



Department
for Work &
Pensions

Notes

for the Carer's Allowance claim pack

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

You may be able to get Carer's Allowance if the person you look after gets:

- **Attendance Allowance, or**
- **Constant Attendance Allowance, or**
- **Armed Forces Independence Payment, or**
- **Personal Independence Payment at either rate of the Daily Living Component, or**
- **Disability Living Allowance at the middle or highest rate of the care component.**

Please keep these notes for your information

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

Contents

Title	Page
Can you get Carer's Allowance?	3
What is Carer's Allowance?	4
Who cannot get Carer's Allowance?	5
When to claim Carer's Allowance	6
How to claim Carer's Allowance	7
How to contact the Carer's Allowance Unit	7
What happens after we get your claim?	8
What else can you claim?	9
Child Tax Credit	9
Will Carer's Allowance affect other benefits you get?	10
Carer's Allowance and other benefits	11
More information about Carer's Allowance	12
Where to get help and advice	13
Claim form help notes	14

Can you get Carer's Allowance?

Use this quick checklist before you fill in the form.

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

I get State Pension.

☐

If you cannot tick this box, do not use this claim form. Ask us for the DS700 Carer's Allowance claim pack, which is for people who do not get State Pension. You will find information about getting Carer's Allowance while putting off claiming State Pension in the Notes in the DS700 claim pack.

If your State Pension is more than the amount of Carer's Allowance you can get, we will not pay you any Carer's Allowance. But claim Carer's Allowance anyway as you may qualify for extra payments from other benefits.

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

☐

Looking after someone can mean many things. It includes things like cooking meals, or helping them with their shopping.

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

☐

- 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
- Armed Forces Independence Payment
- Personal Independence Payment at either rate of the Daily Living Component
- the care component of Disability Living Allowance at the middle or highest rate.
The mobility component is not a qualifying benefit for Carer's Allowance.

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 ticked all four of the statements above, claim Carer's Allowance straight away, once you have read the rest of these notes.

If you live outside Great Britain, but in the European Economic Area (EEA) or Switzerland,

and you have ticked the first three statements above, please go to www.gov.uk/carers-allowance for the latest information on whether you can get Carer's Allowance.

Some of the information in these notes may not apply to you.

If we need more details we will contact you.

What is Carer's Allowance?

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

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

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.

To find out the current weekly rate of Carer's Allowance, go to **www.gov.uk/carers-allowance** or ask for a leaflet about benefit rates.

Carer's Allowance does not depend on:

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

The person you are looking after may be getting extra money with their benefit if they are severely disabled and getting any of the following benefits:

- Pension Credit
- income-based Jobseeker's Allowance
- Income Support
- income-related Employment and Support Allowance
- Housing Benefit.

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

If you get less than the full rate of State Pension, and this means that you start getting Carer's Allowance for the person you are looking after, their benefit or entitlement **may go down**. For example, the person you are looking after cannot get severe disability premium if you are getting Carer's Allowance. See **page 13** of these notes for where to get advice about this.

This could also affect any reduction in Council Tax they may be entitled to. To find out more about it, please contact the local authority.

If your State Pension is more than Carer's Allowance, we will not pay you any Carer's Allowance, although you will still have entitlement to it. If this is the case, the severe disability premium paid to the person you look after will not be affected. Please see **page 11** of these notes for information on how State Pension and other benefits affect payment of Carer's Allowance.

If you can get Carer's Allowance, we will contact you for details of how you want to be paid.

Who cannot get Carer's Allowance?

You cannot get Carer's Allowance if:

- you earn more than £110 a week after we have taken some expenses into account. There is more information about this below
- 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 **0345 608 4321**.

Earnings

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

If you have a part-time job, you must not earn more than £110 a week.

Working out your weekly earnings

When we work out your weekly earnings we only look at what you have earned after you have paid:

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

We also allow up to half of the rest of your earnings for paying someone from outside your family to look after children, or the person you look after, when you are at work.

Expenses

We may be able to take into account some other expenses, such as expenses you have to pay to do your job.

If you earn more than £110 a week

If you earn more than £110 a week, after we have taken money off for expenses, we will not be able to pay your Carer's Allowance. How long your Carer's Allowance stops for depends on how often you are paid. For example, if you are paid monthly you will not be entitled to Carer's Allowance for the month after you are paid. If you are paid weekly, you will not be entitled to it for the week after you are paid.

Other help available

Whether you can get Carer's Allowance or not, you and the person you care for may be able to get other help. To find out more, see **page 13**.

When to claim Carer's Allowance

Claim now, if the person you look after is getting:

- 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, or**
- Personal Independence Payment at either rate of the Daily Living Component, or
- Disability Living Allowance at the **middle** or **highest rate** of the **care component**, or
- Armed Forces Independence Payment.

Do not delay or you could lose benefit.

Claim later, if the person you look after:

- 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 Attendance Allowance, Constant Attendance Allowance, Personal Independence Payment, Disability Living Allowance or Armed Forces Independence Payment straight away.

