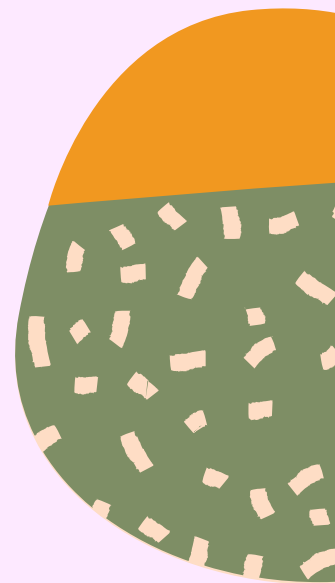
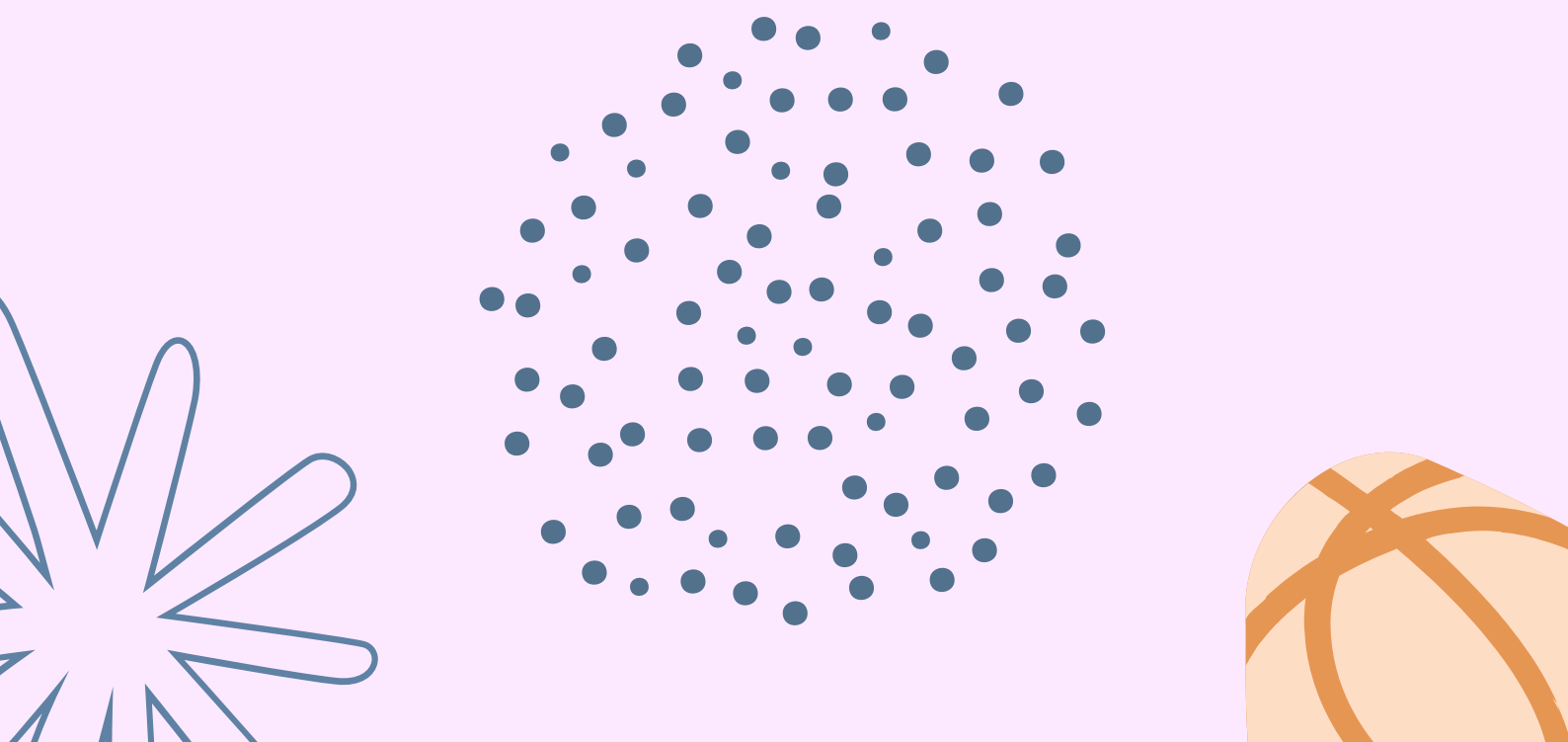


Attendance Allowance

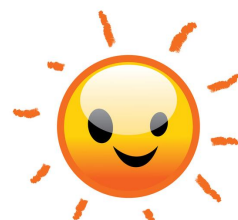


Top tips for completing the Attendance Allowance form



dish
benefits you

We have received support from the



Cambridgeshire
Community
Foundation

Disability Huntingdonshire

This booklet is designed to help you fill out your Attendance Allowance form.

