

DS700 from April 2005

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.

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

Helpline number – **0800 88 22 00**

DWP

Department for
Work and Pensions

Disability and Carers Service

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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 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.

Who cannot get Carer's Allowance

You cannot get Carer's Allowance if

- you earn more than **£82.00 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 these 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 16 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 **11 April 2005** Carer's Allowance is **£45.70** 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 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 14** 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 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.dwp.gov.uk and follow the links from *disabled people and 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 –

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 3 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 **£25.80** 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 benefit or entitlement that is as much as or more than Carer's Allowance.

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

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 11**, you should claim Carer's Allowance. The local council will include an amount for the Carer Premium when they work out how much Housing Benefit or Council Tax Benefit you can get.

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 an adult who lives with you and is

- the person you are married to, **or**
- your partner if they are looking after a child or children you get Child Benefit for, **or**
- someone else if they are 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 14** 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

You can claim on line too.

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

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 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.

Carer's Allowance and other benefits continued

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 8** 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 normally get a National Insurance (NI) contribution added to your NI record. You will also normally be credited with an 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.

More information about Carer's Allowance continued

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

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.**

More information about Carer's Allowance continued

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.dwp.gov.uk
- If you want information about Pension Credit you can phone the Pension Service. The number is **0845 60 60 265**.

Where to get help and advice continued

- 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 Monday to Friday. **Do not send your claim form to this address.** Send it to the address on **page 7**.

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 Claim form

DS700 (1)

April 2005 Form

PART 1

About you – the carer

- **This form is to claim Carer's Allowance.**
- Before you fill in this form, please read **all** the notes that came in this claim pack.
- This form must be filled in by you, the carer, not the person you look after.
- Please answer all the questions that apply to you.
- Please tell us about any other personal details you think we should know about on page 23 **PART 14 Other information**, for example other names or recent previous addresses.
- Please write clearly in ink. We cannot accept entries in pencil. Please write your personal details in BLOCK CAPITALS.
- **If you need help to fill in any part of this form, phone Benefit Enquiry Line (BEL) 0800 88 22 00.**
- **Benefit you may be entitled to because of this claim can be paid more quickly if you**
 - answer all the questions that apply to you and your partner, if you have one, and
 - send us all the documents we ask for.**If you cannot do this, get in touch with us, but benefit you may be entitled to because of this claim may be delayed.**

Important note – If you do not have a National Insurance (NI) number, or you have one beginning with the letters ZZ or TN please contact your social security office. They will help you to apply for, or trace, your NI number.

Surname or family name

All other names in full

All other surnames or family names you have been known by or are using now

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

Title

Mr/Mrs/Miss/Ms

Marital status

single widowed separated
 married divorced living with partner

Date of birth

 / /

Address

Include your postcode.

This will help us deal with your claim more quickly.

Postcode

Code Number

Home phone number

This may help us to deal with your claim more quickly.
 We will not give your phone number to anyone else.

Code Number

Daytime phone number, if different

Please tick the appropriate box

Work Mobile Fax Textphone

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 your benefit, payslips or form P60.

Letters Numbers Letter

If you do not know your NI number, have you ever had or used one at anytime? No Yes

PART 1**About you – the carer continued****What is your nationality?**

For example, British

If you are a European Union (EU), European Economic Area (EEA) or Swiss national, please go to **PART 2**.If you are British and hold a **British Overseas Passport** tick this box **Do not** tick this box if you have a **standard British Passport**.**On what date did you arrive in the United Kingdom?**

From which country did you come

Do you intend to go back to that country?No Yes If you ticked **Yes** – Please tell us on what date**What is the reference number shown on your passport visa?**

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

Remember

- Please read all the Notes contained in leaflet **DS700** before you complete this form.
- You will only qualify for Carer's Allowance if you satisfy all the rules detailed in pages 3 and 4 of those notes.
- It is very important to send this form in at the right time. There is information about when to claim on **page 6** of the notes.

- If you live in Wales and would like to receive future communications in Welsh, please tick this box.

PART 2**About the date you want to claim Carer's Allowance from****What date do you want to claim Carer's Allowance from?****You must tell us an exact date.**

If you do not give us an exact date your claim may be delayed. Normally you are only able to claim Carer's Allowance for up to 3 months before the date we receive your claim.

Example of an exact date

day month year

We will ask you about this date again further on in this claim form. You might want to make a note of it now to help you later.

PART 3**About previous claims for Carer's Allowance (formerly Invalid Care Allowance)**

Have you claimed Carer's Allowance before?

