

Notes

for the Carer's Allowance claim pack

**You may be able to get
Carer's Allowance if you look
after someone who gets:**

- **Disability Living Allowance, or**
- **Attendance Allowance, or**
- **Constant Attendance Allowance.**

You can claim Carer's Allowance or
report a change of circumstances
online at www.direct.gov.uk/carers

Contents

Title	Page
Can you get Carer's Allowance?	3
What is Carer's Allowance?	4
Who cannot get Carer's Allowance?	5
When to claim Carer's Allowance	6
How to claim Carer's Allowance	7
How to contact the Carer's Allowance Unit	7
What happens after we get your claim?	8
What else can you claim?	9
Child Tax Credit	9
Will Carer's Allowance affect other benefits you get?	10
Carer's Allowance and other benefits	11
Extra Carer's Allowance for a dependent adult	12
More information about Carer's Allowance	13
If you cannot get Carer's Allowance	14
Where to get help and advice	15

Can you get Carer's Allowance?

Use this quick checklist before you fill in the form.

If you can tick all four statements, you may be able to get Carer's Allowance.

I normally live in Great Britain

By *Great Britain* we mean England, Scotland and Wales. You should also tick this box if you are part of a family living overseas with HM forces.

I am aged 16 or over

I am looking after a disabled person for at least 35 hours a week

The person I am looking after is getting one of these benefits:

- the care component of Disability Living Allowance at the middle or highest rate. The mobility component is not a qualifying benefit for Carer's Allowance
- Attendance Allowance
- Constant Attendance Allowance at or above
 - the normal maximum rate, as an addition to Industrial Injuries Disablement Benefit, or
 - the basic, full-day rate as an addition to a War Disablement Pension.

If you have ticked all four of the statements above, claim Carer's Allowance straight away.

If you live outside Great Britain, but in the European Economic Area (EEA) or Switzerland

If you have ticked the last three statements above, fill in the claim form because you may still be able to get Carer's Allowance. Some of the information in these notes may not apply to you. If we need any more details we will contact you. For more information phone us on **01253 856 123**.

What is Carer's Allowance?

Carer's Allowance is a benefit to help people who look after someone who gets:

- Disability Living Allowance at the **middle** or **highest rate** of the **care component**, or
- Attendance Allowance, or
- Constant Attendance Allowance at or above
 - **the normal maximum rate with Industrial Injuries Disablement Benefit**, or
 - **the basic full-day rate with a War Disablement Pension**.

If the person you look after is getting one of these benefits, they will have a letter telling them what rate they are getting.

Carer's Allowance is paid to the person who does the caring – not the person being cared for.

You may have to pay tax on your Carer's Allowance.

The current weekly rate of Carer's Allowance is £53.10.

Carer's Allowance does not depend on:

- the level of your savings, or
- if you have paid any National Insurance (NI) contributions.

The person you are looking after may be getting extra money with their benefit if they are severely disabled and getting any of the following benefits:

- Income-based Jobseeker's Allowance
- Income Support
- Employment and Support Allowance
- Pension Credit
- Housing Benefit
- Council Tax Benefit.

This extra money is called *severe disability premium* or the *addition for severe disability*.

If you are paid Carer's Allowance for looking after them, this extra money will stop. The person you are looking after cannot get severe disability premium if you are getting Carer's Allowance. See **page 7** of these notes to find out where to get advice about this.

If you have only underlying entitlement to Carer's Allowance and are not actually paid it, the person you care for will still get any extra money they are entitled to.

Underlying entitlement means you are entitled to Carer's Allowance but it is not paid because you get another benefit or entitlement that is as much as or more than Carer's Allowance.

Who cannot get Carer's Allowance?

You cannot get Carer's Allowance if:

- you earn more than £95 a week after we have taken some expenses into account. There is more information about this below
- you are on a course of full-time education
- you are on holiday from a course of full-time education
- you are subject to immigration control. But there are some exceptions to this. To find out more please contact us on **01253 856 123**.

Earnings

Money you get from private or occupational pensions is not counted as earnings.

To get Carer's Allowance you must earn £95 or less a week.

Working out your weekly earnings

When we work out your weekly earnings we only look at what you have earned after you have paid:

- National Insurance (NI) contributions
- income tax
- half of any money you pay towards personal and occupational pension schemes.

We also allow up to half the rest of your earnings for paying someone from outside your family to look after children, or the person you look after, when you are at work.

Expenses

We may be able to take into account some other expenses, such as expenses you have to pay to do your job.

If you earn more than £95 a week

If you earn more than £95 a week, after we have taken money off for expenses, we will not be able to pay your Carer's Allowance. How long your Carer's Allowance stops for depends on how often you are paid. For example, if you are paid monthly you will not be entitled to Carer's Allowance for the month after you are paid. If you are paid weekly, you will not be entitled to it for the week after you are paid.

