

# Notes

for the Carer's Allowance claim pack

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

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

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You can claim Carer's Allowance or  
report a change of circumstances  
online at [www.direct.gov.uk/carers](http://www.direct.gov.uk/carers)

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## 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 get State Pension.**

If you cannot tick this box, do not use this claim form. Ask us for the DS700 Carer's Allowance claim pack, which is for people who do not get State Pension. You will find information about getting Carer's Allowance while putting off claiming State Pension in the Notes in the DS700 claim pack.

If your State Pension is more than the amount of Carer's Allowance you can get, we will not pay you any Carer's Allowance. But claim Carer's Allowance anyway as you may qualify for extra payments from other benefits.

**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:**

- 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
- 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.

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

**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 first three statements above, please go to [www.direct.gov.uk/carers](http://www.direct.gov.uk/carers) for the latest information on whether you can get Carer's Allowance.

Some of the information in these notes may not apply to you.

If we need more details, we will contact you.

## What is Carer's Allowance?

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

- 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, or
- Disability Living Allowance at the **middle** or **highest** rate of the **care component**.

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:

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

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

If you get less than the full rate of State Pension, and this means that you start getting Carer's Allowance for the person you are caring for, their benefit or entitlement **may go down**. For example, the person you are looking after cannot get severe disability premium if you are getting Carer's Allowance. See **page 14** of these notes for where to get advice about this.

If your State Pension is more than Carer's Allowance, we will not pay you any Carer's Allowance, although you will still have entitlement to it. If this is the case, the severe disability premium paid to the person you look after will not be affected. Please see **page 11** of these notes for information on how State Pension and other benefits affect payment of Carer's Allowance.

If you can get Carer's Allowance, we will contact you for details of how you want to be paid.

## 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 **0845 608 4321**.

### 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 **page 14**.

## When to claim Carer's Allowance

Claim now, if you look after someone who is getting or has recently got:

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

**Do not delay or you could lose benefit.**

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 Attendance Allowance, Constant Attendance Allowance or Disability Living 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 Attendance Allowance, Constant Attendance Allowance or Disability Living Allowance, you will lose benefit.

Getting Carer's Allowance may mean you can get:

- Pension Credit
- Housing Benefit, or
- Council Tax Benefit.

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

## How to claim Carer's Allowance

Just fill in the claim form. There are notes at the end of this booklet to help you to do this.

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](http://www.direct.gov.uk/carers)

## How to contact the Carer's Allowance Unit

Our phone number is **0845 608 4321**.

If you have speech or hearing difficulties, you can contact us using a textphone on **0845 604 5312** or by Text Relay on **18001 0845 604 5312**.

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](http://www.direct.gov.uk/carers)

Or you can email us at [cau.customer-services@dwp.gsi.gov.uk](mailto: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 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 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?

### Pension Credit

If you want to apply for Pension Credit, or if you want general advice and information, please contact the office that deals with your benefit or entitlement, or a Citizens Advice Bureau.

For more about Pension Credit, ask for leaflets on Pension Credit from Jobcentre Plus or your Pension Centre. Or visit [www.direct.gov.uk/pensions](http://www.direct.gov.uk/pensions)

### 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](http://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, such as State Pension, 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 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.

## 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 or your partner's Pension Credit, income-based Jobseeker's Allowance, Income Support, Employment and Support Allowance, 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.

## 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 [www.direct.gov.uk/pensions](http://www.direct.gov.uk/pensions)

**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 14** of these notes.

## **More information about Carer's Allowance**

### **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 14** for where to get help and advice.

### **If you look after more than one person**

You can only be entitled to Carer's Allowance for looking after one person. If you care for more than one person, you must tell us on the form which person you want to claim Carer's Allowance for looking after.

### **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 a similar place.

### **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.

## Where to get help and advice

- If you want information about Pension Credit, you can phone the Pension Service. The number is **0845 60 60 265**. Or visit **[www.direct.gov.uk/pensions](http://www.direct.gov.uk/pensions)**
- 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](http://www.jobcentreplus.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 Citizens 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](http://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](http://www.direct.gov.uk)**

### 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.

# Claim form help notes

**These notes are to help you fill in the claim form.**

## **About you – the carer**

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

Please include maiden name, all former married names and all changes of family name.

## **National Insurance (NI) number**

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.

