us with a decision on your claim.

If you live in an area with a Jobcentre Plus office, Jobcentre Plus is able to offer you a Work Focused Interview (WFI) with a personal adviser. The interview is not a requirement of your claim for Carer's Allowance, but is available to you if you would like advice about possible part-time employment or training. The help is there should you choose to take advantage of it, either now or later if your caring responsibilities change.

If you would like to discuss whether a WFI may be appropriate for you, or arrange an interview, please contact your local Jobcentre Plus office.

You can find details of your local Jobcentre Plus office in the phone book. If you are claiming Income Support or Incapacity Benefit you will be required to have a WFI as a result of your claim for those benefits. If this is the case, you will be contacted by the relevant office.

Will Carer's Allowance affect other benefits I get?

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

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 current weekly rate of carer premium is shown on the Carer's Allowance leaflet that came with this claim pack.

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 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 14**, 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.

What else can I claim?

Jobseeker's Allowance, Income Support and Pension Credit

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*. This is available on the internet at **www.jobcentreplus.gov.uk**

For general information about Pension Credit see leaflet **PC1L** *Pension Credit: Do I qualify? How much could I get? How can I apply?* For more detailed information see **PC10S** *A guide to Pension Credit*. You can get them from your Jobcentre Plus office, social security office or Pension Centre. These are available on the internet at **www.thepensionservice.gov.uk**

About extra money added on to your Carer's Allowance

You may be able to get extra money with your Carer's Allowance for a person who lives with you and is dependent on you. The person can be

- your husband, wife or civil partner, **or**
- your partner, if you are not married or in a civil partnership, provided they are looking after a child or children you get Child Benefit for, **or**
- someone else who is looking after a child or children you get Child Benefit for.

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.

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 17** of these notes for where to get advice about this. To claim extra money, fill in the claim form **and** the *Extra money for a dependent adult* form.

If you claim extra money for a dependent 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 claim 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 HM Revenue & Customs (formerly Inland Revenue) website. The address is **www.hmrc.gov.uk**

You can claim online too.

If you would rather ring the HM Revenue & Customs 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 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 or Bereavement Allowance
- Widowed Mother's Allowance or Widowed Parent's Allowance
- War Widow's and Widower'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 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 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 Plus office 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 normally get a National Insurance (NI) contribution added to your NI record. You will also normally be credited with a NI contribution for any week 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 benefits or entitlements in the future. A NI contribution will not be credited for Carer's Allowance where you are already being credited with contributions as a result of another benefit being paid to you. For example, where Incapacity Benefit is being paid.

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 or above
 - the normal maximum rate as an addition to Industrial Injuries Disablement Benefit,
 - the basic (full day) rate as an addition to a War Disablement Pension, 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 below 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 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.jobcentreplus.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 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 on Wednesdays and Thursdays only. **Do not send your claim form to this address.** Send it to the address on **page 8**.

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 **or**
- Disability Living Allowance.

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 Jobcentre Plus or social security office. 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 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

Only fill in this form if you want to claim for extra money, called an *adult dependency increase*, which can be added on to your Carer's Allowance for a person who lives with you and who is

- the person you are married to, or
- your civil partner, or
- your partner, or some other adult, who looks after a child or children you get Child Benefit for.

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 any 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 12** 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 be entitled to because of this claim may be paid more quickly if**
 - you answer all the questions that apply to you and the dependent adult.
 - 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 be entitled to because of this claim may be delayed.

PART **1** About you – the carer

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 may be entitled to could be delayed. You can find the number on your National Insurance (NI) number card, letters about benefits, payslips or form P60.

| Letters | 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 a dependent adult

You may be able to get extra money 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)**.

The current weekly rate of this extra money is shown on the Carer's Allowance leaflet that came with this claim pack.

To get the extra money the person you claim for must live with you and

- be the person you are married to or your civil partner
 - or ● be your partner if they are looking after a child or children you get Child Benefit for
- We use *partner* to mean
- a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.
- or ● be some other adult who lives with you if they look after a child or children you get Child Benefit for.

A person can be treated as your dependent if they have less money coming in a week from earnings than the weekly rate of extra money, after we take off expenses, but we need to look at

- your Child Benefit
- money you get from other benefits and
- the money your partner or a dependent adult who lives with you has coming in.

Do you want to claim extra money for a dependent 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.