Full-time education

By full-time education we mean 21 hours or more of supervised study each week at a school, college, university or similar educational establishment. This includes time spent on exercises, experiments, projects or examinations that form part of your course, whether or not a tutor is present.

Other help available

Whether you can get Carer's Allowance or not, you and the person you care for may be able to get other help. To find out more, see pages **11, 12, 15** and **16**.

When to claim Carer's Allowance

Claim now, if you look after someone who is getting:

- Disability Living Allowance at the **middle** or **highest rate** of the **care component**, or
- Attendance Allowance, or
- Constant Attendance Allowance at or above
 - **the normal maximum rate with Industrial Injuries Disablement Benefit**, or
 - **the basic full-day rate with a War Disablement Pension**.

You can claim Carer's Allowance as soon as the person you look after has been awarded one of the benefits listed above.

Claim later, if you look after someone who:

- has not yet claimed one of the benefits shown above, or
- has claimed but is waiting for a decision.

The person you look after must claim Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance straight away.

If they already get one of these benefits, you must claim Carer's Allowance straight away. Do not delay. If you do not claim within three months of the decision to pay Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance, you will lose benefit.

Getting Carer's Allowance may mean you can get:

- income-based Jobseeker's Allowance
- Income Support
- Pension Credit
- Housing Benefit
- Council Tax Benefit.

You can claim these benefits or entitlements at the same time as you claim Carer's Allowance. For more information see **page 10**.

How to claim Carer's Allowance

Just fill in the claim form. Although it may look rather long, please do not be put off. It will not take you as long as you think to fill in and you may not have to answer all the questions.

If your answer to a question is **No**, you must tick the **No** box. Please do not just leave it blank. This will help us deal with your claim more quickly.

If you have problems filling in the claim form, someone can do it for you. Ask a friend, an advice centre, Jobcentre Plus or the Benefit Enquiry Line. You can call the Benefit Enquiry Line on **0800 88 22 00**.

You must sign the declaration on the claim form after checking that what you have told us on the form is complete and correct.

You can now claim Carer's Allowance or tell us about changes of circumstances online using our easy step-by-step form. To find out more visit **www.direct.gov.uk/carers**

How to contact the Carer's Allowance Unit

Our phone number is **01253 856 123**.

If you have speech or hearing difficulties, you can contact us using a textphone on **01772 562202** or by typetalk on **18001 562202**.

These lines are open from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

You can get more information about Carer's Allowance and related services from our website. The address is **www.direct.gov.uk/carers**

Or you can email us at **cau.customer-services@dwp.gsi.gov.uk**
You can use the internet at many local libraries.

If you want to write to us, our address is

Carer's Allowance Unit

Palatine House

Lancaster Road

Preston PR1 1HB.

Please let us know if:

- you want us to use braille, audio cassette, CD or large print, or
- English is not your first language and you would like to use our interpreter service.

What happens after we get your claim?

Wherever we can, we will phone you if we need more information. We will write and tell you if you can get Carer's Allowance. We normally pay Carer's Allowance on Mondays.

We will try to deal with your claim within three weeks. We do not normally tell you when we get your claim form. Please wait at least three weeks before asking about your claim.

While you are getting Carer's Allowance, you can have a work-focused interview with a personal adviser at Jobcentre Plus. You do not have to have an interview, but the adviser can talk to you about part-time employment or training. You can arrange an interview at any time if your caring responsibilities change.

Contact Jobcentre Plus if you would like to:

- talk about whether a work-focused interview may be right for you, or
- arrange an interview.

You can find the phone number and address in the business numbers section of the phone book. Look under **Jobcentre Plus**.

If you are claiming Income Support, Incapacity Benefit or Employment and Support Allowance, you will need to have a work-focused interview as part of your claim for those benefits. Jobcentre Plus will contact you about this.

If you want to contact us about our service

If you would like to make a comment about our service, or if you have a complaint about our service, contact us by phone, fax or email using the contact details on **page 7**.

We aim to reply to your complaint within seven working days of getting it. If we cannot reply to your complaint within this time, we will tell you why. We will also tell you when you will get a full reply.

What else can you claim?

Jobseeker's Allowance, Income Support, Employment and Support Allowance and Pension Credit

If you want to find out about or apply for Income Support, Jobseeker's Allowance or Employment and Support Allowance, contact Jobcentre Plus. You can also find out more about benefits and entitlements at your local Citizens Advice Bureau.

You can get leaflets about Income Support, Jobseeker's Allowance or Employment and Support Allowance from Jobcentre Plus. Or visit the Jobcentre Plus website at www.jobcentreplus.gov.uk

If you want to find out about or apply for Pension Credit, contact the Pension Service.

You can get a leaflet about Pension Credit from Jobcentre Plus or your Pension Centre. Or visit the Pension Service website at www.thepensionservice.gov.uk

Child Tax Credit

You may be able to claim Child Tax Credit. This is a payment to support families with children. You can claim it if you are responsible for children or young people.