## **Address**

Include your postcode. This will help us to deal with your claim more quickly.

## **Daytime phone number**

Where we can contact you or leave a message. Please include the dialling code. This will help us deal with your claim more quickly. We will not give your phone number to anyone else.

## **When do you want your claim to Carer's Allowance to start?**

If you do not give us an exact date your claim may be delayed.

Example of an exact date                      **16/08/2008**

We may be able to pay you Carer's Allowance for up to three months before the date we receive your claim.

If the person you look after is awarded:

- Attendance Allowance
- a qualifying rate of Constant Attendance Allowance, or
- the care component of Disability Living Allowance at the middle or highest rate

we may be able to pay you Carer's Allowance from the date when their benefit payments start. But you must claim within three months of the date a decision is made on their benefit.

## Claim form help notes continued

### About the care you provide

#### Please tell us about the person you look after

You can get most of this information from letters about:

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

Please write their personal details in BLOCK CAPITALS.

#### Their National Insurance (NI) number

This will help us deal with your claim more quickly. You can find this on their NI number card, letters about benefits, payslips or form P60.

#### Their daytime phone number

Please include the dialling code. This will help us deal with your claim more quickly. We will not give their phone 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?

If you ticked **Yes**, please tell us the name and address of the person who paid you, and the amount paid each week, on **page 10**.

#### Do you spend 35 hours or more each week caring for the person you look after?

Please read the notes on **page 13** of this booklet.

#### Have you had any breaks in looking after this person since the date you want to claim from?

By *break* we mean time when, for any reason, you spent less than 35 hours a week caring for the person you look after, for example, if:

- they were in respite care, in hospital or on holiday without you, or
- you were in hospital or on holiday without them.

If you ticked **Yes**, please tell us the reason for the breaks and where the breaks took place on **page 10**.

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

If you ticked **Yes**, please tell us the name and address of the other person on **page 10**.

## Claim form help notes continued

### About the care you provide continued

Two people cannot get Carer's Allowance at the same time for looking after the same person. Please read **page 13** of this booklet for more information.

If you cannot answer any of the questions in this section, please give us a reason on **page 10**.

### About claiming money for other people

Please give us your partner's name, National Insurance (NI) number and date of birth. If you want to claim extra money, please tell us. Some benefits, pensions or entitlements that your partner gets may affect payment of any extra money. For more details, please read the information on **page 12** of these notes.

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.

### Other details

**Have you been on a course of full-time education since the date you want to claim from?**

Please tick **Yes** if you are in full-time education, on holiday from full-time education or on temporary leave from a course of full-time education.

If you ticked **Yes**, please tell us the name of your personal tutor and the address of the educational establishment on **page 10**.

By *full-time education* we mean 21 hours or more of supervised study each week, undertaken through 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.

## **Claim form help notes** continued

### **Other details** continued

#### **Do you work for an employer now?**

If you ticked **Yes**, please tell us the name and address of the employer or employers on **page 10**.

Work could be:

- full-time
- part-time
- casual or temporary
- 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 services.

If you are off work because you are sick or on unpaid leave, please answer **Yes** to the questions on employment.

If you stopped working when you applied for Carer's Allowance, we will assess your final wages over the same pay period which your earnings would normally have covered.

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

If you ticked **Yes**, please tell us the name and address of the employer or employers on **page 10**.

#### **Are you or have you been self-employed since the week before the date you want to claim from?**

If you ticked **Yes**, please tell us the name and address of your accountant, if you have one, on **page 10**.

Self-employed work could be:

- working for yourself
- being a partner or sleeping partner in a business
- renting out property that you or your partner own, or
- letting out rooms or providing board and lodgings in a property that you or your partner own.

## Claim form help notes continued

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

Please tick **Yes** if you or your partner are waiting to hear about the benefit, allowance, pension or entitlement.

Please write the details of all the benefits, pensions or entitlements in the boxes provided.

Please include details for your partner, even if you have separated since the date you want to claim from.

#### Note

If you do not give us these details, we will need to contact you and ask for your written consent to contact any current or previous employers, or other people or organisations you tell us about. This will delay your claim.

If you do not want to give us these details, please tell us the reason on **page 10**.

### Other information

In this section please give us:

- any extra information we have asked for, and
- anything else you think we should know about your claim.