What is their National Insurance (NI) number.

| | | | | | | | | | | | |
|---------|--|---------|--|--|--|--|--|--|--|--------|--|
| | | | | | | | | | | | |
| Letters | | Numbers | | | | | | | | Letter | |

You can find the number on their National Insurance (NI) number card, letters about benefits, payslips or form P60.

PART **2** About extra money added on to your Carer's Allowance for a dependent adult continued

Please tell us who you want to claim for

Surname

Other names

Please tell us about your relationship to this person

Tick the box that applies

The person you are married to or formed a civil partnership with

- If you have a marriage certificate or civil partnership certificate please send it to us with this form. **We cannot accept a photocopy.** This will help us to deal with your claim more quickly. We will send the certificate back to you as soon as we can.

If no marriage or civil partnership certificate exists, please send us any other proof of your marriage or formation of civil partnership. You can take your certificate to any Pension Centre or Jobcentre Plus office where they will copy and verify your documents.

Please tell us about any child or children on the next page. Then go to **PART 3**.

The address we should return the certificate to.

| |
|----------|
| |
| |
| Postcode |

Your partner if they are looking after a child or children you get Child Benefit for

- Please tell us about the child or children on the next page. Then go to **PART 3**.

Someone else who looks after a child or children you get Child Benefit for and lives with you

- Please tell us about the child or children on the next page. Then go to **PART 3**.

PART 2 About extra money added on to your Carer's Allowance for a dependent adult continued

Please tell us the names of the child or 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 or your partner's Child Benefit number

This can be found on letters about Child 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"/> <input type="text"/> |

PART 3 About the dependent adult's work

Please tell us the date the dependent adult last worked

 / /

This question **must** be completed with a date or write **NONE** if they have never worked.

Work could be

- full-time
- part-time
- 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 and other auxiliary armed forces.

If this date is **more than 6 months** before the date you wish to claim from or the dependent adult has never worked, then go to **PART 5**. But if the dependent adult is off work because they are **sick**, on **maternity leave** or on **unpaid leave**, please answer the rest of the questions in this part below.

If the dependent adult has never worked write **NONE** then go to **PART 5**.

If you do not provide a date, this may result in a delay in dealing with your claim.

Please note if the dependent adult stopped working when you applied for Carer's Allowance, we will assess their final wages over the same pay period which their earnings would normally have covered.

Do they have a job now?

No Please tell us about **all** jobs they have had in the 6 months before the date you want to claim from

Yes Please tell us about the job they are doing now

If the dependent adult has **more than one job** tick this box.
 If necessary provide more details in **PART 14** of the main claim form **DS700(1)**.

We will contact you about this.

| | EMPLOYER 1 | EMPLOYER 2 |
|----------------------------------|--|--|
| Date the job started | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Date the job finished, if it has | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| Type of job | <input type="text"/> | <input type="text"/> |
| Clock or payroll number | <input type="text"/> | <input type="text"/> |
| Employer's name and address | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> |
| | Postcode | Postcode |
| Employer's phone number | Code <input type="text"/> | Code <input type="text"/> |
| | Number <input type="text"/> | Number <input type="text"/> |

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

PART 3 About the dependent adult's work continued

Employer's fax number,
if you know it

| | |
|------|--------|
| Code | Number |
|------|--------|

Which department deals with
their wages

for example, personnel, wages,
human resources etc.

| |
|------------|
| Department |
|------------|

Please give their phone number or
fax number

| | |
|------|--------|
| Code | Number |
|------|--------|

When did they get their last pay?

| | |
|---|---|
| / | / |
|---|---|

How much was it before anything
was taken off?

This is usually the gross pay on
their pay or wage slip.

| |
|---|
| £ |
|---|

What period was it for?

| | | | | | |
|------|---|---|----|---|---|
| from | / | / | to | / | / |
|------|---|---|----|---|---|

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 to them and
details of the length of time each
payment is for. Please give full
details in **PART 14**, if necessary.

| |
|--|
| |
|--|

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 date (or day) do they
(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

Do (or did) they get paid for
holidays or when off sick from
work?

No

Yes

PART 4 About expenses to do with the dependent adult's work continued

Do (or did) they pay anything towards an occupational pension scheme?

No Yes

How much do (or did) they pay?

| | |
|---|-------|
| £ | every |
|---|-------|

Do (or did) they pay anything towards a personal or stakeholder pension scheme?

No Yes

Also give details if they pay (or paid) towards a retirement annuity scheme.

How much do (or did) they pay and how often is (or was) it paid? Please send us something to confirm the amount they pay (or paid).

| | |
|---|-------|
| £ | every |
|---|-------|

Do (or did) they pay for anything else necessary to do their job?