If you claimed but did not get it, still tick Yes

No

Yes What date did you last claim?

 / /

Were you paid Carer's Allowance?

No

Yes

PART 4**About your partner**

Do you have a partner?

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

We use *partner* to mean a person you are married to or a person you live with as if you are married to them.

No

Yes Please tell us about your partner

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

No Please go to **PART 5**

Yes What date did your partner join your household?

 / /

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

No

Yes When did you separate?

 / /

If you are married, what date did you get married?

 / /

What is your partner's nationality?

For example, British

Partner's surname or family name

Partner's other names

All the other surnames they have had

These might be surnames they had before they were married.

Partner's title

Partner's date of birth

Partner's address

 / /

 Postcode

Partner's National Insurance (NI) number

If you do not tell us their NI number, any benefit you may be entitled to could be delayed. You can find the number on their National Insurance (NI) number card, letters from Social Security, payslips or form P60.

Letters

Numbers

Letter

PART 5**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
- or ● their Constant Attendance Allowance
- or ● their Disability Living Allowance.

Surname

Other names

Title

Date of birth

Address

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

Home phone number

This may help us to deal with your claim more quickly. We will not give this phone number to anyone else.

Daytime phone number, if different

Please tick the appropriate box

National Insurance (NI) number

This will help us to deal with your claim more quickly. You can find this on

- letters from a social security office
- their National Insurance number card
- their payslips
- letters from the Inland Revenue.

What relation is this person to you?

If no relation write **NONE**.

Please note that the Carer's Allowance Unit may, if necessary, contact the person you are caring for to confirm the details of your claim.

We do not contact the person being cared for in every case. If you feel that there is any reason why we should not contact the person you are caring for, or if any contact might upset them, please let us know at **PART 14**. Please include the reasons why you do not wish us to contact the person you are caring for.

Please write their personal details in BLOCK CAPITALS

Postcode

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

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

Work Mobile Fax Textphone

Letters	Numbers	Letter
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

If the person you look after gets income-based Jobseeker's Allowance, Income Support, Housing Benefit or Council Tax Benefit and they also get a Severe Disability Premium, their benefit may reduce if you get Carer's Allowance. See **page 14** of the notes booklet **DS700** for where to get advice about this.

PART 5

About the care you provide continued

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

No

Yes Please tell us about the person who pays you

Their name

Their address

Postcode

How much do they pay you each week?

£

When did you start getting this money?

/ /

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

Two people cannot get Carer's Allowance at the same time for looking after the same person. Please read **page 14** of the booklet **DS700** that came with this claim pack.

No

Yes Please tell us about the person who claimed Carer's Allowance before

Their surname

Their other names

Their address

Postcode

Their date of birth, if you know it

/ /

Their National Insurance number, if you know it

Letters	Numbers	Letter
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

PART 5**About the care you provide** continued

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

A week is from the start of a Sunday to the end of the next Saturday

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

A break is when you spend less than 35 hours a week looking after the person you care for. The reason for the break might be

- because they are in respite care, in hospital or on holiday without you, or
- because you are in hospital or on holiday without the person you care for, or
- another reason.

No Please read the notes on page 3 of the Notes contained in booklet **DS700**

Yes

No

Yes Please give us the exact dates and times of the breaks

From	Time	To	Time
/ /	am/pm	/ /	am/pm

Reason for the break

From	Time	To	Time
/ /	am/pm	/ /	am/pm

Reason for the break

From	Time	To	Time
/ /	am/pm	/ /	am/pm

Reason for the break

■ If you need any more space please use the space in **PART 14**

PART 5

About the care you provide continued

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

No

Yes From what date did you start to look after this person?

/	/	/
---	---	---

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

No

Yes Please give us the exact dates and times of the breaks

From	Time	To	Time
/ /	am/pm	/ /	am/pm

Reason for the break

--

From	Time	To	Time
/ /	am/pm	/ /	am/pm

Reason for the break

--

From	Time	To	Time
/ /	am/pm	/ /	am/pm

Reason for the break

--

■ If you need any more space please use the space in **PART 14**

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

No

Yes Where did they stay?

Postcode

■ If you need any more space please use the space in **PART 14**

PART 6**About any time you have spent abroad**

Do you normally live in Great Britain?

By *Great Britain* we mean England, Scotland and Wales.

No Where do you normally live?

Yes

Are you in Great Britain now?

No

Yes

Have you been out of Great Britain with the person you look after more than 4 weeks since the date from which you wish to claim?

