



BID SERVICES

ABOUT ACCESS TO WORK

Access to Work is a government funded scheme which can support people with a disability to enable them to do their job.

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

- a physical or hidden disability
- a mental health condition affecting your job or getting to work
- Sensory Loss (hearing loss/sight loss)

These are examples of some of the ways **Access to Work** can support you:

- Needs led equipment assessment in the workplace
- Move equipment if you are changing location of your job
- Provide Interpreters such as BSL, Video Relay Service, Lip Readers/Note Takers, Speech to Text Relay
- Pay for taxi's if you cannot use public transport to get to work
- Provide access to a Support Worker
- Provide disability awareness to your employer

If you have a disability or health condition, under the Equality Act 2010 the company you work for must make changes at work to help you do your job.

These are called 'reasonable adjustments'.

Access to Work will look at these and decide if they give you the help you need.

Eligibility

- You **MUST** be in *paid employment, about to start a job or going back in to a job
- **MUST** be 16 years or older
- **MUST** live in England, Scotland or Wales

*Your job can be self-employed, apprenticeship, work experience or internship or work trial.

If you receive Job Seekers Allowance (JSA), Universal Credit (UC) or Income Support (IS) and work for more than 1 hour a week, you may be eligible for Access to Work.

If you claim Employment and Support Allowance (ESA), you can only claim Access to Work if you are undertaking permitted work. If you are unsure of entitlement, please check with the Department for Work and Pensions (DWP) or local Jobcentre.

Permitted work is the following:

1. You earn up to £131.50 per week
2. Work less than 16 hours per week

How Access to Work works

If you are awarded Access to Work:

- You or your employer will pay for the items you require/need. Any purchases you make you will need to keep the receipt in order to claim back from ATW.
- Your employer may need to pay other costs for Access to Work. Access to Work will advise amounts.

Please see next page on how to apply for Access to Work.

If you would like further support, please contact:

Email: access@bid.org.uk **Telephone:** 0121 246 6100 **Mobile/Text:** 07595 086540

Visit our website: www.bid.org.uk



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Applying for Access to Work

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

You will need to provide Access to Work with your workplace address and postcode, the name of a workplace contact who can authorise your Access to Work payments, your workplace contacts email address or work phone number, your unique tax reference number if you're self-employed and your National Insurance number.

When you apply for Access to Work, you must thoroughly explain:

- How your condition affects you at work or if it affects you getting to work and how
- What support you are already receiving or how you manage currently
- What else could help you

NOTE: When applying for Access to Work, it will help your application if you've spoken to your employer about reasonable adjustments before you apply for Access to Work.

Applying Online

If you would like to apply online, please click on the following link: <https://www.gov.uk/access-to-work/apply>

Applying by Phone

You can apply by calling the Access to Work helpline. Make sure you have all the necessary details with you when you call.

Access to Work helpline

Telephone: 0800 121 7479

Textphone: 0800 121 7579

NGT Text Relay (if you cannot hear or speak on the phone):
18001 then 0800 121 7479

They are available Monday to Friday, from 8am to 7.30pm.

British Sign Language (BSL) video relay service

The DWP provide a video relay service for clients who use BSL to communicate. More information regarding the VRS service can be found **here**.

Monday to Friday, 8am to 7.30pm.

Alternative formats

Call the Access to Work number to ask for alternative formats, such as braille, large print or audio CD.

Complaints

You can contact Access to Work to raise a complaint if you are not satisfied with how your case has been handled.

If you would like further support, please contact:

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