



Notes

for the Carer's Allowance claim pack

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

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

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

Please keep these notes for your information.
The notes give you general information only and are not a complete statement of the law.

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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.

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

- 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
- 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.

I am aged 16 or over

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.

I normally live in Great Britain

By *Great Britain* we mean England, Scotland and Wales. You should also tick this box 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:

- 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
- 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**
- 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:

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

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

If you are paid Carer's Allowance for looking after them, this extra money will stop. The person you are looking after cannot get severe disability premium if you are getting Carer's Allowance. See **page 7** of these notes to find out where to get advice about this.

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 you have only underlying entitlement to Carer's Allowance and are not actually paid it, the person you look after will still get any extra money they 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.

Who cannot get Carer's Allowance?

You cannot get Carer's Allowance if:

- you earn more than £102 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 £102 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 £102 a week

If you earn more than £102 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 pages **11, 12, 14** and **15**.

When to claim Carer's Allowance

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

- 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
- 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**
- Armed Forces Independence Payment

You can claim Carer's Allowance as soon as the person you look after has been awarded one of the benefits listed above.

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 Personal Independence Payment, Disability Living Allowance, Attendance Allowance, Constant Attendance 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 Personal Independence Payment, Disability Living Allowance, Attendance Allowance, Constant Attendance Allowance or Armed Forces Independence Payment, you will lose benefit.

Getting Carer's Allowance may mean you can get:

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

You can claim these benefits or entitlements at the same time as 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. 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. 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.

0345 You can use the **0845** code to call our **0345** numbers.
0845 Check with your phone company which code is cheaper for you.

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

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

If you want to write to us, our address is

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

Please let us know if:

- You want us to use braille, audio 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 are claiming Income Support or Employment and Support Allowance, you will need to have a work-focused interview as part of your claim for those benefits. Jobcentre Plus will contact you about this.

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.

What else can you claim?

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

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

You can get leaflets about Income Support, Jobseeker's Allowance or Employment and Support Allowance from Jobcentre Plus. Or visit **www.gov.uk**

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

You can get a leaflet about 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 that is as much as or more than Carer's Allowance.

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

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.

If you put off claiming your State Pension

Putting off claiming your State Pension is also known as *State Pension deferral*. Days for which you are paid Carer's Allowance will not count towards extra State Pension or the lump sum payment you could get when you do claim your State Pension.

If you have any questions about the effect of getting Carer's Allowance while deferring your State Pension, please contact the Pension Service or get their detailed guide about State Pension deferral. You can get a copy from their website at www.gov.uk/deferring-state-pension

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 income based Jobseeker's Allowance, Income Support, Employment and Support Allowance, Pension Credit, 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.

If you get any Widow's Benefit or Bereavement Benefits, claim Carer's Allowance anyway because we may be able to give you National Insurance (NI) contribution credits. There is more about NI contribution credits on **page 12** of these notes.

More information about Carer's Allowance

Christmas Bonus

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

National Insurance (NI) contributions

Every week we pay you Carer's Allowance we will add a Class 1 NI contribution credit to your NI record. We will also normally give you a Class 1 NI contribution credit for any week when you are entitled to Carer's Allowance but we do not pay you because you are also getting Widow's Benefits or Bereavement Benefits at the same or higher weekly rate as your Carer's Allowance.

These Class 1 NI contribution credits may help you to get the basic rate of other benefits or entitlements in the future.

You will not get a Class 1 NI contribution credit with your Carer's Allowance:

- if you are already getting Class 1 NI contribution credits with another benefit. For example, you may be getting contribution credits with your Incapacity Benefit or Employment and Support Allowance.
- if you are a married woman who has elected to pay reduced-rate contributions when in work. But read about Carer's Credit on **page 14**.

State Second Pension

For each week that we pay you Carer's Allowance, and for some periods before your Carer's Allowance begins and ends, you will automatically build up extra pension called State Second Pension. This is sometimes called 'additional pension'. If we do not pay your Carer's Allowance because you are getting other benefits or entitlements at the same or higher weekly rate, you will still build up State Second Pension. The extra pension will be paid with your basic State Pension when you reach state pension age.

If someone else is also looking after the same person

If someone else is also looking after the same person as you 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 15** for where to get help and advice.

If you look after more than one person

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

The time you spend looking after someone

If you stop looking after the person 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 somewhere like that.

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.