No

Yes We may contact you about this

From

 / /

To

 / /

The country you visited and the reason

 / /
 / /

Have you been in Great Britain for 26 weeks in the 12 months before the date from which you wish to claim?

No Please tell us about the dates you were out of Great Britain

Yes

From

 / /

To

 / /

The country you visited and the reason

 / /
 / /

PART 7**About education**

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

Please tick **Yes** if you are on holiday or on temporary leave from a course of full-time education.

Full-time education means 21 hours or more of supervised study each week at a school, college, university or a similar educational establishment.

No Please go to **PART 8**

Yes Please tell us about the course

Type of course
For example, A level, degree or diploma

Course title

Name of school, college or university

Address of school, college or university

Postcode

Phone number of school, college or university

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

Fax number of school, college or university

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

Your student reference number

Tutor's name

How many hours a week do you spend on work which is included in the curriculum of the course at school, college or university?

What date did you start your course?

What date do you expect the course to end?

If you have now stopped, please tell us the date you stopped?

PART 8**About work for an employer**

Please tell us the date you last 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 you do not provide a date, this may result in a delay in dealing with your claim.

 / /

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

If this date is **more than 6 months** before the date you wish to claim from or you have never worked, then go to **PART 10**. But if you are off work because you are **sick, on maternity leave or on unpaid leave**, please answer the rest of the questions in this part below.

If you have **never worked** write **NONE** then go to **PART 10**.

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

Do you have a job now?

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

Yes Please tell us about the job you are doing now

■ If you need any more space please use the space in **PART 14**

If you have **more than one job** tick this box. If necessary provide more details in **PART 14**.

We will contact you about this.

EMPLOYER 1**EMPLOYER 2**

Date the job started

 / /
 / /

Type of job

Clock or payroll number

Employer's name and address

Postcode

Postcode

Employer's phone number

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

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

PART 8**About work for an employer continued**

Employer's fax number, if you know it

Code Number

Which department deals with your wages
for example, personnel, wages, human resources etc.

Department

Please give their phone number or fax number

Code Number

When did you get your last pay?

/ /

How much was it before anything was taken off?
(This is usually the gross pay on your 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 you 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) you paid?

Please tick one box

weekly fortnightly 4 weekly monthly other Please say how often you were paid

What date (or day) do you (or did you) usually get paid?

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

Do (or did) your earnings vary?

No Yes

Are you paid for holidays and when you are off sick from work?

No Yes

PART 8

About work for an employer continued

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

hours a week

Do (or did) you 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 you get (or got)

Does your employer owe you any money?

This could be redundancy pay, pay in lieu of notice etc.

No

Yes We will contact you about this

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

If you have had more than one other employer please give details at **PART 14** of this claim form.

No

Yes Please give your previous employer's name and address.

Please send your final payslip

Employer's phone number

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

Employer's fax number

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

- If you got your last pay **before** the date you want to claim from, send us your final payslip.
- If you have been paid **after** the date you want to claim from, send us the last payslip before the date you want to claim from in **PART 2** and all the payslips you have had since then.

The details you must send us

You must remember to send us all the documents we ask for. If you do not, benefit you may be entitled to because of this claim may be delayed.

PART 9

About expenses to do with your work

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

No

Yes How much do you pay them a week?

£ a week

Name and address of the person you pay

Postcode

What relation is the person you pay to the child or children they look after?

Which child or children do they look after?

Child's name

Child's date of birth

/	/	
/	/	
/	/	
/	/	

Do you or your partner get Child Benefit for this child?

- No Yes
- No Yes
- No Yes
- No Yes

What is your Child Benefit number?

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

What relation to you is the person you pay?

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

No

Yes How much do you pay them a week?

£ a week

Name and address of the person you pay

Postcode

What relation to you is the person you pay?

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

PART 9**About expenses to do with your work** continued

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

No Yes

How much do you pay?

£	every
---	-------

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

No Yes

Also give details if you pay towards a retirement annuity scheme.

How much do you pay?

Please send us something to confirm the amount you pay.

£	every
---	-------

Is there anything else you have to pay for that you **must have to do your job**?

For example, tools or protective clothing.

No Yes Please tell us about this

What are these other things you have to pay for?

Why must you have these things to do your job?

How much a week do you pay for these things?

£	a week
---	--------

■ If you need any more space please use the space in **PART 14**

PART 10**About property rented out**

Do you or your partner rent out property or land which you own in the UK or abroad?

No Yes We will contact you about this

Do you sublet your home or provide board and lodgings accommodation?