### Consent

- **Do you agree to us getting information from any current or previous employer you have told us about on this form?**
- **Do you agree to us getting information from any other person or organisation you have told us about on this form?**

If you have answered **No** to either of these questions, please tell us why on **page 10**.

### Remember

It is very important to send in this form at the right time.

The person you look after must be getting:

- Attendance Allowance, **or**
- Constant Attendance Allowance at the full-day rate or more, **or**
- Disability Living Allowance care component at the middle or highest rate.

### 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

**i** This form is to claim Carer's Allowance only if you are getting State Pension.

- 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.

**i** 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 0845 604 5312 or by Text Relay on 18001 0845 604 5312.

Our textphone service does not receive messages from mobile phones.

**i** This form is available in large print or braille. Please ring 0845 608 4321.

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

## About you – the carer continued

Date of birth

Day	Month	Year
	/	/

Address

Postcode								

Daytime phone number

--	--

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

Mobile number

--

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

## About your Carer's Allowance

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

Day	Month	Year
	/	/

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



For more information please read **page 15** of the **Notes**.

## About you – the carer continued

What is your nationality?

For example, British

If you are not a European Union (EU), European Economic Area (EEA) or Swiss national, we will contact you.  
The United Kingdom is part of the EU.

Do you normally live in the United Kingdom?

By *United Kingdom* we mean England, Scotland, Wales and Northern Ireland.

No  We will contact you about this.

Yes

Are you currently living in the United Kingdom?

No  We will contact you about this.

Yes

Have you been out of the United Kingdom with the person you look after for more than four weeks since the date you wish to claim from?

No

Yes  We will contact you about this.

Have you been out of the United Kingdom for 26 weeks in the 12 months before the date you wish to claim from?

No

Yes  We will contact you about this.

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

Their date of birth

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

## About the care you provide continued

### Their address

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

Postcode								

### Their daytime phone number

--	--

### 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 give details on **page 10**.  
We will also contact you about this.

Do you spend 35 hours or more each week caring for this person?

No

Yes

A week is from the start of a Sunday to the end of the next Saturday.

Have you had any breaks in looking after this person since the date you want to claim from?

No

Yes  Please give details on **page 10**.  
We will also contact you about this.

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 breaks in looking after this person in the six months before the date you want to claim from?

No

Yes  Please give details on **page 10**.  
We will also contact you about this.

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

No

Yes  Please give details on **page 10**.  
We will also contact you about this.

**i** For more information please read **page 16** of the **Notes**.

## 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 6**, if they can.

If the person you care for is unable to sign the statement on **page 6** 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 6**, or
- If **someone else** acts for the person you look after, please ask them to read and sign **Statement 3** on **page 7**.

### 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 Attendance Allowance, Constant Attendance Allowance or Disability Living 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 Attendance Allowance, Constant Attendance Allowance or Disability Living 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 this claim for Carer's Allowance may affect some of their benefits.

**I understand** that you will look at details of their claim for Attendance Allowance, Constant Attendance Allowance or Disability Living Allowance as part of this 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 claiming money for other people

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

No  Please go to **page 9**.

Yes  When did your partner join your household?

/	/
---	---

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

Their date of birth

Day	Month	Year
/	/	

Do you want to claim extra money for your partner or another person who lives with you and looks after a child or children you get Child Benefit for?

No

Yes  We will contact you about this.

**i** For more information please read **pages 12 and 17** of the **Notes**.

## Other details

Have you been on a course of full-time education since the date you want to claim from?

No

Yes  Please give details on **page 10**. We will contact you about this.

Have you worked for an employer at any time after the date you want to claim from?

No

Yes  Please give details on **page 10**. We will contact you about this.

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

No

Yes  Please give details on **page 10**. We will contact you about this.

Are you or have you been self-employed since the week before the date you want to claim from?

No

Yes  Please give details on **page 10**. We will contact you about this.

It is important that you read **page 18** of the **Notes** booklet for examples of self-employment.



For more information please read **pages 17 and 18** of the **Notes**.

### You

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.

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.


### Your partner

No

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




## 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 10**.

## 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.

 For more information please read **page 19** of the **Notes**.

## 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 in the Notes booklet. 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 11**.
- Check that the person you look after, or someone who acts on their behalf, has read the notes on **page 5** and has filled in and signed one of the statements.

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-policy](http://www.dwp.gov.uk/privacy-policy) or contact any of our offices.