Carer's Credit

Carer's Credit

National Insurance credits for carers of working age can automatically protect your future entitlement to the basic elements of the State Pension and Bereavement Benefits when Carer's Allowance is not being paid for any reason. The credit may also help you to build up some additional pension, sometimes called State Second Pension. Any additional pension you are entitled to will be paid with your basic State Pension when you claim it.

Carer's Credit will cover periods of up to 12 weeks:

- before your Carer's Allowance entitlement begins
- during any breaks in care, and
- at the end of any period of Carer's Allowance entitlement.

If you are a married woman paying reduced rate NI contributions, we cannot give you Class 1 NI contribution credits for each week you are paid Carer's Allowance. However, you will receive Carer's Credit for each week you are entitled to Carer's Allowance in addition to the 12-week periods described above.

If you are not entitled to Carer's Allowance, or it has ended but you are providing care for one or more people for a total of 20 hours or more each week, you may be able to get Carer's Credit.

You can find out more about Carer's Credit and how to apply by visiting www.gov.uk/carers-credit or by phoning **0345 608 4321**.

Where to get help and advice

- 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 information about Pension Credit, you can phone the Pension Service. The number is **0800 99 1234**. Or visit the Pension Service website at **www.gov.uk/pension-credit**
- 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 Citizen's 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**



Carer's Allowance

Claim form

- Use this form to claim Carer's Allowance.
 - Please read the Notes that came with the claim pack before you fill in the form.
 - The form must be filled in by you, the carer, not the person you look after.
 - Please fill in this form with BLACK INK and in CAPITALS.
 - Please answer all of the questions and send us all the documents we ask for.
- Contact us if you cannot fill in this form or send us the documents we ask for. Any benefit you may be entitled to may be delayed.



This form is available in **large print** or **braille**. Please ring **0345 608 4321**.

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

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

0345
0845

You can use the **0845** code to call our **0345** numbers. Check with your phone company which code is cheaper for you.

About you – the carer

Please answer the questions on this form in BLOCK CAPITALS.

Title, for example
Mr, Mrs, Miss, Ms.

Surname or family name

All other names in full

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

National Insurance (NI) number

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

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.

About you – the carer continued

Date of birth

Day	Month	Year
/	/	

Address

Postcode								

Daytime phone number

--	--

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

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

Mobile number

--

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

About your Carer's Allowance

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

Day	Month	Year
/	/	


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.

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

Example of an exact date

06	/	01	/	2014
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 For more information please read **page 6** of the **Notes**.

About you – the carer continued

What is your nationality?

For example, British.

If you have a current passport, please give your nationality as shown on your passport.

Which country are you living in now?

Is this the country that you normally live in?

No

Yes

If No, which country do you normally live in?

Were you present in Great Britain throughout the three years before the date you are claiming from?

By Great Britain we mean England, Scotland or Wales.

No

Yes

If 'No' please give details below of any countries you have lived in or visited, in the three years before the date you are claiming from:

Country	From	To	Reason for being there e.g. home/holiday/work	Was the person you look after with you? YES/NO
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		
	/ /	/ /		

We may need to contact you for information about this.

About you – the carer continued

Were you present in any countries other than Great Britain since the date of claim?

No

Yes

If 'Yes' please give details of countries and dates:

Do you, or any member of your family, receive any benefits or pensions from a country which is not Great Britain?

No

Yes

Have you, or a member of your family made a claim, for any benefits or pensions which has not yet been decided, from a country which is not Great Britain?

No

Yes

Are you, or a member of your family, working in or paying insurance to, another EEA state or Switzerland?

No

Yes

If you have answered 'Yes' to any of the last 3 questions, we will contact you for more information.

If there are other personal details you think we should know, for example previous names and addresses, please tell us about them on **page 24 Other information**.

About your partner

Please tell us about your partner, if you have one.

By *partner* we mean:

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

What is your marital or civil partnership status?

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

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

No Please go to **page 6**.

Yes

If you have separated from your partner since the date you want to claim Carer's Allowance from, please tick 'Yes'.

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

No

Yes

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

Their surname or family name

Their other names in full

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

Their National Insurance (NI) number

Letters	Numbers	Letter
<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"/>

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

Their date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is their nationality?
For example, British.

About the care you provide

Please tell us about the person you look after.

This will help us deal with your claim more quickly.

Title, for example
Mr, Mrs, Miss, Ms.

Their surname or family name

Their other names in full

Their National Insurance (NI) number

Letters		Numbers						Letter
<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"/>

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

Children aged 16 and under have NI numbers. The child's NI number is the reference number on letters about Disability Living Allowance for the child.

