

Health Adjustment Passport

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The Health Adjustment Passport (HAP) has been developed for claimants with a health condition to help them identify what extra support they would need to move into or stay in work. It supports conversations with employers about reasonable adjustments and helps them to apply for Access to Work.

For more information, see Health Adjustment Passport.

The completion of the HAP is entirely voluntary. It is owned by the claimant, cannot be shared without their permission and it must not be saved within the Service.

The health adjustment passport can be found on **GOV.UK**

Any relevant reasonable adjustment discussions are recorded on the claimant's Universal Credit account.

The HAP must only be used by staff who have undergone the relevant training.

Further information

A completed HAP will help support Access to Work.

Access to Work can provide funding for the extra disability-related costs of working that are in excess of the standard reasonable adjustment that an employer is expected to provide under the Equality Act.

The grant can provide tailored support to meet the needs of the individual. See [GOV.UK](#) for the maximum amount of grant.

The support can include:

- communication support at interviews
- travel to or in work money
- workplace assessments
- specialist aids and equipment
- support worker or job coach help

For more information, see Access to Work.

The passport can be completed with the support of an advisor and is then owned by the claimant. It will include information regarding tailored needs and highlight the support needed by the claimant in the workplace.

The HAP has four key objectives:

- to support claimants to identify what extra support and changes they might need when they are ready to move to or be supported in employment.
- to improve the awareness and take up of Access to Work.
- to support claimants and give them confidence to talk to an employer about adjustments and other support they may need when they are ready to move into a job (this also includes self-employment, apprenticeship, work experience or a Supported Internship)
- to support the claimant's Access to Work applications when they are ready to apply

The HAP can support conversations with the claimant by:

- providing a communication tool to support open conversations about a claimant's health concerns in relation to employment.
- enabling Job matching to suitable vacancies that can accommodate the claimant's disability

The HAP can support the claimant by:

- enabling the claimant to have informed conversations with an employer about their disability and raise the possibility of in-work support
- simplifying the Access to Work application process by helping to reduce the need for an assessment, or repeated assessments, when the individual's needs remain the same and consequently enabling adjustments to be put in place quicker.