If they already get one of these benefits, you must claim Carer's Allowance straight away. Entitlement to Carer's Allowance can be backdated for a limited period, so claim from the date caring began. Do not delay. If you do not claim within three months of the decision to pay Attendance Allowance, Constant Attendance Allowance, Personal Independence Payment, Disability Living Allowance or Armed Forces Independence Payment, you will lose benefit.

Getting Carer's Allowance may mean you can get:

- Pension Credit
- Housing Benefit.

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

If you wish to apply for a reduction in your Council Tax, or find out more about it, please contact your local authority.

How to claim Carer's Allowance

Just fill in the claim form. There are notes at the end of this booklet to help you to do this.

If your answer to a question is **No**, you must tick the **No** box. Please do not just leave it blank. This will help us deal with your claim more quickly.

If you have problems filling in the claim form, someone can do it for you. You can ask a friend, or an advice centre like the Citizen's Advice Bureau.

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 also claim Carer's Allowance or tell us about changes of circumstances online using our easy step-by-step form. To find out more visit **www.gov.uk/carers-allowance**

How to contact the Carer's Allowance Unit

Our phone number is **0345 608 4321**.

If you have speech or hearing difficulties, you can contact us using a textphone on **0345 604 5312**.

These lines are open from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

Calls to 0345 numbers cost no more than a standard geographic call, and count towards any free or inclusive minutes in your landline or mobile phone contract.

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

If you want to write to us, our address is:

**Carers Allowance Unit
Mail Handling Site A
Wolverhampton
WV98 2AB.**

Please let us know if:

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

What happens after we get your claim?

Wherever we can, we will phone you if we need more information. We will write and tell you if you can get Carer's Allowance. We normally pay Carer's Allowance on Mondays.

We will try to deal with your claim within three weeks. We do not normally tell you when we get your claim form. Please wait at least three weeks before asking about your claim.

While you are getting Carer's Allowance, you can have a work-focused interview with a personal adviser at Jobcentre Plus. You do not have to have an interview, but the adviser can talk to you about part-time employment or training. You can arrange an interview at any time if your caring responsibilities change.

Contact Jobcentre Plus if you would like to:

- talk about whether a work-focused interview may be right for you, or
- arrange an interview.

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

If you want to contact us about our service

If you would like to make a comment about our service, or if you have a complaint about our service, contact us by phone, textphone, in writing or email using the contact details on **page 7**.

We aim to reply to your complaint within 15 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 you claim?

Pension Credit

If you want to apply for Pension Credit, or if you want general advice and information, please contact the office that deals with your benefit or entitlement, or a Citizens Advice Bureau.

For more about Pension Credit, ask for leaflets on Pension Credit from Jobcentre Plus or your Pension Centre. Or visit **www.gov.uk/pension-credit**

Child Tax Credit

You may be able to claim Child Tax Credit. This is a payment to support families with children. You can claim it if you are responsible for children or young people.

To find out more about Child Tax Credit visit **www.gov.uk/child-tax-credit**

You can claim online too.

You can also call the HM Revenue and Customs helpline on:

- **0345 300 3900** if calling from the UK
- **+44 289 053 8192** if calling from outside the UK

If you have speech or hearing difficulties you can contact HM Revenue and Customs using a textphone on **0345 300 3909**.

All lines are open 8am to 8pm Monday – Friday, 8am to 4pm Saturday. Lines are closed on Sundays, Christmas Day, Boxing Day and New Year's Day.

Will Carer's Allowance affect other benefits you 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, we add an extra amount when we work out:

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

To find out the current rates of these extra amounts, go to **www.gov.uk/carers-allowance** or ask for a leaflet about benefit rates.

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

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

We will tell the office that pays your Pension Credit that you are getting Carer's Allowance or that you have underlying entitlement.

If you are getting Housing Benefit or a reduction in your Council Tax the Carer Premium may be included when the local authority work out how much benefit you can get. You must tell the office that pays your Housing Benefit or the local authority, if there is a reduction in your Council Tax, about the dates that you have entitlement or underlying entitlement to Carer's Allowance in order to get extra help.

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.

Carer's Allowance and other benefits

If you get any of the benefits shown below we may not be able to 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 or your partner's Pension Credit, income based Jobseeker's Allowance, Income Support, Employment and Support Allowance, Universal Credit or Housing Benefit. See **page 10** for details. If you wish to apply for a reduction in your Council Tax, or find out more about it, please contact your local authority.

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

If someone is getting any of the benefits shown above, and these 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.

More information about Carer's Allowance

If someone else is also looking after the same person

If someone else is also looking after the same person as you are, only one of you can get Carer's Allowance. Two people cannot get Carer's Allowance at the same time for looking after the same person. You must decide between you who is going to claim it. See **page 13** for where to get help and advice.

If you look after more than one person

You can only be entitled to Carer's Allowance for looking after one person. If you care for more than one person, you must tell us on the form which person you want to claim Carer's Allowance for looking after.

The time you spend looking after someone

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

For example, you may be able to get Carer's Allowance if you, or the person you look after, go into hospital or a 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.

