

Guide to

Access To Work



Allied Mobility™

WHAT IS ACCESS TO WORK?

Access to Work is a Government scheme, funded by the Department for Work and Pensions and run by Jobcentre Plus, which aims to help overcome problems in employment that occur as a result of disability.

Through the scheme, both employers and employees can access practical advice, based on each individual's requirements, as well as receiving funding towards any employment costs which are incurred as a direct result of someone's disability.

The Access to Work scheme is available to disabled individuals both entering the workplace and currently employed. If you are starting a new job, the Access to Work scheme can meet all of any additional costs. For individuals currently in employment, up to 80% of costs in excess of £300 can be met.



“ I applied for support through the Access to Work scheme and received travel support. Now I can get to work easily in my converted car. It's such a help.

”

WHO IS ELIGIBLE?

Anyone who has a long-term medical condition that will last at least 12 months and any person who meets the definition of being disabled under the Disability Discrimination Act, 1995, may be eligible for support.

All applicants must be:

- In a paid job, full time, part time or self-employed;

or

- Unemployed and about to start a job;

or

- Unemployed and about to start a Work Trial.

To qualify for support from the Access to Work scheme you must be 16 years old or over and feel that your disability or health condition stops you from being able to get to work or to do parts of your job or has a long-term effect on how well you are able to do your job (or the job which you are about to start).

Access to Work is not normally available to individuals claiming benefits. However individuals that are claiming benefits and doing 'permitted work' at the higher level are eligible.

WHAT SUPPORT CAN I RECEIVE?

The funding available through Access to Work depends on the employment status of the person with the disability at the time of application.

- If you are currently employed and have previously been self-employed or unemployed, or in your job for less than 6 weeks, 100% of approved costs will be paid.
- If you have been in work for 6 weeks or more, you can receive 80% of approved costs above £300 and up to £10,000 and 100% of costs above £10,000, over a 3 year period.

Access to Work funding can be utilised in purchasing your own vehicle or to assist with a vehicle leased through the Motability Scheme.

WHAT CAN ACCESS TO WORK FUND?

Special Aids and Equipment

Any item that a disabled person needs to do a job (for example wheelchair accessible work desk or large print keyboard).

Communication Support

Employing an interpreter or communicator where there might be communication difficulties at job interviews and/or other meetings. This support is available for all job interviews, whether for a new job or internal promotion.

Getting a Support Worker

A support worker who may, for example:

- Provide help in the workplace with tasks which you are unable to do;
- Provide support in getting to and from work, or
- Attend to personal needs in the workplace (e.g. sign language interpreters).

Altering Premises and Equipment

Changes to premises and equipment required to meet the needs of a disabled individual, for example a ramp for wheelchair access or upgrades to a computer.

Additional Transport Costs

You may be eligible for help with the costs of getting to and from work if you are unable to use public transport. If you would normally travel by car and need an adaptation of your vehicle, then assistance can be given towards the cost of the adapted features and/or a fully converted vehicle. The amount funded will vary according to the needs of each individual.

Further Information

The above points cover the main areas where Access to Work may assess that support is required. However, there may be other areas of support that are applicable. Access to Work will look at all applicants circumstances and will consider a wide variety of recommendations to make life easier for you at work.

Once you have received funding, Access to Work will review your circumstances and the support you're receiving periodically – normally between one and three years after your previous application.

HOW CAN ALLIED MOBILITY HELP ME?

Our expert Mobility Advisors can help you consider whether the Access to Work scheme may be suitable for you and whether the scheme might help meet the cost of the vehicle you require. Our advisors can also help you get in touch with your nearest Access to Work assessment centre.

Who are we?

Allied Mobility is the leading vehicle adaptation specialist in the UK. With over 15 years expertise, we produce high quality wheelchair accessible passenger and drive-from vehicles, built in association with leading manufacturers including Peugeot, Citroen, Volkswagen, Vauxhall, Fiat and Chrysler.