For example, tools or protective clothing.

No Yes Please tell us about it below

What are these other things they have to pay for?

Why do (or did) they need these things to do their job?

Please say how much these things cost each week

| | |
|---|--------|
| £ | a week |
|---|--------|

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

PART 5 More about the dependent adult's income

Has the dependent adult been self-employed since the week before the date you want to claim extra money from?

Self-employed work could be

- working for themselves
- or • being a partner or sleeping partner in a business

No Please go to the next page

Yes

Are they self-employed now?

No Please tell us about their most recent self-employed job

Yes Please tell us about the self-employed job they are doing now

When did they start this self-employed work?

When did they finish this self-employed work – if they have?

Have they ceased trading altogether?

No

Yes If they ceased trading more than a week before the date you want to claim from, please go to the next page

Nature of their business

What is (or was) their trading year?

Please send us a copy of their profit and loss account for the most recent trading year. We will write to you if we need more information about the money they get from their self-employed work.

Have they got an accountant?

No

Yes

While at work, does (or did) the dependent adult pay anyone to provide childcare for a child or children you or your partner get Child Benefit for?

No

Yes We will contact you about this

Do (or did) they pay anything towards a personal or stakeholder pension scheme? Also give details if they pay (or paid) towards a retirement annuity scheme.

No

Yes How much do (or did) they pay?

PART 5 More about the dependent adult's income continued

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

No Yes

Has the dependent adult rented out property or land which they own in the UK or abroad since the week before the date you want to claim from?

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?£ every

Is the dependent adult getting Statutory Maternity Pay or Statutory Paternity Pay?

Tick Yes if they are waiting to hear.

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

Is the dependent adult getting an occupational 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.

£ every

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.

£ every

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 provide childcare for a child or children you or your partner get Child Benefit for, while they are at work, please complete PART 4, page 8.

PART 6 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.

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 or my civil partner

This is my claim for an increase of Carer's Allowance for an adult looking after a child or children I get Child Benefit for

I am sending my marriage or civil partnership 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 the dependent adult.
- 2 Check that you are sending all the documents we have asked for. These could be things like
 - the dependent adult's payslips
 - your marriage or civil partnership certificate, if you have one.
 If you cannot do this get in touch with us, but benefit you may be entitled to 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

Disability and Carers Service

Carer's Allowance Unit

If you would like advice about Carer's Allowance call:

01253 85 61 23 (switchboard)

People with speech or hearing problems using a **textphone** can call:

01772 89 94 89

Or use **typetalk prefix:**

18001

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

If your first language is not English ask for information about our interpreter service.

You can get more information about Carer's Allowance from the Directgov website. The address is

You can use the internet at many local libraries.

Or you can email us at:

cau.customer-services@dwp.gsi.gov.uk

Our postal address is:

**Palatine House
Lancaster Road
Preston
Lancs
PR1 1HB**

If you need to talk to someone face to face, you can go to your **social security** office. For your nearest social security office look for the social security display advert in the business numbers section of the phone book.

If you are not satisfied with our service, or would like to send comments, good or bad, please write to our Customer Service Section at the address shown above.

You can also call our Customer Service Section:

01772 89 94 88

01772 89 95 08

01772 89 97 66

Or by fax:

01772 89 93 54

| Service | 2005/2006 Target | 2005/2006 Achievements | 2006/2007 Target |
|------------------------------------|--------------------------------|-------------------------------|--------------------------------|
| Claims | Average Clearance Time 22 days | 13.1 days | Average Clearance Time 15 days |
| To pay the correct amount of money | 95% of all payments | 98.8% | 98% of all payments |

We are committed to improving the service we provide. The targets we have to achieve each year are set by the Government and may change if priorities alter.

How much will I get?

Only use the amounts shown as a guide. The rules for benefits mean that your individual circumstances may affect the amount you get. This means you will not always be able to work out exactly how much you will get by using these amounts.

Amounts of Carer's Allowance and related benefits from 10.04.06

Personal weekly rate £46.95

Extra weekly rate for
a dependent adult £28.05

Weekly earnings limit
(personal rate) £84.00

Weekly rate of Carer Premium £26.35

From 6th April 2003 extra money for a dependent child has not been paid on new claims to Carer's Allowance.

Other help and Information

For support and information to help you care for someone call **Carers UK:**
0808 808 77 77

These lines are open Wednesday and Thursday only from 10.00am to 12.00pm and 2.00pm to 4.00pm.