



Access to Work

Making work possible

INFORMATION BOOKLET

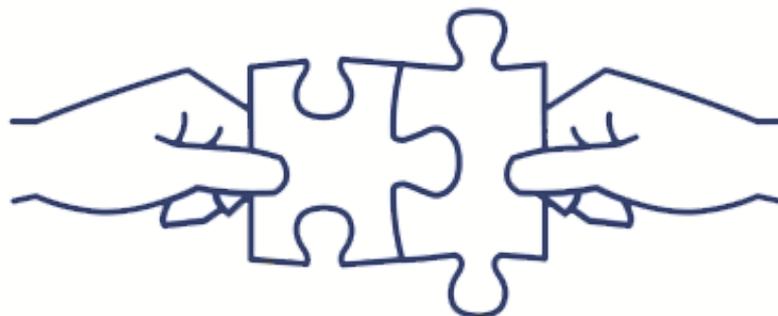
Contents

What is Access to Work.....	3
Can I Apply?.....	4
What support can i get?.....	5
How much can i get?.....	5
How to apply	6
What happens next?.....	7
What if I don't get the funding?.....	7
Links for coaching & assessment	8

What is Access to Work?

This is an initiative created by the Government , ran by the Department for Work and Pensions to support people with ADHD and other disabilities access work, it is aimed to help support people who are aware that there are certain barriers preventing them from pursuing a working life.

This initiative funds the support needed to enable the individual to have a successful working life, you must be in paid work to qualify.



Access to Work

Access to work is a free service, all support given that you are eligible for e.g (equipment, ADHD coaching, travel) is funded through the Access for Work grant.

Can I apply?

Are you 16+, live in the UK, are in full time/part time employment for an hour or more a week, looking for work, thinking about becoming self employed, and have ADHD or any other disabilities (Equality Act)?

Then you are entitled to apply.

All you need to do is tell your employer as they contribute around 20%.

Below is the application form link...

www.gov.uk/access-to-work

Whilst completing the application form remember to be open and honest about your needs, explain in detail and be clear!

The more detail, the more likely you will receive the support!



What Support can i get?

There are so many benefits from Access to Work, here are a few:



ADHD coaching/training

Support based on your individual needs

Grants

Assistive aids

Standing desks

Mental health support



For more support/guidance visit...

<https://www.gov.uk/access-to-work>

How much can i get?

The amount you are awarded depends on your individual circumstances.

The current funding per person is capped at £62,900 per year (1 April 2021 - 31 March 2022)

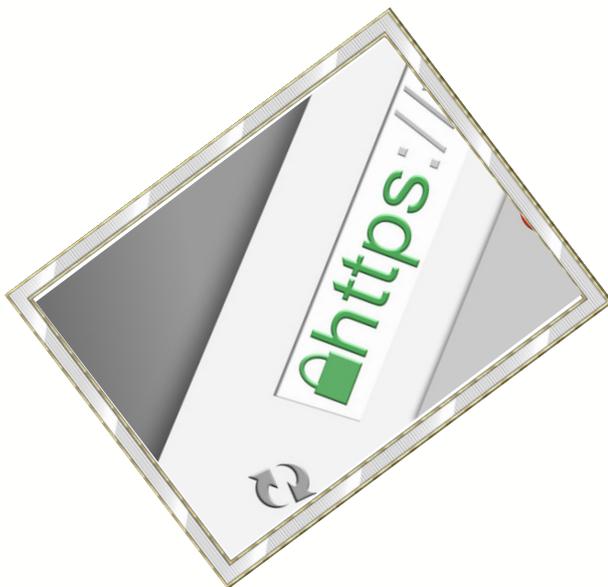
How do I apply?

Below is the application form link.

Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK (www.gov.uk)

You can also apply via telephone:
0800 121 7479

Whilst completing the application form remember to be open and honest about your needs, explain in detail and be clear. The more detail, the more likely you will receive the support!



Apply for an Access to Work grant

[Check you're eligible](#) before you apply.

If you're a civil servant, your employer will provide support instead of Access to Work. Contact them directly to arrange this.

You can apply for Access to Work online or by phone.

You'll need to give:

- your contact details
- your workplace address and postcode
- the name of a workplace contact who can confirm you work there (they will not be contacted without your permission)
- the email address or work phone number of your workplace contact
- your [Unique Taxpayer Reference \(UTR\) number](#) (if you're self-employed)
- information about how your condition affects your work and what support you think you need

If you need the form in other formats, such as braille, large print or audio CD, call the Access to Work helpline.

[Apply online >](#)

What happens next?

Someone from ATW (Appointed Assessor) will contact you to discuss what help you could get.

The more specific you are about the support that you need and why, the more likely you will be able to receive that support.

If you are self-employed, or a director of your own company they may ask you for copies of your accounts.

If you are starting your own business they may want to see a viable business plan.

What if i dont get the funding?



Don't worry, If funding is denied or you think you have been underfunded you can appeal the decision, this will be assessed by a different ATW Advisor, appeals are common and with further evidence presented to strengthen the claim they have been successful.

Links for assessments & support

Counselling and therapy

www.adhdfoundation.org.uk/what-we-do/therapies/

Coaching for employers

www.nd-city.academy/employers/

ADHD assesments

nd.clinic.admin@adhdfoundation.org.uk

www.adhdfoundation.org.uk/what-we-do/neurodiversity-clinic

We enable public services in the UK and employers, through training and support, to ensure that a neurodiversity paradigm is enshrined in public policy and legislation.

Integrity of purpose

Diverse perspectives

Equity

Social change

Inclusion

Enabling

Professionalism