No Yes We will contact you about this

Do you or did you pay Class 2 (self-employed) National Insurance contributions?

No Yes We will contact you about this

PART 11**About self-employed work**

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

Self-employed work could be

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

Are you self-employed now?

When did you start this self-employed work?

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

Have you ceased trading altogether?

Nature of your business

What is (or was) your trading year?

Have you got an accountant?

Your accountant's name and address

Accountant's phone number

Accountant's fax number, if you know it

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

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

Also give details if you pay towards a retirement annuity scheme.

No Please go to **PART 12**

Yes

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

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

/ /

/ /

No

Yes If you ceased trading more than a week before the date you want to claim from, please go to **PART 12**.

from / / to / /

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

No

Yes Can we contact your accountant, if we need to No Yes

Postcode

Code Number

Code Number

No

Yes We will contact you about this

No

Yes How much do you pay and how often is it paid?

£ every

PART 12**About other money**

Have you or your partner claimed or had any of the following since the date you want to claim from?

Please look through the list and tick **Yes** or **No** for each.

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

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

	YOU	YOUR PARTNER
Jobseeker's Allowance	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Is it contribution-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Is it income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Income Support	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Pension Credit	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
State Pension This is not the pension from your employer or a privately paid pension	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Incapacity Benefit	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Severe Disablement Allowance	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Maternity Allowance	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Unemployability Supplement paid with Disablement Benefit or War Pension	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Widow's Benefit or Bereavement Benefit	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
War Widow's Pension	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Industrial Death Benefit	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Government training allowance or grant, including payments from Work Based Learning for Adults and the New Deal Scheme.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

PART 12**About other money** continued**YOU**

Lone Parent Rate of Child Benefit
This was called One Parent Benefit before 7 April 1997

No Yes

Guardian's Allowance

No Yes

Any other social security benefit, allowance, pension or entitlement

If you need more space, please use the space in **PART 14**

No Yes Name of the benefit, allowance, pension or entitlements

Any other benefit, allowance, pension or entitlement that is not paid by social security or Inland Revenue

If you need more space, please use the space in **PART 14**

No Yes Name of the benefit, allowance, pension or entitlements

Who pays it?

Postcode

YOUR PARTNER

No Yes

No Yes Name of the benefit, allowance, pension or entitlements

No Yes Name of the benefit, allowance, pension or entitlements

Who pays it?

Postcode

Has anyone else had any extra money for you added on to a benefit, allowance or pension since the date you want to claim from?

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

Or, if you are under 19 years of age, include any payment that your parent or guardian receives for you on any other benefit.

No

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

Their name

Their address

Postcode

Name of the benefit, allowance or pension

National Insurance (NI) number
This is on letters about their benefit.

Letters Numbers Letter

<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"/>
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PART 12**About other money** continued

Have you had any Statutory Sick Pay (SSP) since the date you want to claim from?
Please tick **Yes** if you are waiting to hear about it.

No

Yes Name and address of the employer who deals with the SSP

Postcode

Have you had any Statutory Maternity Pay (SMP) since the date you want to claim from?
Please tick **Yes** if you are waiting to hear about it.

No

Yes Name and address of the employer who deals with the SMP

Postcode

Our policy is to pay all benefits and entitlements 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. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. There are arrangements with banks and building societies so that you can collect cash from some of their accounts at your Post Office® branch. 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.

A – Payment direct into an account

The other advantages of having your money paid into an account are:

- you can get your money from many different places
- 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
- using an account may help you to save.

You will be paid

Your Carer's Allowance will be paid into the account every 4 weeks or every week. It will normally be paid on a Monday.

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. Each payment, after the first one, should be for the same amount unless there is a change in your circumstances.

We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your benefit payments on your account statements. Your statements will show your National Insurance (NI) number next to payments that are from us. A Post Office® card account statement shows your payment details but not your National Insurance (NI) number. If you think your payment is wrong, get in touch with us straight away.

If not enough money is paid into the account

If we do not pay enough money into the account we will make another payment 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 we may pay too much money into the account

If this is because of the way the system works for payments direct into an account, we have the right to recover any money you are not entitled to. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount already sent out. We will contact you first if we propose to recover 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.

B – About the account you want to use**Please give your account details below.**

You will find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank or building society, or the Post Office® if it is a Post Office® card account.

Whose name is the account in?

Please tick one box.

We use *partner* to mean a person you are married to or a person you live with as if you are married to them.

By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money the way you tell them.