It was produced by **Disability Huntingdonshire (DISH)**. DISH provides information, advice and support for disabled people in Huntingdonshire and South Cambridgeshire. We also support you filling in forms, support you with benefit information and appeals.

This booklet will explain how to fill in each question. If you need help, you can contact us at:

0330 3553 256

info@dish.org.uk

We have received support from the Cambridgeshire Community Foundation.

Disability Huntingdonshire

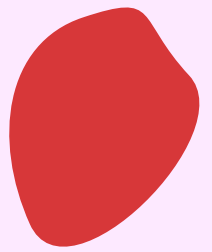
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Cambridgeshire

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About this Guide

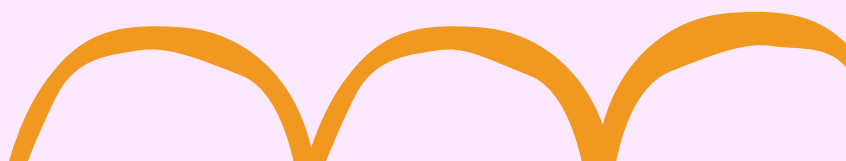


This guide is designed to help you fill out the Attendance Allowance form. Attendance Allowance helps with extra costs if you have a disability severe enough that you need someone to help look after you.

Read through this guide before starting, so you have an idea of what to expect for each question. It may help to keep a diary of what do in terms of care on a regular basis, so that you don't miss out anything important.

The questions asked by this form, and you providing answers, can be **difficult**. Take breaks as you need them. Remember that if your claim is successful, this will all be worth it.

Be as clear and detailed as possible, provide as much supporting evidence as you can, and remember your aim is to provide **as clear a picture as possible** of how much care you need.



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What to collect before filling in the form

Gather together the **following information** relating to the person applying for Attendance Allowance.


This will help to ensure you have **everything you need** to complete the application:

- National Insurance number
- GP name and the surgery's address
- Details of medication
- Details of anyone consulted about their illness or disability in the past 12 months, apart from a GP hospital record number (if there is one)
- Name, address and dates of stay in a hospital, care home or similar place



If you plan to apply for Attendance Allowance **for yourself**, there are a number of things to take into account before you start.

Attendance Allowance is not based on what illnesses or disabilities you have, but on **how your daily life is affected by your health.**



To make sure you capture everything that could support your application, it can be useful to talk about aspects of your daily life with **someone who cares for you** and record your ideas.

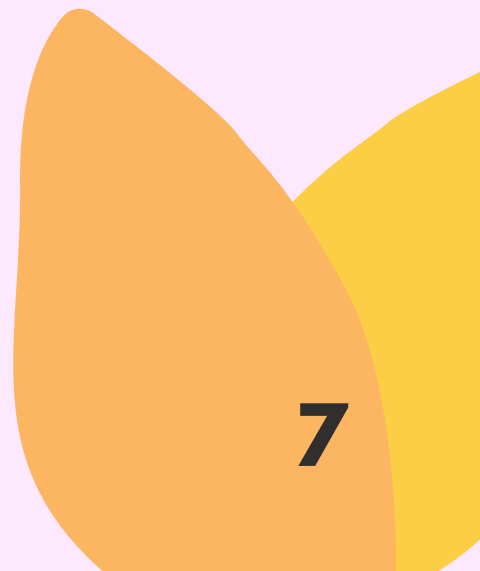
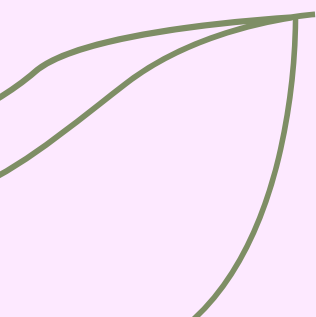
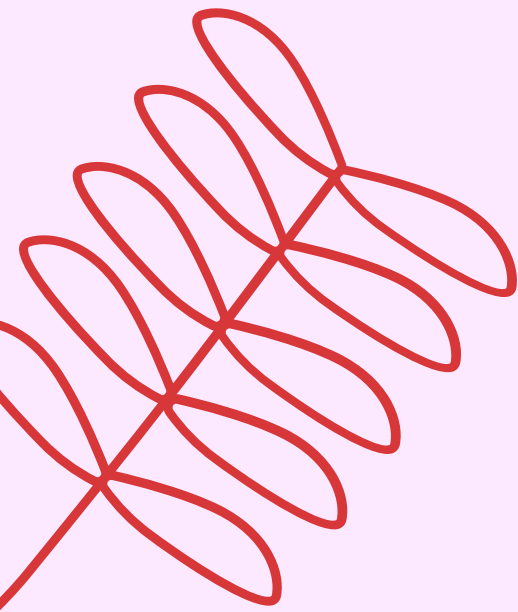
It helps to **keep a diary for a few days** before completing the form, so you don't forget any tasks that you need help with.

It's very important that you give details of **everything you struggle with**, such as:

Getting up from the toilet

Preparing food getting dressed getting around indoors

Taking a bath safely.



