



Access to Work

What is Access to Work?

If you have a disability and would like support to stay in work or find work, an Access to Work grant could help you.

Who Qualifies?

You might qualify for an Access to Work grant if all the following criteria applies to you:

1. You have a physical or mental health condition or disability that means you need support to do your job or get to and from work
2. You are aged 16 or over
3. You are in paid work or about to start or return to a job within the next 12 weeks
4. You live and work in England

You can use an Access to Work grant to pay for:

1. Help to Pay for Practical Support

The grant can provide practical support, such as:

- adaptable office equipment
- physical changes to your workplace
- specialist computer software
- support workers e.g. a personal assistant
- a job coach
- a travel buddy
- travel costs
- vehicle adaptations
- if you work from home, adaptations to your home office



2. Job Interview Support

If you need support in job interviews, you can use the grant to pay for:

- a British Sign Language interpreter or lip speaker if you have a hearing impairment
- support with communicating if you have a physical or mental health condition or learning difficulty and need communication support

3. Mental Health Support

You can use the grant to help you with your mental health, for example:

- to develop a tailored plan to help you get or stay in your job
- to pay for one-to-one sessions with a mental health professional

You do not have to pay the grant back and it does not affect your benefits.

Frequently Asked Questions

Question	Answer
What do I need when I apply?	To make your application, you will need to provide the following details: • your contact details • the address and postcode of your workplace • details of how your disability or health condition affects your work and what kind of support or adaptations you need

	• if you have a job, contact details for someone you work with who can confirm that you work there • if you are self-employed, your Unique Taxpayer Reference (UTR) number - this is a 10-digit number
What happens after I have applied?	Once you have submitted your application, someone from Access to Work will get in touch. They may want more information, to speak to your employer or to arrange to visit your workplace in order to determine what adaptations you require. You will then receive a decision letter stating how much money your grant will be and what it can be used for.
How do I claim my grant?	To access the money from your grant you can claim online or by post. If you are doing it online you will need to set up an account. If you would like to do it by post, you will need to complete the paper claim form that was sent with your Access to Work decision letter. You will need to provide evidence of your identity and receipts or invoices showing what your grant has been used for. To find out more, call the contact number or visit www.gov.uk/access-to-work/claiming-from-your-grant.



Passionate
about
possibilities.

How to Apply

- Telephone: 0800 121 7479
- Textphone: 0800 121 7579
- Relay UK (if you cannot hear or speak on the phone): 18001 then 0800 121 7479
- Apply online at: www.gov.uk/access-to-work/apply

How We Can Help

If you live in the Barnsley borough and would like some advice on Access to Work, you can:

- Email us at first.contact@dialbarnsley.org.uk
- Or call our Advice Line on 01226 240273