To find out more about Child Tax Credit visit the HM Revenue & Customs website. The address is www.hmrc.gov.uk

You can claim online too.

You can also call the HM Revenue & Customs helpline on:

- **0845 300 3900** if you live in England, Scotland or Wales, or
- **0845 603 2000** if you live in Northern Ireland.

If you have speech or hearing difficulties you can contact HM Revenue & Customs using a textphone on:

- **0845 300 3909** if you live in England, Scotland or Wales, or
- **0845 607 6078** if you live in Northern Ireland.

All lines are open 8am to 8pm, seven days a week. Lines are closed Christmas Day, Boxing Day, New Year's Day and Easter Sunday.

Will Carer's Allowance affect other benefits you get?

Even if you or your partner get other benefits or entitlements, you should claim Carer's Allowance.

If you get Carer's Allowance or have underlying entitlement to Carer's Allowance, we add an extra amount when we work out:

- Pension Credit – called the extra amount for caring
- Jobseeker's Allowance – called Carer Premium
- Income Support – called Carer Premium, and
- income-related Employment and Support Allowance – called Carer Premium.

The current weekly rate of Carer Premium is **£29.50**.

Underlying entitlement means you are entitled to Carer's Allowance but it is not paid because you get another benefit or entitlement that is as much as or more than Carer's Allowance.

There is a list of benefits or entitlements on **page 11**.

We will tell the office that pays your Jobseeker's Allowance, Income Support, Employment and Support Allowance or Pension Credit that you are getting Carer's Allowance or that you have underlying entitlement.

If you are getting Housing Benefit or Council Tax Benefit on its own or with any of the benefits or entitlements in the list on **page 11**, you should tell your local council that you are getting Carer's Allowance. The council will then include an extra amount for the Carer Premium when they work out how much Housing Benefit or Council Tax Benefit you can get. You also need to tell your local council if you have an underlying entitlement to Carer's Allowance.

If someone is getting extra money for you with their benefit, this extra money will stop or reduce if you are paid Carer's Allowance.

If you put off claiming your State Pension

Putting off claiming your State Pension is also known as *State Pension deferral*. Days for which you are paid Carer's Allowance will not count towards extra State Pension or the lump sum payment you could get when you do claim your State Pension. See **page 12** for more information about how it may affect your partner.

If you have any questions about the effect of getting Carer's Allowance while deferring your State Pension, please contact the Pension Service or get their detailed guide about State Pension deferral. You can get a copy from their website at www.thepensionerservice.gov.uk

Carer's Allowance and other benefits

If you get any of the benefits shown below we may not be able to pay you Carer's Allowance:

- State Pension
- Incapacity Benefit
- Severe Disablement Allowance
- a training allowance
- Unemployability Supplement – paid with Industrial Injuries Disablement Benefit or War Pension
- Widow's Pension or Bereavement Allowance
- Widowed Mother's Allowance or Widowed Parent's Allowance
- War Widow's or Widower's Pension
- Maternity Allowance
- Industrial Death Benefit
- contribution-based Jobseeker's Allowance
- contribution-based Employment and Support Allowance.

If we do not pay you Carer's Allowance because you are getting one of these benefits, you may still be able to get extra money. The extra money may be added to your income-based Jobseeker's Allowance, Income Support, Employment and Support Allowance, Pension Credit, Housing Benefit or Council Tax Benefit. See **page 10** for details.

If the amount of benefit you get is less than the amount of Carer's Allowance you could get, we will pay you the difference.

If someone is getting any of the benefits shown above, and these include extra money for you, we will arrange for the extra money to stop or reduce. We will then pay the Carer's Allowance to you.

If you get any Widow's Benefit or Bereavement Benefits, claim Carer's Allowance anyway because we may be able to give you National Insurance (NI) contribution credits. There is more about NI contribution credits on **page 13** of these notes.

Extra Carer's Allowance for a dependent adult

You may be able to get extra money added to your Carer's Allowance for a dependent adult who lives with you and who is:

- your husband, wife or civil partner, or
- someone else who is looking after a child or children who you or your partner get Child Benefit for.

The extra money for a dependent adult is £31.70.

How to claim extra money for a dependent adult

To claim the extra money, fill in the claim form and the form called **Extra money for a dependent adult**.

If you claim extra money for a dependent adult, we have to confirm their NI account and check who they are. You need to give us certain information so that we can do this. If you do not give us this information, your application for Carer's Allowance may be delayed or refused.

If your partner has put off claiming their State Pension

Putting off claiming State Pension is also known as *State Pension deferral*.

If you get extra money with Carer's Allowance for your husband, wife or civil partner, and they have put off claiming their State Pension, any days for which you are paid the extra money for them will not count towards any extra State Pension or lump sum payment they may get when they do claim their State Pension.

