

Applying for benefits

Acronyms

ADP - Adult Disability Payment

CDP - Child Disability Payment

DLA - Disability Living Allowance

DWP - Department of Work & Pensions

SSS - Social Security Scotland

PIP - Personal Independence Payment

Important notes

- Community Support team can help you throughout entire process - email us at communitysupport@debra.org.uk
- Keep a detailed diary of your difficulties - include good & bad days and the type/level of support required.
- Ensure you have all the necessary documents and contact details required to complete the form(s). Having this information to hand will speed up the application process.
- If awarded, payments are backdated to the date you requested the application form by phone or the date DWP/SSS received your completed application if you applied online.
- If you appeal a decision, these can be done in person or you can have someone represent you.

Components of awards

DLA / CDP

Care *(Available for 0-16 years)*

- Higher
- Middle
- Lower

Mobility *(Available for 3-16 years)*

- Higher - help needed with supervision / guidance
- Lower - walking causes serious deterioration of health

PIP / ADP

Daily living

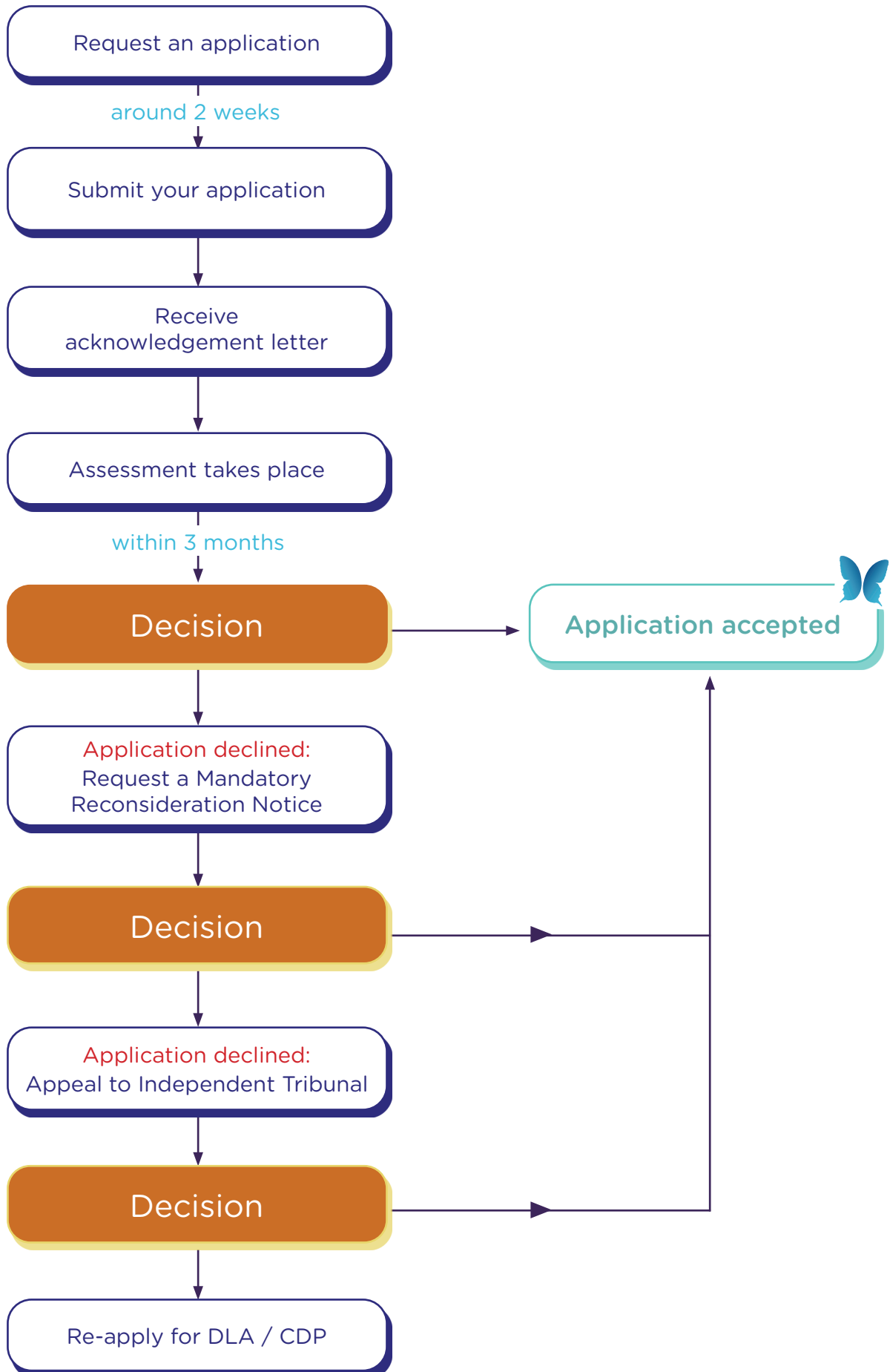
- Enhanced
- Standard

Mobility

- Enhanced
- Standard

Applying for benefits

DLA / CDP (0 - 16 years)



Applying for benefits

DLA / CDP (0 - 16 years)

Guidance for application process

1