Their date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Their address

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

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

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

<input type="text"/>	<input type="text"/>
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What relation is this person to you?

If no relation, write None.

Does the person you look after get Armed Forces Independence Payment?

No
Yes

More about the care you provide

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

Have you had any breaks in looking after this person since the date you want to claim from? No
Yes Use the table below to give us the exact dates and times of the breaks.

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.**

Please put a tick in either of the last 2 columns if you or the person you look after were getting medical or other treatment as an in-patient in a hospital or similar place.

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

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

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

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

	Date	Time	Reason for the break	You <input checked="" type="checkbox"/>	Person you look after <input checked="" type="checkbox"/>
From		am/pm			
To		am/pm			
From		am/pm			
To		am/pm			
From		am/pm			
To		am/pm			

If you had more than three breaks, please tell us about them on **page 24.**

More about the care you provide continued

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

No

Yes When did you start to look after this person?

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

No

Yes Use the table below to give us the exact dates and times of the breaks.

Please put a tick in either of the last 2 columns if you or the person you look after were getting medical or other treatment as an in-patient in a hospital or similar place.

	Date	Time	Reason for the break	You ✓	Person you look after ✓
From		am/pm			
To		am/pm			
From		am/pm			
To		am/pm			
From		am/pm			
To		am/pm			

If you had more than three breaks, please tell us about them on **page 24**.

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

No

Yes Where did they stay?

Postcode							

Statement on behalf of the person you look after

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

There are 3 statements in this section. One of them must be signed. The questions will help you decide who needs to sign.

Can the person you look after sign a statement?

No If the person you look after is unable to sign **Statement 1** because of a health condition, a disability, or because they are under 16, someone who acts for them can sign on their behalf. Please go to **Statement 2** on **page 10**.

Yes Please ask them to read the notes below, then to sign **Statement 1** below. Then go to **page 12**.

Notes for the person being looked after

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

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

For more information about this, contact the office that deals with your benefit or entitlement.

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

If we pay Carer's Allowance to your carer, your Personal Independence Payment, Disability Living Allowance, Attendance Allowance, Constant Attendance Allowance or Armed Forces Independence Payment will not be affected.

Statement 1

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

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

Please tick one of the following boxes.

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

I cannot confirm that the carer named on **page 1** looks after me for at least 35 hours a week. If you have ticked this box, please tell us why on **page 10**.

Signature

Date

Statement 1 continues on **page 10**.

Statement on behalf of the person you look after continued

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

Now return this form to your carer.

Statement 2

Do you act for the person you look after?

No

Please go to **Statement 3** on **page 11**.

Yes

Please read and sign the statement below. Then go to **page 12**.

Please tick one of the following boxes.

I am acting for benefit purposes for the person being looked after, and I am their

parent or guardian

attorney

appointee

judicial factor

deputy

curator bonis.

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

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

Signature

--

Date

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

Statement on behalf of the person you look after continued

Statement 3

Does someone else act for the person you look after?

No Please go to **page 12**.

Yes Please ask them to read and sign the statement below. Then go to **page 12**.

Please tick one of the following boxes.

I am acting for benefit purposes for the person being looked after, and I am their

parent or guardian

attorney

appointee

judicial factor

deputy

curator bonis.

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

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

Please tick one of the following boxes.

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

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

Signature

Full name

Date

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

About education

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

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

No Please go to **page 13**.

Yes Please tell us about this below.

Type of course

For example, A-level, degree, diploma, correspondence course, Open University.

Course title

Name of school, college or university

Address

Postcode									
----------	--	--	--	--	--	--	--	--	--

Phone number

including the dialling code

--	--

Fax number

--	--

Your student reference number

Tutor's name

When did you start your course?

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

When do you expect the course to end?

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

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

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

About employment continued

Which department deals with your wages?

For example, Personnel, Wages, Human Resources.

Please give us a contact phone or fax number for this department.

When were you last paid?

From

To

What period did this cover?

What was your gross pay?

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

What was included in this pay?

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

How often are you or were you paid?

weekly

fortnightly

four-weekly

monthly

other Please say how often.

When do you or did you get paid?

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

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

No

Yes

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

No

Yes

About employment continued

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

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

No

Yes Please tell us what else you get or got.

For example, tips.

Does your employer owe you any money?

No

Yes We will contact you about this.

Include things like holiday pay, redundancy or a payment instead of notice (PILON).

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

No

Yes Please give us the name and address of your other employer. If you have more than one other employer, please tell us about them on **page 24**, including the start and end dates of each employment.