Top 10 tips for filling in the form

Once you've collected all the relevant information, there are a number of other things to keep in mind.

One

If you fill in the online version of the form, you'll also need to **open the printable claim form** from gov.uk as the notes for filling it in are provided on this version. The notes can be printed separately if that helps.

Two

Attendance Allowance packs are available in **large print or braille**. Interpreters can also be organised. For help with this, **call the Attendance Allowance helpline**. If you have speech or hearing difficulties, you can contact the Attendance Allowance Service Centre.

Three

Don't worry about making a mistake on the form. It's OK to cross something out.

Four

When completing the form, don't underestimate your needs. Be realistic and note the amount of help needed **on bad days, as well as on good ones**. Things to think about when completing a claim form include the following aspects of **day-to-day living**.

Think about:



Washing: do you need help getting into and out of the bath or shower, washing your hair or shaving?

Going to the toilet: do you need help going to the toilet during the day or night? Do you suffer from incontinence? Might you need help with changing beds?

Getting dressed or undressed: do you need help with this?

Medical treatment: do you understand which medication to take and when? Can you operate medical devices (such as a hearing aid) or safely manage any illnesses (such as diabetes) by yourself?

Getting around indoors: do you need help navigating stairs, moving from room to room, or getting in and out of chairs or bed? Aids and adaptations to list include using a hoist, bed-raiser or monkey pole (a support pole to help you lift yourself into a sitting position); a commode or raised toilet seat; bath rails, shower seat or a hoist to help bath or shower; a walking stick, walking frame or crutches; special cutlery or a feeding cup to help with eating and drinking.



Mealtimes: do you need any help with eating or drinking? Do you have difficulty operating the oven, opening cans or doing other things in the kitchen?

Communicating: if you have poor eyesight, do you need help reading your post? If you're deaf, do you need help communicating? Can you hear the doorbell?

Supervision: are you in danger of falling? Do you need someone to watch over you in case you have a seizure or a fall? Do you become confused easily and do you feel you might be in danger if no one is there to support you?



Five

Give as much detail as you can in each section, together with examples. **Don't worry about repeating yourself.** It's also important to describe how another **person helps you – or could help you.** This is a key reason to qualify for Attendance Allowance.

Six

You or your loved one may be asked to give your consent for the Department for Work and Pensions (DWP) to **contact your GP**, or the people or organisations involved with looking after you. This would be to get a clear understanding of your needs. While you don't have to agree to this, it might result in the benefit **not being made available** if you don't.

Seven

Towards the end of the form there is the option to include **a statement from someone who knows you** and your needs. It's worth asking someone to do this as it helps **reinforce your case**. It could be a friend, another relative or a professional person, such as a doctor or nurse. If that person understands the rules of the allowance, it will be even better, as they will know what **relevant information to include**.



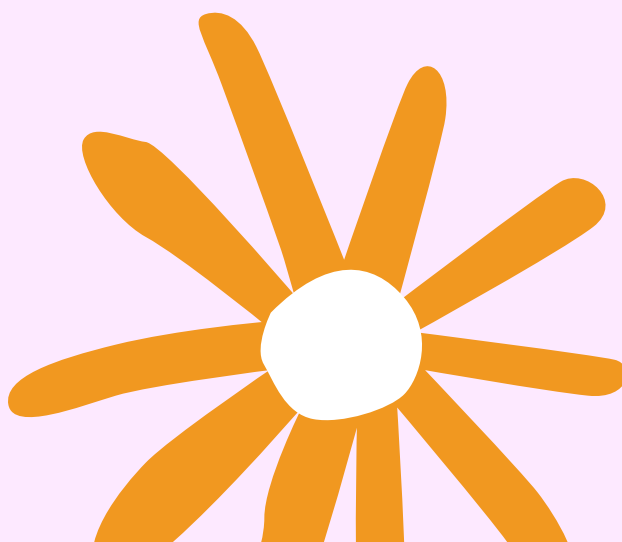
Eight

You must sign the form yourself, so if someone has been helping you to fill in the form, you should **read it through** before signing. The exceptions to this rule include if the person filling in the form holds a **Power of Attorney** in England and Wales, Scotland or Northern Ireland for you, or there are other reasons you can't sign, such as a mental health problem. The form explains what needs to be done in these circumstances.



Nine

Don't email the completed form as it won't be accepted, you'll **need to post it**.



Ten

Once the application has been received, you might also be asked to attend **a medical assessment** to check your eligibility, which can be at your home if getting to the assessment is difficult for you. If possible, **take someone who cares for you**, such as a family member or friend, to the meeting in case anything isn't clear.

At the assessment, you'll need to **provide identification**, which could be a: passport, birth certificate, driving licence, life assurance policy or a bank statement. If you want **further help** with completing the form, call the Attendance Allowance helpline:

0800 731 0122 Textphone: **0845 604 5312**

Mon-Fri, 8am-6pm