Wheelchair Accessible Vehicles

- Wheelchair accessible passenger cars (accommodating driver, wheelchair occupant and up to two seated passengers or driver and up to four seated passengers).
- Wheelchair accessible passenger MPVs (accommodating driver, wheelchair occupant and up to five seated passengers).
- Drive from wheelchair MPVs (accommodating wheelchair user driver and up to four seated passengers or wheelchair user driver, wheelchair occupant and up to three seated passengers).

Home demonstrations are available on our full vehicle range.

Adaptations for disabled drivers

Allied Mobility vehicles accommodate drivers with a variety of disabilities offering a complete range of adaptations such as steering aids, hand controls, pedal extensions and guards, hand clutch, indicator extensions, steering spinners, infra red units, swivel seats, wheelchair and scooter hoists and rear entry dual power lifts.

How to get in contact with Allied Mobility

Our specialised Mobility Advisors are available seven days a week to answer any questions you may have. From applying to the Access to Work scheme to purchasing your chosen vehicle, you can be assured of a friendly service. Simply contact us for further information or to arrange your free home demonstration.

Freephone Allied Mobility on 0800 916 3011

Email info@alliedmobility.com

Visit www.alliedmobility.com

HOW DO I APPLY FOR SUPPORT FROM THE ACCESS TO WORK SCHEME?

1. Contact Allied Mobility

Allied's specialist Mobility Advisors can help discuss whether you may be eligible for support and provide local contact details - simply call us on 0800 916 3011 or email info@alliedmobility.com.
2. Call Jobcentre Plus to request an application pack.

To apply, first contact your local Jobcentre Plus Access to Work officer directly by telephone.
3. Complete and post your application form.

An application form to make a claim will be sent out for you to complete and return by post to Jobcentre Plus.
4. An Access to Work Advisor will then contact you.

An advisor will contact you 24 hours after your signed application has been received by Jobcentre Plus. The adviser will usually speak to you and your employer to determine the best support for you.
5. An assessment of your requirements may be arranged.

Specialist advice may be needed, which your adviser will help to arrange. For example, your adviser may arrange for a specialist organisation to complete an assessment and recommend appropriate support.
6. You will need to source quotes.

Your claim should take up to three full weeks. Your advisor will confirm the package they feel is appropriate for you. You will then be asked to source quotes from companies that can supply the service or product(s) you need, for example a converted or adapted vehicle. Allied's Mobility Advisors will be happy to supply a written quotation for the vehicle that best suits your particular needs.
7. Submit quotes and the lower amount will be awarded to you.

The quotes must be submitted to Jobcentre Plus. You will then be sent a letter informing you of the support you have been awarded. The Access to Work scheme will always award you the amount of the lower value quote. You can choose to purchase the higher priced product/service but will be required to pay the difference.
8. You must arrange purchase of equipment or services.

Once you have chosen your required product/service, arrange purchase and claim the cost from Access to Work.

ACCESS TO WORK – UK WIDE CONTACT CENTRES

There are three regional contact centres that deal with claims for Access to Work.

Contact the centre area where you work by telephone, textphone, fax or email.

Glasgow

If you work in Scotland, North West England, North East England or Yorkshire and Humberside contact:

Telephone: 0141 950 5327

Textphone: 0141 602 5850

Fax: 0141 950 5265

Email: scotland.atw@jobcentreplus.gsi.gov.uk

London

If you work in South East England, London or East of England contact:

Telephone: 020 8426 3110

Textphone: 020 8426 3133

Fax: 020 8426 3134

Email: atw-london-region@jobcentreplus.gsi.gov.uk

Cardiff

If you work in South West England, Wales, West Midlands or East Midlands contact:

Telephone: 02920 423 291

Textphone: 02920 644 886

Fax: 02920 423 342

Email: atw-team-wales@jobcentreplus.gsi.gov.uk

Allied Mobility

To arrange a quote for any of our wheelchair accessible vehicles or to arrange a home demonstration, please contact our specialist Mobility Advisors.

Freephone Allied Mobility on 0800 916 3011

Email info@alliedmobility.com

Visit www.alliedmobility.com