Employer's name

Employer's address

Postcode								

Employer's phone number including the dialling code

--	--

Employer's fax number

--	--

Has the job finished?

No

Yes If Yes:

When did you last work?

/	/
---	---

What is the leaving date on your P45, if you have one?

/	/
---	---

Now send us:

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

About expenses to do with your employment

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

No

Yes

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

£ every

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

No

Yes

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

£ every

Please send us written proof of this amount.

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

For example, tools or protective clothing.

No

Yes

Please tell us about this below.

What are or were these things?

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

How much did these things cost you each week?

£ a week

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

No

Yes

How much?

£ a week

About expenses to do with your employment continued

What relation, if any, is the person to you, to your partner and to the person you look after?
For example uncle, sister, brother-in-law, grandmother, none.

Relationship to you	Relationship to your partner	Relationship to the person you look after

Their name

Their address

Postcode								

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

You can find this on letters about Child Benefit.

CHB	Numbers							Letters	

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

No

Yes How much?

£		a week
---	--	--------

What relation, if any, is this person to you and to your partner?

Their name

Their address

Postcode								

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

About self employment

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.

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

No Please go to **page 20**.

Yes Please tell us about this below.

When did you start this job?

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

When did the job finish, if it has?

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

Are you self-employed now?

No Tell us on **page 19** about your most recent self-employed job.

Yes Tell us on **page 19** about your current self-employed job.

Have you ceased trading?

No Please go to **page 19**.

Yes If you ceased trading more than a week before the date you want to claim from, please go to **page 20**.

About self-employment continued

Nature of your business

What is or was your trading year?

From

 / /

To

 / /

Please send the most recent finalised accounts you have for your business, with this form. We cannot accept tax returns.

Are the income, outgoings and profit in these accounts similar to your current level of trading?

No We will contact you about this.

Yes

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

No

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

£ every

Please send us written proof of this amount.

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

No

Yes We will contact you about this.

About other money

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?
 For example – Payments for Fostering, Adult Placements or Direct Payments.

No

Yes Please tell us about who pays you.

The local authority, other organisation or individual's name

--

Address

Postcode								

How much do they pay you each week?

£	
---	--

When did you start getting this money?

/		/
---	--	---

Have you or your partner claimed or received any other benefits since the date you want to claim from?
 If you are waiting to hear about a claim, still tick **Yes**. Please include details for your partner, even if you have separated since the date you want to claim from.

You

No

Yes Please tell us the names of the benefits or entitlements below.

Your partner

No

Yes Please tell us the names of the benefits or entitlements below.

About other money continued

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

No

Yes

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

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

Employer's name

Employer's address

Postcode								

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

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

Please send us written proof of this amount.

How we pay you

We can pay your Carer's Allowance every 13 weeks, every four weeks, or every week. It will normally be paid on a Monday.

How often do you want us to pay your benefit?

Please tick one box.

- | | | |
|------------------|--------------------------|--|
| Every week | <input type="checkbox"/> | in advance |
| Every four weeks | <input type="checkbox"/> | three weeks in arrears and one week in advance |
| Every 13 weeks | <input type="checkbox"/> | in arrears |

We normally pay your money into an account.

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

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

Finding out how much we have paid into the account

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

If we pay you too much money

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

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

We will contact you before we take back any money.

What to do now

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

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

How we pay you continued

About the account you want to use

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

Please tell us your account details below.

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

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

Name of the account holder

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

Full name of bank or building society

Sort code

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

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Account number

Most account numbers are eight numbers long.

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

<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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Building society roll or reference number

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

<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Consent

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

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

Yes

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

Yes

If you have answered **No** to either statement and you would like us to know why, please tell us about this on **page 24**.

Declaration

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

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, my benefit may be stopped and I may be liable to prosecution or other action.

I understand the information I have provided will be used to process my application for Carer's Allowance and may be used to decide my entitlement to other benefits.

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

This is my claim for Carer's Allowance.

Signature

Date



Now please read **What to do now** on the next page.

What to do now

- Check that you have answered all of the questions.
- Check that you are sending us all the documents we have asked for. These could be things like:
 - payslips
 - copies of accounts and balance sheets.

Contact us if you cannot fill in the form or send us the documents we ask for. Any benefit you may be entitled to may be delayed.

- Check that you have signed the form on **page 25**.
- Check that the person you look after, or someone who acts on their behalf, has read the notes on **page 9** and has filled in and signed one of the statements.
- Send everything to us. The envelope does not need a stamp.

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

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

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