



Department
for Work &
Pensions

Get help from Access to Work

Easy
Read



Our reference: ATW1ER 03/23



Access to Work
Making work possible

Contents

1



Introduction

Page 4

2



Getting help from Access to Work

Page 6

3



If I get other benefits

Page 9

4



How a grant works

Page 11

Contents

5



Applying for Access to Work

Page 15

6



Civil Servants

Page 17

1

Introduction



Access to Work is help you can get from the Department for Work and Pensions. This could include money known as a grant.

You would not have to pay the money back.



You can apply for Access to Work if you have a:

- Physical or hidden disability
- Mental health condition which makes it hard for you to do your job or get to work.

Making changes at work



If you have a disability or health condition the company you work for must make changes at work to help you do your job.



We call these changes **reasonable adjustments**.



Access to Work will look at the **reasonable adjustments** made by the company you work for and see if they give you the help you need.

2

Getting help from Access to Work



You must be in a paid job, about to start a job or going back to a job.



16+

You must be aged 16 years old or over and live in England, Scotland or Wales.

The Channel Islands

The Isle of Man



You cannot get Access to Work if you live in:

- The Channel Islands
- The Isle of Man.



You cannot get a grant for unpaid work.

Here are some examples of paid jobs



Your own business

Self-employment

Having your own business or finding work yourself rather than working for an employer.



An apprenticeship

Working for an employer to learn a skill or trade.



Work Experience or Internship

Work with a company to get experience of a job.



Work Trial

A way of working in a job to see if it is the right job for the worker and employer.

3

If I get other benefits



**Working
over 1 hour
per week**

If you get **Universal Credit, Jobseekers Allowance** or **Income Support** and you work more than 1 hour a week, you can get Access to Work.



**Permitted
work**

If you get Employment and Support Allowance you can only get Access to Work if you are doing **permitted work**.



It is **permitted work** if you earn up to £167 a week.

Hours Minutes

16:00

It is **permitted work** if you work less than 16 hours a week.



It is **permitted work** if your work coach has agreed it.

4

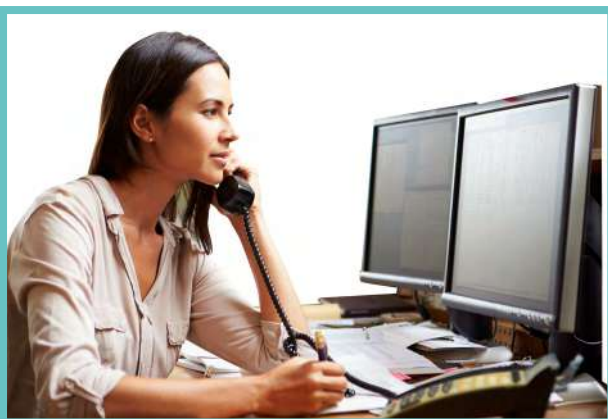
How a grant works



If you get a grant, you or your employer will pay for the items or services you need.



You or your employer need to keep any receipts and Access to Work will pay you back.



Your employer may need to pay some other Access to Work costs.

Access to Work will have told you how much money this will be.

Here are some examples of help you can get from Access to Work



Support such as counselling or job coaching if you need it.



Help make changes to the equipment you use to do your job.



Move your equipment if you change where you work.



Provide interpreters such as:

- British Sign Language
- Video Relay Service support
- Lip speakers or note takers.



Help make changes to your vehicle so you can get to work.



Pay taxi fares or a support worker if you cannot use public transport.



Give you access to a support worker or job coach to help you at work.



Give disability awareness training to people you work with.

5

Applying for Access to Work



You can apply online.

This web page tells you what information you will need and how to apply.

www.gov.uk/access-to-work/apply



You may want to have someone with you to help fill in the form.



After applying for Access to Work, an adviser will contact you to discuss what help you can get.



An adviser may also contact your employer to talk about how Access to Work could help you.



An assessor from the Department for Work and Pensions may visit where you work to see what help you need.



We will then tell you what help you can get from Access to Work.

You can also call Access to Work on:

Telephone: **0800 121 7479**

Textphone: **0800 121 7579**

6

Civil Servants



If you are a civil servant, you cannot apply or renew your grant from **1 April 2022**.

If your grant ends on or after **1 April 2022**, your employer will provide support instead of Access to Work.



You will need to contact your employer so they can assess the support you need.



If you are not sure whether you are classed as a civil servant, contact your employer for advice.