Make your request by phone or download the application from online. If awarded, payments are backdated to the date you requested the application form by phone or the date DWP/SSS received your completed application if you applied online.

2

Your acknowledgement letter will detail your request, and you will be invited to an assessment. The assessment may take place over the phone or face to face.

3

The assessment will cover the information you have included within your application; refer to your detailed diary of difficulties during the assessment

4

- If declined, the reasons should be stated on the letter.
- If accepted, information about your award should be on the letter.

5

You should send your request for Mandatory Reconsideration Notice within 1 month of receiving your declined application decision. Explain the reason you disagree with the decision, and make sure you gather supporting evidence.

6

- If declined, the reasons should be stated on the letter.
- If accepted, information about your award should be on the letter. You will receive any backdated payments.

7

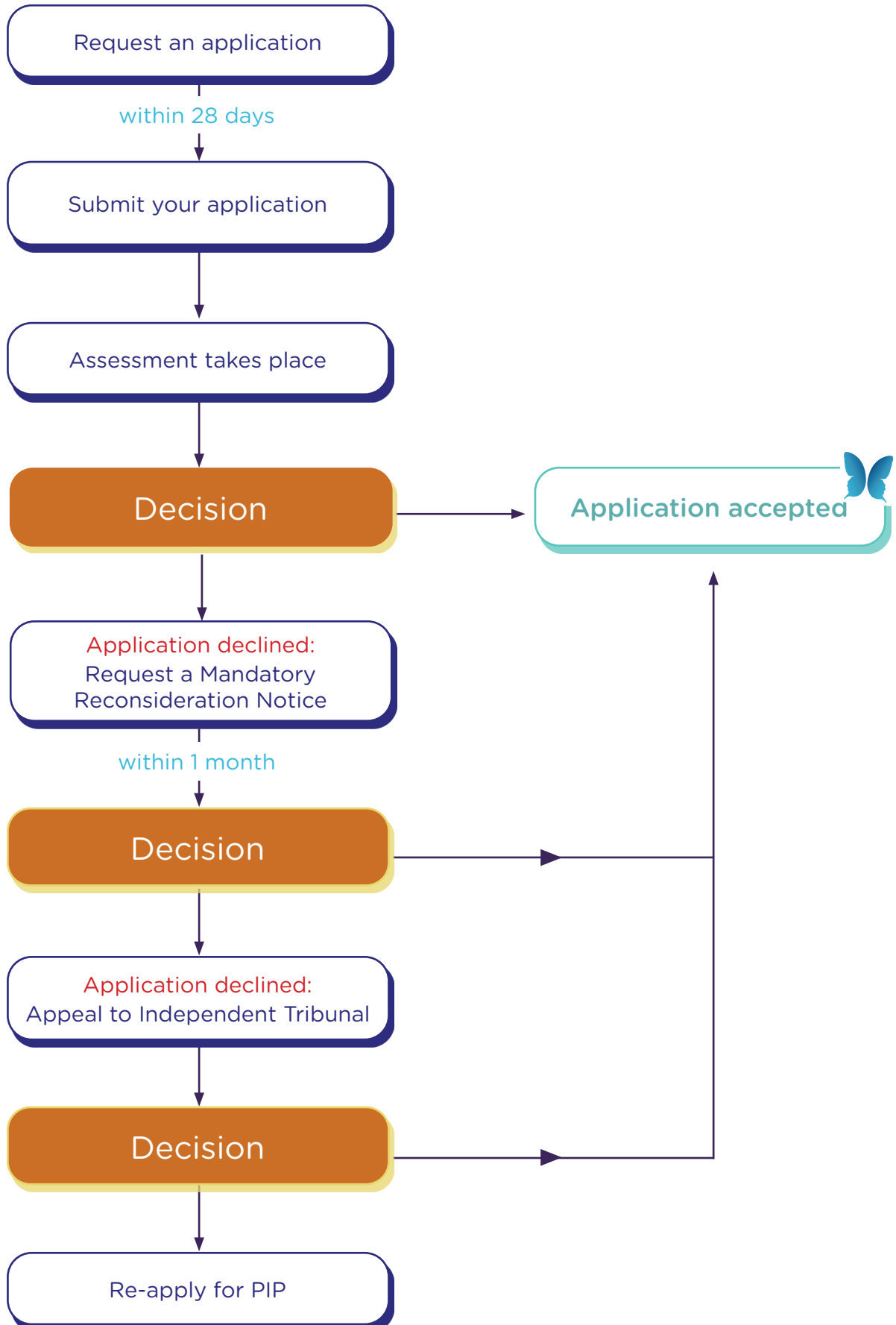
You should send your appeal to Independent Tribunal within 1 month of receiving your declined application decision after the Mandatory Reconsideration Notice. Information on how to do this will be provided on your letter. Explain the reason you disagree with the decision, and make sure you gather supporting evidence.

