

# Sure Start Maternity Grant

## from the Social Fund

jobcentreplus

Part of the Department  
for Work and Pensions

### Can you get a Sure Start Maternity Grant?

#### You may be able to get a Sure Start Maternity Grant if

● **you or your partner are getting**

- Income Support, or
- income-based Jobseeker's Allowance, or
- income-related Employment and Support Allowance, or
- Pension Credit, or
- Working Tax Credit which includes a disability or severe disability element, or
- Child Tax Credit at a rate higher than the family element.

From April 2009 to April 2010 this means a rate of £548 a year or more, or more than £1095 a year if you have a baby under one. These figures are for a whole year and will be less for part-years. Your tax credits award notice will include a breakdown of your award. If your Child Tax Credit total is greater than the amounts shown as the family elements you may qualify for a Sure Start Maternity Grant.

Note that your tax credit award is based on your previous year's income. If your income reduces you can ask for your tax credit award to be reviewed.

**and**

● **you need help with buying things for a baby that**

- has recently been born, or
- is expected to be born in the next 11 weeks, or
- you have recently adopted, or
- is the subject of a residence order, or
- is the subject of a parental order under section 30 of the Human Fertilisation and Embryology Act 1990.

We use *partner* to mean

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

#### But you must

- be the mother or expectant mother of the baby and you must be aged 16 or over, **or**
- be the partner of the mother or expectant mother, **or**
- have adopted the baby, **or**
- have been granted a residence order for the baby, in certain circumstances, **or**
- be getting benefit for the mother or expectant mother if she is aged under 20, **or**
- have been granted a parental order with your husband or your wife under section 30 of the Human Fertilisation and Embryology Act 1990.

## When to claim

- **You must claim in the period from 11 weeks before the week your baby is due until 3 months after your baby is born.**
- **If you are waiting for a decision on a qualifying benefit or entitlement, or you have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits.**
- **If you are adopting a baby**  
You must claim within 3 months of the date of the adoption order. The baby must not be more than one year old when you claim.
- **If you have been granted a residence order for a baby**  
You must claim within 3 months of the date you were granted the order. The baby must not be more than one year old when you claim.
- **If you have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990**  
You must claim within 3 months of the date you were granted the order.

## The Sure Start Programme

In some parts of the country there are local Sure Start Programmes offering help to the parents of children aged under four. These bring together a range of services including health, learning through play and family support.

The Sure Start Maternity Grant is different because it is paid direct to parents who qualify, no matter where they live in Great Britain.

## Help and advice

If you want more information

- get in touch with Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.  
You can also get more information from our website. The address is **[www.dwp.gov.uk](http://www.dwp.gov.uk)**
- or
- get in touch with an advice centre like the Citizens Advice Bureau.

## Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found on our website at **[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)**

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

## 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 safeguard 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.

## Part 1 About you and your partner

- Please use this form to claim a Sure Start Maternity Grant from the Social Fund. Fill in this form in ink and sign and date any alterations you make.

**Make sure that you read the notes before you fill in this form.**

- Tell us about yourself and your partner, if you have one. We use *partner* to mean
  - a person you are married to or a person you live with as if you are married to them, or
  - a civil partner or a person you live with as if you are civil partners.
- Fill in the form fully by answering all the questions and requests for information. Your claim may be delayed if we do not have all the information we need.

- Remember, you must claim in the period from 11 weeks before the week your baby is due until 3 months after your baby is born
  - if you are waiting for a decision on a qualifying benefit or entitlement, or you have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits
  - if you have adopted the baby, you must claim within 3 months of the adoption
  - if you have been granted a residence order for a baby, you must claim within 3 months of being granted the order
  - if you have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990, you must claim within 3 months of being granted the order.