If either of you has any questions about Carer's Allowance and State Pension deferral, please contact the Pension Service or get their detailed guide about State Pension deferral. You can get a copy from their website at www.thepensionservice.gov.uk

If someone else is getting an increase of their benefit for the dependent adult

If someone else already gets extra money added to their benefit for the person you claim for, they may lose some of their benefit.

If you do not claim all the extra money you can get with Carer's Allowance

If you or your partner get income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance or Pension Credit, the amount you get may change.

To find out where to get advice about this, see **page 15** of these notes.

More information about Carer's Allowance

Christmas Bonus

Just before Christmas each year you will get a tax-free Christmas Bonus with your Carer's Allowance. You will only get a Christmas Bonus with your Carer's Allowance if you do not get a Christmas Bonus with another benefit.

National Insurance (NI) contributions

Every week we pay you Carer's Allowance we will add an NI contribution credit to your NI record. We will also normally give you an NI contribution credit for any week when you are entitled to Carer's Allowance but we do not pay you because you are also getting Widow's Benefits or Bereavement Benefits at the same or higher weekly rate as your Carer's Allowance.

These NI contribution credits may help you to get the basic rate of other benefits or entitlements in the future. You will not get an NI contribution credit with your Carer's Allowance if you are already getting NI contribution credits with another benefit. For example, you may be getting NI contribution credits with your Incapacity Benefit or Employment and Support Allowance.

If you are a married woman paying reduced-rate NI contributions, we cannot give you NI contribution credits.

You will not get NI contributions in the tax year that:

- you reach 60 if you are a woman, or
- you reach 65 if you are a man.

State Second Pension

For each full tax year for which we pay you Carer's Allowance you will automatically build up extra pension called State Second Pension, sometimes called additional pension. If we do not pay your Carer's Allowance because you are getting other benefits or entitlements at the same or higher weekly rate, you will still build up State Second Pension. The extra pension will be paid with your basic State Pension when you reach state pension age.

More information about Carer's Allowance continued

If someone else is also looking after the same person

If someone else is also looking after the same person as you are, only one of you can get Carer's Allowance. You must decide between you who is going to claim it. See **page 15** for where to get help and advice.

If you look after more than one person

We will only pay you Carer's Allowance once each week even if you look after more than one person.

The time you spend looking after someone

If you stop looking after the person for a short time, you may still get Carer's Allowance.

For example, you may be able to get Carer's Allowance if you, or the person you look after, go into hospital or somewhere like that.

But you must tell us straight away about any week when you look after someone for less than 35 hours.

By *week* we mean from the start of a Sunday to the end of the next Saturday.

If you cannot get Carer's Allowance

You may be able to get help from the Home Responsibilities Protection Scheme if you cannot get Carer's Allowance, and you are looking after someone who gets:

- Disability Living Allowance, or
- Attendance Allowance, or
- Constant Attendance Allowance.

The Home Responsibilities Protection Scheme makes sure you do not get less State Pension in the future because you stay at home to look after someone.

Ask Jobcentre Plus for a leaflet about what other help is available for carers.

You may also be able to build up State Second Pension, sometimes called additional pension, if you can get Home Responsibilities Protection. The State Second Pension will be paid with your basic State Pension when you reach state pension age.

Where to get help and advice

- If you want general advice and information about benefits or entitlements, get in touch with Jobcentre Plus. The phone number and address are in the business numbers section of the phone book under **Jobcentre Plus**. You can find more information and claim forms online at **www.jobcentreplus.gov.uk**
- If you want information about Pension Credit, you can phone the Pension Service. The number is **0845 60 60 265**. Or visit the Pension Service website at **www.thepensionservice.gov.uk**
- If you want to know about benefits or entitlements for people with disabilities, phone the Benefit Enquiry Line. The number is freephone **0800 88 22 00**. The person you speak to will not have your records so they can only give you general advice.
If you have speech or hearing difficulties you can contact the Benefit Enquiry Line using a textphone on freephone **0800 24 33 55**.
- You can get help at an advice centre like the Citizen's Advice Bureau.
- You can get in touch with
Carers UK
20 Great Dover Street
London
SE1 4LX
They can offer advice on a range of issues. Their helpline number is freephone **0808 808 7777**. The lines are open from 10am to 12 noon and from 2pm to 4pm on Wednesdays and Thursdays only. Or you can visit the Carers UK website at **www.carersuk.org**
Do not send your claim form to the Carers UK address. Send it to the address on **page 7**.
- For information about financial support, rights, employment, independent living and much more, visit **www.direct.gov.uk**

Where to get help and advice continued

If you want help filling in these forms

If you want help filling in these forms, phone **0800 88 22 00**. We will phone you back. The person who phones you back is specially trained to help you fill in these forms and will go through them with you on the phone. Or they can fill in the forms for you.