- In your name
- In the name of your partner
- In the names of you and your partner
- In the name of the person acting on your behalf
- In the names of you and the person acting on your behalf

What name or names is the account in?

Please write the name or names as they appear on the chequebook, passbook or statement.

Full name of bank or building society

For a Post Office® card account write *Post Office*.

Sort Code

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

 – –

Account number – This is 7 to 10 numbers long.

More information if it is a building society account**Building society roll or reference number**

Some building societies accounts use a roll or reference number. The number is on the passbook.

The roll or reference can contain letters and numbers and can be up to 18 characters long.

If you are not sure if the account has a roll or reference number, ask the building society.

C – How often can I be paid

Having your payment into an account will not affect how often you are paid.

Our policy is to pay Carer's Allowance direct into an account. We can make payments each week or every 4 weeks.

How often do you want your benefit to be paid?

Every 4 weeks

3 weeks in arrears and one week in advance.

Every week

If you are only going to get a small allowance or if you live abroad, the arrangements may be different.

If you want more information, get in touch with us.

You may be getting other benefits that are not paid directly into an account at the moment. If you now agree to have them paid into this account, please tell us the name of the benefit or benefits.

D – If you did not complete section B

Please read the notes below then tick Box 1 or Box 2.

If you have a bank or building society account but you do not wish to use it, 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 the Post Office®, if this is important to you.

- **Basic bank account**

If you have had problems opening a current account, or if you are worried about being overdrawn, you could ask any bank or building society 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. Many basic bank accounts also allow you to get cash from Post Offices®.

- **Post Office® card account**

This is a simple bank account that can only have benefit 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® for someone else to collect your benefit regularly from this account.

What to do now

Tick the box that applies to you

Box 1

I intend to open an account.

**Complete the claim form and send it to us now.
Do not wait until you have opened an account.**

Any bank or building society will help you open an account. If you want to get your money at the Post Office®, check that the account allows you to do this.

When you have the account details, tell us straight away.

Box 2

I have not given details of an account, or do not intend to open an account.

We will contact you about your payment. If, in the meantime you require more information about opening a bank or building society account or a Post Office® card account, please contact us.

**Complete the claim form and send it to us now.
Do not wait until you have opened an account.**

PART 15**Declaration**

- Remember** It is very important to send in this form at the right time.
The person you look after must be getting or have claimed
- Attendance Allowance
 - or ● Constant Attendance Allowance at not less than the full day rate
 - or ● Disability Living Allowance at the middle or highest rate for help with personal care.

- I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- I understand** that I must promptly tell the office that pays my Carer's Allowance of anything that may affect my entitlement to, or the amount of that benefit.
- Under the Social Security Administration Act 1992, it is an offence to fail to notify a change of circumstances promptly, or knowingly provide information which is incorrect or incomplete. Failure to tell us about a change in your circumstances promptly may result in action being taken against you.
- I agree** to my Carer's Allowance being paid into the account I have chosen, if I have given account details on this form.
- and**
- I understand** that if I have given account details on this form, that the Department has the right to recover overpayments caused by the way the system works for direct payment, as described on **page 19** of this form.

Do you agree to us obtaining information from any current or previous employer(s) you may have listed on this claim form? No
 Yes

Do you agree to us obtaining information from any other person or organisation you may have listed on this claim form? No
 Yes

If you have answered **No** to any of the above and you would like the Carer's Allowance Unit to know the reasons, please set out those reasons in **PART 14**.

This is my claim for Carer's Allowance.

Now you must sign your declaration. If you do not sign this declaration, this claim form cannot be accepted and will be returned.

Your signature

Date

- 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
 - payslips or a letter from your employer
 - copies of accounts and balance sheets.If you cannot do this get in touch with us. Benefit you may be entitled to because of this claim may be delayed
- 3 Check that **you** have signed the form, not the person you look after. We may have to contact this person to confirm that caring for 35 hours or more a week takes place as stated in this claim form.
- 4 If you want to claim for extra money to be added on to your Carer's Allowance for an adult who lives with you and is
 - the person you are married to, **or**
 - your partner who looks after a child or children you get Child Benefit for, **or**
 - someone else who looks after a child or children you get Child Benefit for please fill in the form **DS700(2) Extra money for an adult** that came in this claim pack. If you are not sure if you want to claim for extra money to be added, claim anyway.
- 5 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

The Department for Work and Pensions collects information for the purposes of dealing with social security, child support, vaccine-damage issues, employment and training. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private-sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Work and Pensions is the Data Controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet **GL33** *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website. The address is **www.dwp.gov.uk**