Where to get help and advice

- If you want information about Pension Credit, you can phone the Pension Service. The number is **0800 99 12 34**. Or visit **www.gov.uk/pension-credit**
- If you want general advice and information about benefits or entitlements, get in touch with Jobcentre Plus. The phone number and address are in the business numbers section of the phone book under **Jobcentre Plus**. You can find more information and claim forms online at **www.gov.uk/browse/benefits**
- If you want to know about benefits or entitlements for disabled people, visit **www.gov.uk/browse/benefits**
- You can get help at an advice centre like the Citizens Advice Bureau.
- You can get in touch with Carers UK who can offer advice on a range of issues. 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. Or you can visit the Carers UK website at **www.carersuk.org**
- For information about financial support, rights, carers organisations, employment, independent living and much more, visit **www.gov.uk**

Claim form help notes

These notes are to help you fill in the claim form.

About you – the carer

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

Please include maiden name, all former married names and all changes of family name.

National Insurance (NI) number

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

Address

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

Daytime phone number

Where we can contact you or leave a message.

Please include the dialling code. This will help us deal with your claim more quickly. We will not give your phone number to anyone else.

When do you want your claim to Carer's Allowance to start?

You must give us an exact date or your claim may be delayed. If you do not fill in the **day, month and year**, we cannot accept your claim and will return this form to you.

Example of an exact date	06/01/2014
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We may be able to backdate Carer's Allowance for a limited period, so claim from the date caring began.

If the person you look after is awarded:

- Attendance Allowance, or
- a qualifying rate of Constant Attendance Allowance, or
- Personal Independence Payment at either rate of the Daily Living Component, or
- the care component of Disability Living Allowance at the middle or highest rate, or
- Armed Forces Independence Payment

we may be able to pay you Carer's Allowance from the date when their benefit payments start. But you must claim within three months of the date a decision is made on their benefit.

About the care you provide

Please tell us about the person you look after

You can get most of this information from letters about their:

- Attendance Allowance
- Constant Attendance Allowance
- Personal Independence Payment
- Disability Living Allowance, or
- Armed Forces Independence Payment.

Please write their personal details in BLOCK CAPITALS.

Their National Insurance (NI) number

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

Their daytime phone number

Please include the dialling code. This will help us deal with your claim more quickly. We will not give their phone number to anyone else.

What relation is this person to you?

If no relation, write NONE.

Have you received any payment from a local authority, any other organisation or individual to care for the person you are claiming Carer's Allowance for or anybody else since your claim date?

This could be payments for Fostering, Adult Placements or Direct Payments. If you ticked **Yes**, please tell us the name and address of who paid you and the amount paid each week, on **page 11**.

Do you spend 35 hours or more each week caring for the person you look after?

Please read the notes on **page 12** of this booklet.

Have you had any breaks in looking after this person since the date you want to claim from?

By break we mean time when, for any reason, you spent less than 35 hours a week caring for the person you look after. This could be a period of time abroad, holiday, time in a hospital or care facility **by either you or the person you care for**.

If you ticked **Yes**, please tell us the reason for the breaks and where the breaks took place, on **page 11**.

Other details

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

Please tick **Yes** if you are in education, on holiday or on temporary leave from a course of education. For example, A-level, degree, diploma, correspondence course, Open University.

If you ticked **Yes**, please tell us the name of your personal tutor and the address of the educational establishment on **page 11**.

Do you work for an employer now?

If you ticked **Yes**, please tell us the name and address of the employer or employers on **page 11**.

Work could be:

- full-time
- part-time
- casual or temporary
- 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 services.

If you are off work because you are sick or on unpaid leave, please answer **Yes** to the questions on employment.

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

If you ticked **Yes**, please tell us the name and address of the employer or employers on **page 11**.

Are you or have you been self-employed since the week before the date you want to claim from?

If you ticked **Yes**, please tell us about your self-employment on **page 11**.

Self employment could mean:

- working for yourself
- being a partner or sleeping partner in a business
- receiving income from property or land you own, or
- renting out any part of the home you live in – for example to a lodger.

Other details continued

Have you or your partner claimed or received any other benefits since the date you want to claim from?

Please tick **Yes** if you or your partner are waiting to hear about the benefit, allowance, pension or entitlement.

Please write the details of all the benefits, pensions or entitlements in the boxes provided.

Please include details for your partner, even if you have separated since the date you want to claim from.

Note

If you do not give us these details, we will need to contact you and ask for your written consent to contact any current or previous employers, or other people or organisations you tell us about. This will delay your claim.

If you do not want to give us these details, please tell us the reason on **page 11**.

Other information

In this section please give us:

- any extra information we have asked for, and
- anything else you think we should know about your claim.

Consent

- Do you agree to us getting information from any current or previous employer you have told us about on this form?
- Do you agree to us getting information from any other person or organisation you have told us about on this form?

If you have answered **No** to either of these questions, please tell us why on **page 11**.

Remember

It is very important to send in this form at the right time.

The person you look after must be getting:

- Attendance Allowance, or
- Constant Attendance Allowance at the full-day rate or more, or
- Personal Independence Payment at either rate of the Daily Living Component, or
- Disability Living Allowance care component at the middle or highest rate, or
- Armed Forces Independence Payment.