If they fill in the forms for you, they will send them to you. Then you can check the forms, sign them and send them back. They can send the completed forms in large print. They will send you an envelope. It will not need a stamp. Please send us the documents we ask you for with the forms.

Please keep these notes for your information.

The notes give you general information only and are not a complete statement of the law.

Carer's Allowance

Claim form

- Use this form to claim Carer's Allowance.
- Please read the Notes that came with the claim pack before you fill in the form.
- The form must be filled in by you, the carer, not the person you look after.
- Please write clearly in ink.
- Please answer all the questions that apply to you and your partner, if you have one, and send us all the documents we ask for. By *partner* we mean:
 - a person you are married to or live with as if you are married, or
 - a civil partner or a person you live with as if you are civil partners.
- Contact us if you cannot fill in this form or send us the documents we ask for. Any benefit you may be entitled to may be delayed.



If you want help filling in any part of this claim form, ring the Benefit Enquiry Line on 0800 88 22 00.

If you have speech or hearing difficulties, you can contact us by textphone on **01772 562202** or by typetalk on **18001 562202**.

Our **textphone** service does not receive messages from mobile phones.

This form is available in **large print** or **braille**. Please ring **01253 856 123**.

About you – the carer

Please answer the questions on this form in BLOCK CAPITALS.

Title, for example
Mr, Mrs, Miss, Ms

Surname or family name

All other names in full

All other surnames or family names you have used or have been known by

National Insurance (NI)
number

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

You can get this from your NI number card, letters about benefits, payslips or form P60. If you do not have an NI number, or have one which starts with TN or ZZ, please contact Jobcentre Plus. If you do not tell us your NI number, this could delay any benefit you may be entitled to.

About you – the carer continued

Date of birth

Day	Month	Year
/	/	

Address

Postcode									

Daytime phone number
where we can contact you or leave a message. Please include the dialling code.

--	--

If you have speech or hearing difficulties and would like us to contact you by **textphone**, tick here.

Mobile number

--

About your Carer’s Allowance

When do you want your Carer’s Allowance claim to start?

Day	Month	Year
/	/	

You must give us an exact date or your claim may be delayed.
If you do not fill in a date we cannot accept your claim and will return this form to you.

Please make a note of this date as we will ask you about it again later.

Example of an exact date

16	/	08	/	2008
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If you live in Wales and would like us to contact you in Welsh, tick this box.

i For more information please read **page 6** of the **Notes**.

About you – the carer continued

What is your nationality?

For example, British

Do you have a British Overseas passport?

If you have a **standard British passport**, tick **No**.

No

Yes There are different kinds of British Overseas passports. We will contact you about your passport.

Have you always lived in the United Kingdom?

No Go to the next question.

Yes Go to **About your partner**.

Are you currently living in the United Kingdom?

No We will contact you about this.

Yes Go to the next question.

When did you arrive in the United Kingdom?

 / /

What country did you come from?

Do you plan to go back to that country?

No

Yes Please tell us when.

 / /

What is the visa reference number in your passport?

This is normally two letters followed by six numbers, for example AB123456. It is not your passport number.

If there are other personal details you think we should know, for example previous names or addresses, please tell us about them on **page 26**.

About your partner

What is your marital or civil partnership status?

single

separated

married or civil partner

divorced or civil partnership dissolved

living with partner

widowed or surviving civil partner

By *partner* we mean:

- a person you are married to or live with as if you are married, or
- a civil partner or a person you live with as if you are civil partners.

About your partner continued

Have you had a partner at any time since the date you want to claim from?

If you have separated from your partner since the date you want to claim from, we still need to know their details.

No Please go to **page 5**.

Yes When did your partner join your household?

/	/	
---	---	--

Have you separated from your partner since the date you want to claim from?

No

Yes When did you separate?

/	/	
---	---	--

Your partner's title, for example Mr, Mrs, Miss, Ms

Their surname or family name

Their other names in full

All other surnames or family names they have used or have been known by

Their National Insurance (NI) number

Letters		Numbers		Letter

You can get this from their NI number card, letters about benefits, payslips or form P60. If you do not tell us their NI number, this could delay any benefit you may be entitled to.

Their date of birth

Day		Month		Year

Their address if different from yours

Postcode

What is their nationality?
For example, British

About the care you provide

Please tell us about the person you look after.

This will help us deal with your claim more quickly.

Title, for example

Mr, Mrs, Miss, Ms

Their surname or family name

Their other names in full

Their National Insurance (NI) number

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

You can get this from their NI number card, letters about benefits, payslips or form P60.

Children aged 16 and under have NI numbers. The child's NI number is the reference number on letters about Disability Living Allowance for the child.

This will help us deal with your claim more quickly.

Their date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Their address

You do not have to live at the same address as the person you look after.

<input type="text"/>								
<input type="text"/>								
<input type="text"/>								
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Their daytime phone number, including dialling code. We will not give this number to anyone else.