8

If declined, the reasons should be stated on the letter. You can re-apply or, in some cases, request for Higher Tribunal. If accepted, information about your award should be on the letter. You will receive notice of payment (4-6 weeks).

Applying for benefits

PIP (16 years and over)



Applying for benefits

PIP (16 years and over)

Guidance for application process

1

Make your request by phone or download the application from online. If awarded, payments are backdated to the date you requested the application form by phone or the date DWP received your completed application if you applied online.

2

Your acknowledgement letter will detail your request, and you will be invited to an assessment. The assessment may take place over the phone or face to face.

3

The assessment will cover the information you have included within your application; refer to your detailed diary of difficulties during the assessment.

4

- If declined, the reasons should be stated on the letter.
- If accepted, information about your award should be on the letter.

5

You should send your request for Mandatory Reconsideration Notice within 1 month of receiving your declined application decision. Explain the reason you disagree with the decision, and make sure you gather supporting evidence.

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- If declined, the reasons should be stated on the letter.
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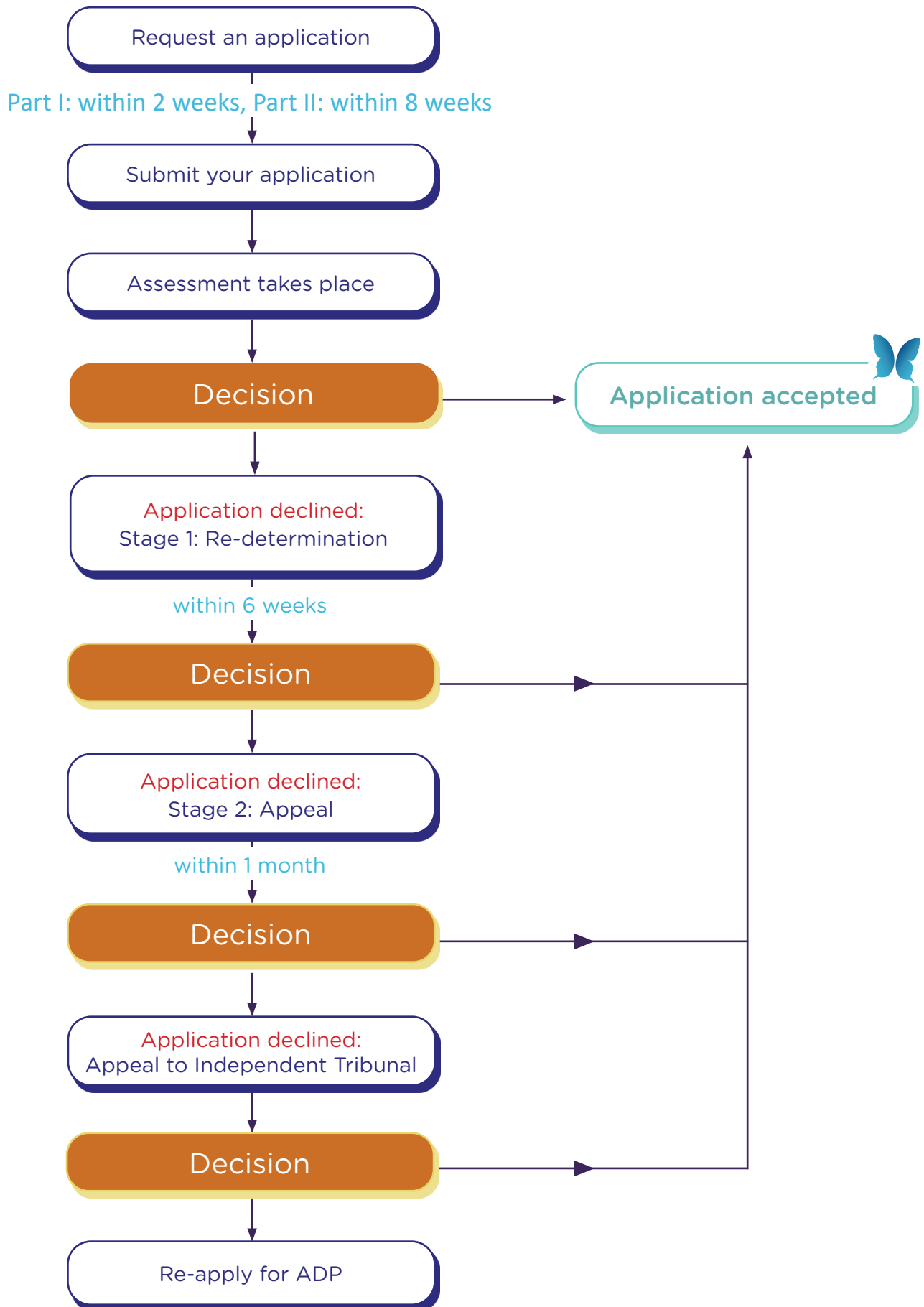
You should send your appeal to Independent Tribunal within 1 month of receiving your declined application decision after the Mandatory Reconsideration Notice. Information on how to do this will be provided on your letter. Explain the reason you disagree with the decision, and make sure you gather supporting evidence.

8

If declined, the reasons should be stated on the letter. You can re-apply or, in some cases, request for Higher Tribunal. If accepted, information about your award should be on the letter.

Applying for benefits

ADP (16 years and over in Scotland)



Applying for benefits

ADP (16 years and over in Scotland)

Guidance for application process

