

# Access to Work

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## Background

Access to Work is a grant that provides a contribution for the in-work support of people with a health condition or disability who may need to overcome barriers to work. It can help with the extra costs of moving into work or to maintain employment.

It can help people with all types of disabilities and health conditions, including Mental Health conditions.

Access to Work is available in England, Scotland and Wales and does not replace or subsidise an employer's legal duty to make reasonable adjustments.

## Support provided by Access to Work

Specialist case workers will work with the claimant and their employer to give the correct support. Access to Work can be paid to cover:

- the costs of employing an interpreter or communicator to accompany an applicant attending a job interview
- short-term or long-term financial assistance for disabled people who incur additional costs in travelling to and from work or during working hours because of their disability if they cannot use public transport.
- the cost of providing a support worker in the workplace or a driver to help the applicant get to and from work if they cannot use public transport.
- the additional costs of modifications to an employer's or self-employed person's premises or equipment, to enable disabled employees to move into or maintain employment.
- Work related special aids and equipment to assist people with an in-work disability need

These are examples, not a full list.

For further information on the types of support provided, see: [Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK \(www.gov.uk\)](#).

## **Eligibility**

To be eligible for access to work, the individual must:

- have a disability or health condition that means they need support to do their job or get to and from work
- incur additional work-related costs such as travel and specialist equipment
- be aged 16 or over
- live in Great Britain (Northern Ireland, the Isle of Man and the Channel Islands are not included for Access to Work support)

One of the following must also apply to the claimant:

- be self-employed
- be in paid employment
- due to start a job
- in need of help at a job interview
- about to start employment
- about to start work experience

Access to Work support is not available to claimants on the Specialist Employability Support programme.

## **Access to Work Mental Health Support Services**

Mental Health Support Services (MHSS) in Access to Work is designed to support:

- working people who are at risk of falling out of work
- those with a potential job offer to transition into work

MHSS offers 9-months of support which can include coping strategies, and step-by-step support plan.

## **Flexible Working**

Access to Work will provide support for people with a health condition or disability to access hybrid working by Providing support

- in more than one location
- in the workplace

- at home

## **Provision and work experience**

Many claimants can also benefit from the support provided by Access to Work while participating in provision or other forms of work experience.

If the provision offers work experience, a work trial, paid work or a job interview, Access to Work can provide funding support with these elements of the provision.

Claimants can benefit from Access to Work support while participating in:

- Sector-based Work Academy Programmes (during the work experience and guaranteed job interview elements)
- Traineeships
- Apprenticeships

This list is not exhaustive.

## **Application journey**

Claimants can apply for Access to Work online or over the phone. Claimants need to provide:

- a workplace address and postcode
- the name of a workplace contact who can authorise Access to Work payments
- an email address or telephone number of the workplace contact
- a unique tax reference number (if self-employed)

Depending on the size of the company, there may be an element of cost sharing.

Claimants need to be able to explain:

- the affects their condition has at work/getting to work
- any help already being received
- anything else that would help

On completion of the application, an Access to Work adviser will contact the claimant to discuss what help is available.

The case manager may contact the employer to discuss how Access to Work can help support them. The employer is not contacted until this has been agreed with the claimant.

A specialist holistic assessor may contact the claimant and employer to assess the claimant's needs and discuss appropriate support. A detailed report is provided to determine the most appropriate support.

The offer of support, depending on the needs of the claimant, may include a grant. If it does, the claimant is notified how much this will be and the duration of the grant.

Grants can be awarded for a maximum of three years and are reviewed annually.

## **Renewals**

Claimants can apply to renew an Access to Work grant that is ending soon.

Renewals can be applied for up to 12 weeks before the end date

This can be done online or by phone.

Claimants need to provide their:

- name
- address
- date of birth
- unique reference number (if this is known)

An Access to Work adviser will contact the claimant after the renewal is completed. Further information about the claimant's condition may be requested.

The employer will also be contacted.

If a new grant is offered, the claimant will be informed of how much it will be and the duration of the grant