What relation is this person to you?

If no relation, write NONE.

Has someone paid you to look after this person since the date you want to claim from?

No

Yes Please tell us about the person who pays you.

Their surname or family name

Their other names in full

About the care you provide continued

Their address

Postcode									

How much do they pay you each week?

£	
---	--

When did you start getting this money?

/	/	
---	---	--

Has anyone else claimed Carer's Allowance for this person before?

No

Yes Please tell us about the person who claimed before.

Two people cannot get Carer's Allowance at the same time for looking after the same person.

i For more information please read **page 14** of the **Notes**.

Their surname or family name

--

Their other names in full

--

Their address

Postcode									

Their National Insurance (NI) number, if you know it.

Letters	Numbers	Letter

Their date of birth

Day	Month	Year
/	/	

About the care you provide continued

Did you look after this person for at least 35 hours each week **before** the date you want to claim from?

No

Yes When did you start to look after this person?

/	/
---	---

Have you had any other breaks in looking after this person in the 26 weeks before the date you want to claim from?

No

Yes Use the table below to give us the exact dates and times of the breaks.

	Date	Time	Reason for the break	✓
From		am/pm		
To		am/pm		
From		am/pm		
To		am/pm		
From		am/pm		
To		am/pm		

If you had more than three breaks, please tell us about them on **page 26**.

Please put a tick in the last column if you or the person you look after were getting medical or other treatment as an in-patient in a hospital or similar place.

Was the person you look after away from home in any of the breaks you have told us about?

No

Yes Where did they stay?

Postcode							

Statement by the person you look after

Only one of the following statements needs to be signed.

The person you look after needs to know if you are claiming Carer's Allowance as this may affect some of their benefits.

- Please ask the person you look after to read the notes below, then to sign **Statement 1** on **page 10**, if they can.

If the person you care for is unable to sign the statement on **page 10** because of a health condition, a disability, or because they are under 16, someone who acts for them can sign on their behalf.

- If **you** act for the person you look after, you should read and sign **Statement 2** on **page 10**.
- If **someone else** acts for the person you look after, please ask them to read and sign **Statement 3** on **page 11**.

Notes for the person being cared for

If you get a severe disability premium with your income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance, Housing Benefit or Council Tax Benefit, you may no longer get that premium if we pay Carer's Allowance to your carer.

If your Pension Credit includes an extra amount for severe disability, you may no longer get that extra amount if we pay Carer's Allowance to your carer.

For more information about this, contact the office that deals with your benefit or entitlement.

If we pay Carer's Allowance to your carer, your Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance will not be affected.

Now please sign **one** of the following statements.

Statement by the person you look after continued

Statement 1 – If you are the person being cared for

I understand that the carer named on page 1 is making a claim for Carer's Allowance and that this may affect some of my benefits.

I understand that you will look at details of my claim for Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance as part of their claim for Carer's Allowance.

Please tick one of the following boxes.

I can confirm that the carer named on page 1 looks after me for at least 35 hours a week.

I cannot confirm that the carer named on page 1 looks after me for at least 35 hours a week.

Signature

Date

/ /

If you cannot confirm that the carer named on page 1 looks after you for at least 35 hours a week, please tell us why.

Statement 2 – If you act for the person you look after

Please tick one of the following boxes.

I am acting for benefit purposes for the person being cared for, and I am their

- parent or guardian
- attorney
- appointee
- judicial factor
- receiver.

I understand that my claim for Carer's Allowance may affect some of their benefits.

I understand that you will look at details of their claim for Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance as part of my claim for Carer's Allowance.

Signature

Date

/ /

Statement by the person you look after continued

Statement 3 – If you act for the person being cared for

Please tick one of the following boxes.

I am acting for benefit purposes for the person being cared for, and I am their

parent or guardian

attorney

appointee

judicial factor

receiver.

I understand that my claim for Carer's Allowance may affect some of their benefits.

I understand that you will look at details of their claim for Disability Living Allowance, Attendance Allowance or Constant Attendance Allowance as part of my claim for Carer's Allowance.

Please tick one of the following boxes.

I can confirm that the carer named on **page 1**
looks after the person being cared for,
for at least 35 hours a week.

I cannot confirm that the carer named on **page 1**
looks after the person being cared for,
for at least 35 hours a week.

Signature

Date

If you cannot confirm that the carer named on **page 1** looks after the person being cared for, for at least 35 hours a week, please tell us why.

About time spent abroad

Do you normally live in Great Britain? No

Yes

By *Great Britain* we mean England, Scotland and Wales.

If **No**, where do you normally live?

If you normally live outside Great Britain but in the European Economic Area (EEA) or in Switzerland, we may need to ask for more information.

Are you in Great Britain now? No

We will contact you about this. Please go to **page 14**.

Yes

Have you been out of Great Britain with the person you look after for more than four weeks since the date you want to claim from? No

Yes We may contact you about this.

since the date you want to claim from?