	You	Your partner
<b>Surname or family name</b>	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
<b>All other names</b> in full		
<b>Date of birth</b>	/ /	/ /
<b>Your address</b> Please tell us your address. Tell us your partner's address, if different.		
	Postcode	Postcode

Sure Start  
Maternity  
Grant  
from the  
Social Fund

**National Insurance (NI) number**

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

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

You can find the number on a National Insurance (NI) numbercard, letters about benefit, or payslips

**If you do not know your NI number, have you ever had one or used one at any time?**

No

Yes

No

Yes

**Part 1 About you and your partner** continued

	<b>You</b>	<b>Your partner</b>
<b>Any other surnames or family names you have been known by or are using now.</b> Include maiden name, all former married or civil partnership names and all changes of family name.	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
<b>Daytime phone number</b>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
<b>What is this number?</b> Please tick	Code                      Number Home <input type="checkbox"/> work <input type="checkbox"/> mobile <input type="checkbox"/> fax <input type="checkbox"/>	Code                      Number Home <input type="checkbox"/> work <input type="checkbox"/> mobile <input type="checkbox"/> fax <input type="checkbox"/>

**Part 2 About benefits and entitlements**

	<b>You</b>	<b>Your partner</b>
<b>Are you or your partner getting Income Support?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about a claim for Income Support?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner getting income-based Jobseeker's Allowance?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about a claim for income-based Jobseeker's Allowance?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner getting income-related Employment and Support Allowance?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about an application for income-related Employment and Support Allowance?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner getting Pension Credit?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about an application for Pension Credit?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 2 **About benefits and entitlements** continued

	<b>You</b>	<b>Your partner</b>
<b>Are you or your partner getting Working Tax Credit which includes a disability or severe disability element?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about a claim for Working Tax Credit which includes a disability or severe disability element?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner getting Child Tax Credit at a rate higher than the family element?</b> From April 2009 to April 2010 this means a rate of £548 a year or more, or more than £1095 a year if you have a baby under one.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about a claim for Child Tax Credit at a rate higher than the family element?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you or your partner waiting to hear about a review of your Child Tax Credit award?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Are you receiving benefit for the mother of the baby, or an expectant mother, because she is under 20 years of age?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us her name <input type="text" value="Mrs / Miss / Ms"/>	
<b>Are you or your partner involved in a trade dispute?</b> We use trade dispute to mean a strike, a walkout, a lockout or another dispute at work.	No <input type="checkbox"/> Yes <input type="checkbox"/> How long have you or your partner not been working because of a trade dispute? If this is less than 6 weeks, we may not be able to make a payment.	<input type="text"/>

### Part 3 **If a baby is expected**

Please tell us the date the baby is expected

So that we can consider your claim for a Sure Start Maternity Grant, **the certificate (SSMG cert) which is on the back page of this claim form must be filled in by a health professional.**  
For example, your midwife.

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Is more than one baby expected?

No

Yes

How many babies are expected?

Please make sure that the document you are sending with this claim form tells us the number of babies that are expected.

### For office use

SSMG cert received **No**   
**Yes**

Other approved docs **No**   
**Yes**

Initials .....

Date ..... / ..... / .....

## Part 4 If the baby has already been born

Please tell us the date the baby was born

So that we can consider your claim for a Sure Start Maternity Grant, **the certificate (SSMG cert) which is on the back page of this claim form must be filled in by a health professional.** For example, your midwife.

In case of a still birth you do not have to send the certificate (SSMG cert) but, so that we can consider your claim, you must provide us with evidence of the birth.

Was more than one baby born?

No

Yes  How many babies were born?

Have you, or your partner, adopted the baby or babies?

No

Yes  What was the date of adoption?

Please send the adoption papers with this claim form.

Have you or your partner been granted a residence order for the baby or babies?

No

Yes  What date were you granted the residence order?

Please send the order with this claim form.

Have you and your husband or your wife been granted a parental order under section 30 of the Human Fertilisation and Embryology Act?

No

Yes  What date were you granted the order?

Please send the order with this claim form.

## For office use

SSMG cert received No

Yes

Other approved docs No

Yes

Initials .....

Date ..... / ..... / .....

## Part 5 **General information**

**Has a Sure Start Maternity Grant from the Social Fund already been paid to either you or someone else for this baby or babies?**

No

Yes  Who was it paid to?

We can only make another Sure Start Maternity Grant if

- you are adopting the baby, or
- you have been granted a residence order for the baby, in certain circumstances, or
- you and your husband or your wife have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990.