1

Make your request by phone or download the application from online. If awarded, payments are backdated to the date you requested the application form by phone or the date SSS received your completed application if you applied online. The ADP form is submitted in 2 parts; extensions can be granted and SSS aims to respond within 7 days for terminal illness.

2

Your acknowledgement letter will detail your request, and you will be invited to an assessment. The assessment may take place over the phone or face to face.

3

The assessment will cover the information you have included within your application; refer to your detailed diary of difficulties during the assessment

4

- If declined, the reasons should be stated on the letter.
- If accepted, information about your award should be on the letter.

5

The first stage within a reconsideration is re-determination. You should send your request within 6 weeks of receiving your declined application decision. Explain the reason you disagree with the decision, and make sure you gather supporting evidence.

6

- If declined, the reasons should be stated on the letter.
- If accepted, information about your award should be on the letter. You will receive any backdated payments.

7

The second stage of a reconsideration, should your re-determination request be denied, is an appeal. You can submit a re-determination appeal request within 1 month of receiving your declined appeal decision.

8

- If declined, the reasons should be stated on the letter.
- If accepted, information about your award should be on the letter. You will receive any backdated payments.

9

You should send your appeal to an Independent Tribunal within 1 month of receiving your declined application decision within the reconsideration stages. Information on how to do this will be provided on your letter. Explain the reason you disagree with the decision, and make sure you gather supporting evidence.

10

If declined, the reasons should be stated on the letter. You can re-apply or, in some cases, request for Higher Tribunal. If accepted, information about your award should be on the letter.