Where did you go?	Why did you go?	Date you left Great Britain	Date you returned to Great Britain
-------------------	-----------------	-----------------------------	------------------------------------

		/ /	/ /
		/ /	/ /

About time spent abroad continued

In the 12 months before the date you want to claim from, had you been out of Great Britain for more than 26 weeks?

No

Yes Please tell us about this below.

Where did you go?	Why did you go?	Date you left Great Britain	Date you returned to Great Britain
		/ /	/ /
		/ /	/ /
		/ /	/ /

About employment

By employment we mean:

- full-time or part-time work
- casual or temporary work
- job sharing
- being included in a tax return as a worker
- being a company director, or
- being in the Territorial Army or other auxiliary armed forces.

Have you ever been employed?

No Please go to **page 20**.

Yes

Have you been employed at any time in the six months before the date you want to claim from?

No

Yes

Are you employed now?

If you are off work because you are sick, on maternity leave or on unpaid leave, still tick **Yes**.

No Tell us about your last job below.

Yes Please tell us about your main job below.
If you have more than one job, please tell us about them on **page 26**.

When did you start this job?

	/		/	
--	---	--	---	--

When did the job finish, if it has?

	/		/	
--	---	--	---	--

Type of job

--

Clock or payroll number

--

Employer's name

--

Employer's address

Postcode									

Employer's phone number including the dialling code

--	--

Employer's fax number if you know it

--	--

About employment continued

Which department deals with your wages?

For example, personnel, wages, human resources.

Please give us a contact phone or fax number for this department.

When did you get your last pay?

From

To

What period did this cover?

What was your gross pay?

By *gross pay* we mean the amount before anything is taken off.

What was included in this pay?

Include things like holiday pay, redundancy or a payment instead of notice (PILON). Give us full details of everything paid to you and what period each payment was for.

How often are you or were you paid?

weekly

fortnightly

four-weekly

monthly

other Please say how often.

When do you or did you get paid?

For example, every Friday, the last day of the month, every fourth Friday, 15th of every month

Do you or did you get paid the same amount each time?

No

Yes

Do you or did you get holiday pay or sick pay?

No

Yes

About employment continued

How many hours a week do you or did you normally work?

Do you or did you get paid any other money as well as your normal wage?

No

Yes Please tell us what else you get or got.

For example, tips

Does your employer owe you any money?

No

Yes We will contact you about this.

Include things like holiday pay, redundancy or a payment instead of notice (PILON).

Have you worked for any other employer in the six months before the date you want to claim from?

No

Yes Please give us the name and address of your other employer. If you have more than one other employer, please tell us about them on **page 26**.

Employer's name

Employer's address

Postcode								

Employer's phone number including the dialling code

--	--

Employer's fax number if you know it

--	--

Now send us:

- the last payslip you got before the date you want to claim from, and
- any payslips you have had since then.

About expenses to do with your employment

Do you or did you pay towards an occupational pension scheme?

No

Yes

How much do you or did you pay, and how often?

£ every

Do you or did you pay towards a personal or stakeholder pension scheme or a retirement annuity scheme?

No

Yes

How much do you or did you pay, and how often?

£ every

Please send us written proof of this amount.

Do you or did you pay for anything necessary to do your job?

No

Yes

Please tell us about this below.

For example, tools or protective clothing.

What are or were these things?

Why do you or did you need these things to do your job?

How much did these things cost you each week?

£ a week

While at work, do you or did you pay anyone to look after your children?

No

Yes

How much?

£ a week

What relation, if any, is this person to you?

--

About expenses to do with your employment continued

Their name

Their address

 Postcode

What relation, if any, is this person to each child?

Name of child	Relationship to child

What is your or your partner's Child Benefit number?

CHB	Numbers <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/>	Letters <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/>
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You can find this on letters about Child Benefit.

While at work, do you or did you pay anyone to look after the person you normally look after?

No

Yes How much?

£ a week

What relation, if any, is this person to you?

Their name

Their address

 Postcode

What relation, if any, is this person to the person you normally look after?

About property you rent out

Do you or your partner own property or land in the UK or abroad, that you have rented out since the week before the date you want to claim from?

No

Yes We will contact you about this.

Have you sublet your home, or provided board and lodgings, since the week before the date you want to claim from?

No

Yes We will contact you about this.

About self-employment

Self-employment could mean:

- working for yourself, or
- being a partner or sleeping partner in a business.

Have you paid Class 2 (self-employed) National Insurance contributions since the week before the date you want to claim from?

No

Yes We will contact you about this.

Have you been self-employed at any time since the week before the date you want to claim from?

No Please go to **page 22**.

Yes

When did you start this job?

When did the job finish, if it has?

Are you self-employed now?

No Tell us on **page 21** about your most recent self-employed job.