**Are you or your partner already getting Child Benefit?**

No

Yes

If you want to claim Child Benefit, claim forms are available direct from HM Revenue & Customs.  
Phone **0845 302 1444** or visit  
**[www.hmrc.gov.uk](http://www.hmrc.gov.uk)**

## Part 6 Making payments to you

### We normally pay your money direct into an account

Many banks and building societies will let you collect your money at the post office. We will tell you when your Social Fund payment will be made and how much it will be for.

### 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 your 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 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 recover 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, and do not intend to open one, please tick the box and we will contact you.

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

## About the account you want to use

Please tell us your account details below. It is very important you complete ALL 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 are not sure about the details, ask the bank, building society or other account provider.

## About the account you want to use

### You can use

- an account in your name
- a joint account, or
- someone else's account,
  - subject to the terms and conditions of the account, and
  - as long as you have the other person's permission and authorise them to use the money in the way you tell them.
- If you are an Appointee or a legal representative acting on behalf of the customer, the account should be in your name only.
- To be paid into a credit union account you must provide the credit union's account details. Your credit union will be able to help you with this.

### 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, building society or other account provider

### 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 8 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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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.

### Building society roll or reference number

<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 be getting other benefits and entitlements that are not paid direct into an account. To have them paid into the above account, please tick the box.

*Part 7*    **Other information**

**Post office details**

Please provide details of your local post office

Postcode

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**You can use this space to tell us anything else you think we might need to know.**  
If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and National Insurance (NI) number on it.

## Part 8 For people filling in and signing this form for someone else

Have you filled this form in for someone else?

No  Go to **Part 9**.

Yes  Please tell us about yourself

Please tell us why you are filling in and signing this form for someone else.

I am sending a letter signed by the customer with this form. The letter tells you that they agree to me making the claim for them.

Now sign this form in **Part 9**.

I am their appointee

I have power of attorney

Full name

Mr / Mrs / Miss / Ms

Date of birth

/ /

Address

Postcode

Phone number

Code

Number

What is this number?  
Please tick

Home

work

mobile

fax

Now sign this form in **Part 9**.

## Part 9 **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 benefit of anything that may affect my entitlement to, or the amount of, any award.

**This is my claim for a Sure Start Maternity Grant.**

**Signature**

**Date**

Now go to **Part 10**.

## Part 10 **What to do now**

- Look through this form and check that you have answered all the questions and given all the information requested. Your application may be delayed if we do not have all the information we need.
- Check that you have signed this form.
- Check that the health professionals' statement has been completed by your midwife, or other health professional.
- Check that you are sending all the documents we have asked for. Please send the originals as we cannot accept photocopies. But do not delay sending in this form.
- Send or take this form to Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.
- **You must send this claim form to us from 11 weeks before the week your baby is due.**  
**But remember, you must claim before the baby is 3 months old.**

If you are adopting the baby or have been granted a residence order, you must claim within 3 months of the date of adoption or residence order. But the baby must not be more than one year old when you claim.

If you have a parental order under section 30 of the Human Fertilisation and Embryology Act 1990, you must claim within 3 months of the date of that order.

## Part 11 **What happens next**

- We will look at your claim as soon as we can. If we can pay you a Sure Start Maternity Grant, we will send a payment to the account you have chosen. If we cannot pay you a Sure Start Maternity Grant, we will write to you to tell you why.

# Health professional's statement

SSMG (cert)

## To be completed by the health professional only

I certify that ..... (insert name of parent)

- **consulted me in respect of** ..... (insert words and number. For example: **one – 1**) **expected child or children**

Tick and complete as appropriate.

expected in the week that includes     /     /     (health professionals only)

born on     /     /     ,

- **has received advice, as appropriate, on aspects of**

Tick the appropriate box or boxes and delete any which do not apply.

maternal health and the health and welfare of the child (pre-confinement consultation)

the health and welfare of the new child (post-confinement consultation)

Date of consultation

Date of signing

Health professional's signature

Health professional's name (please print or use a stamp)

Authentication stamp or, for midwives or health visitors who do not have an authentication stamp, details of surgery or office address and telephone number, contact telephone number if different, and UKCC PIN.

Tear off here ►