Yes Tell us on **page 21** about your current self-employed job.

Have you ceased trading?

No

Yes If you ceased trading more than a week before the date you want to claim from, please go to **page 22**.

About self-employment continued

Nature of your business

What is or was your trading year?

From

 / /

To

 / /

Please send us a copy of your profit-and-loss account for your most recent trading year.

We will write to you if we need more information about the money you get from your self-employed work.

Have you got an accountant?

No

Yes Please tell us about them below.

Can we contact your accountant if we need to?

No

Yes

Accountant's name

Accountant's address

Postcode								

Accountant's phone number

--	--

Accountant's fax number, if you know it

--	--

Do you or did you pay towards a personal or stakeholder pension scheme or a retirement annuity scheme?

No

Yes How much do you or did you pay, and how often?

£ every

Please send us written proof of this amount.

While at work, do you or did you pay anyone to look after children or the person you normally look after?

No

Yes We will contact you about this.

About other money

You

Your partner

Have you or your partner claimed any other benefits since the date you want to claim from?

No

Yes

Please tell us the names of the benefits or entitlements below.

No

Yes

Please tell us the names of the benefits or entitlements below.

If you are waiting to hear about a claim, still tick **Yes**. Please include details for your partner, even if you have separated since the date you want to claim from.

Has anyone had any money added to a benefit for you since the date you want to claim from?

No

Yes

Please tell us about the person who gets extra money for you.

For example, this could be extra money that your partner gets for you with their Incapacity Benefit or State Pension.

If you are under 19 years of age, include any payment your parent or guardian gets for you, which is added to any other benefit or entitlement.

Their name

--

Their address

Postcode									

Their National Insurance (NI) number, if you know it

Letters

Numbers

Letter

--	--

--	--	--	--	--	--	--	--

--

Name of the benefit

--

About other money continued

Have you had any Statutory Sick Pay (SSP) since the date you want to claim from?

If you are waiting to hear about SSP, still tick **Yes**.

No

Yes Please tell us about the employer who deals with your SSP.

Employer's name

Employer's address

Postcode								

How much do you get, and how often?

£		every	
---	--	-------	--

Please send us written proof of this amount.

Have you had any Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) or Statutory Adoption Pay (SAP) since the date you want to claim from?

If you are waiting to hear about SMP, SPP or SAP, still tick **Yes**.

No

Yes Please tell us about the employer who deals with your SMP, SPP or SAP.

Employer's name

Employer's address

Postcode								

How much do you or did you get, and how often?

£		every	
---	--	-------	--

Please send us written proof of this amount.

How we pay you

We can pay your Carer's Allowance every four weeks or every week. It will normally be paid on a Monday.

How often do you want us to pay your benefit? Every four weeks Three weeks in arrears and one week in advance.
Please, tick one box. Every week

We normally pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money**.
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

How we pay you continued

About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if:
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all six numbers, for example 12-34-56

<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>	—	<input type="text"/>	<input type="text"/>
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Account number

Most account numbers are eight numbers long.

If your account number has fewer than 10 numbers, please fill in the numbers from the left.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Consent

We may wish to contact your current or previous employers, or other people or organisations you have told us about on this form, for information about your claim. You do not have to agree to us contacting these people or organisations. But if you do not agree to this, it may mean that we cannot get enough information to be sure that you meet the conditions of entitlement for your claim.

Do you agree to us getting information from any current or previous employer you have told us about on this form? No

Yes

Do you agree to us getting information from any other person or organisation you have told us about on this form? No

Yes

If you have answered **No** to either statement and you would like us to know why, please tell us about this on page 26.

Declaration

I **declare** that the information I have given on this form is correct and complete as far as I know and believe.

I **understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I **understand** that I must promptly tell the office that pays my Carer's Allowance of anything that may affect my entitlement to, or the amount of, that benefit.

This is my claim for Carer's Allowance.

Signature

Date

If you do not sign your declaration, we cannot accept this form and we will return it to you.

What to do now

- Check that you have answered all the questions that apply to you and your partner, if you have one.
- Check that you are sending us all the documents we have asked for. These could be things like:
 - payslips
 - copies of accounts and balance sheets.

Contact us if you cannot fill in the form or send us the documents we ask for. Any benefit you may be entitled to may be delayed.

- Check that you have signed the form on **page 27**.
- Check that the person you look after, or someone who acts on their behalf, has read the notes on **page 9** and has filled in and signed one of the statements.
- If you want to claim extra money for a dependent adult, fill in form DS700(2), which came with the claim pack.

i For more information please read **page 12** of the **Notes**.

If you are not sure if you want to claim extra money for a dependent adult, claim anyway.

- Send everything to us in the envelope that came with this claim pack. The envelope does not need a stamp.

Our address is: Carer's Allowance Unit
Palatine House
Lancaster Road
Preston
PR1 1HB

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include:

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example, to protect against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.

