

# Sure Start Maternity Grant

## from the Social Fund

jobcentreplus

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

- **apart from other babies from the same pregnancy**
  - your new baby is the only child under 16 in your family, or
  - your dependant's new baby is her only child under 16 in your family.

- **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 2011 to April 2012 this means a rate of £548 a year or more. 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.

- **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
  - was recently born and you have become the responsible parent but are not the mother's partner, or
  - is the subject of an adoption or residence order, or
  - is the subject of a parental order in respect of a surrogate birth, or
  - has been placed with you for adoption, or
  - you have been appointed the guardian of, or
  - you have adopted overseas.

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**
- be getting benefit for the mother or expectant mother aged under 20 of a baby, **or**
- be the responsible parent (but not the mother) of a baby, and not be the mother's partner, **or**
- have been granted an adoption or residence order for a baby, **or**
- have been granted a parental order with your partner under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54 of the Human Fertilisation and Embryology Act 2008, **or**
- have had a baby placed with you for adoption by an agency, **or**
- have been appointed the guardian of a baby, **or**
- have adopted a baby overseas and this falls within section 66(1)(c)–(e) of the Adoption and Children Act 2002.

and

SF100 10/11

## When to claim

- **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 expecting a baby or have recently had a baby, you must claim in the period from 11 weeks before the week the baby is due until 3 months after the baby is born.**
- **If you are not the mother but have become the responsible parent of a baby, you must claim within 3 months of becoming responsible. The baby must not be more than one year old when you claim.**
- **If you have been granted an adoption order or residence order for a baby**  
You must claim within 3 months of the date on the order. The baby must not be more than one year old when you claim.
- **If you have been granted a parental order with your partner for a baby**  
You must claim within 3 months of the date on the order. The baby must not be more than one year old when you claim.
- **If you have been appointed guardian of a baby**  
You must claim within 3 months of the date the guardianship takes effect. The baby must not be more than one year old when you claim.
- **If you have had a baby placed with you for adoption**  
You must claim within 3 months of the date the baby is placed with you. The baby must not be more than one year old when you claim.
- **If you have adopted a baby overseas**  
You must claim within 3 months of the adoption taking effect or being recognised. The baby must not be more than one year old when you claim.

## 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.direct.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.direct.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** or contact any of our offices.

**These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.**

## 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, if you are waiting for a decision on a qualifying benefit or entitlement, or have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits. These are:
  - if you, your partner, or dependent child, are expecting a baby or have just had a baby, claim in the period 11 weeks before the week your baby is due until 3 months after your baby is born
  - if you are not the mother but have become the responsible parent of a baby, claim within 3 months of becoming responsible
  - if you have an adoption order, a residence order or a parental order for the baby, claim within 3 months of its date
  - if you have been appointed guardian of a baby, claim within 3 months of the guardianship taking effect
  - if a baby has been placed with you for adoption, claim within 3 months of this
  - if you have adopted a baby overseas, claim within 3 months of the adoption taking effect or being recognised.

	You	Your partner
<b>Surname or family name</b>	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
<b>All other names in full</b>		
<b>Date of birth</b>	/ /	/ /
<b>Your address</b> Please tell us your address. Tell us your partner's address, if different.		
	Postcode	Postcode
<b>National Insurance (NI) number</b>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
	You can find the number on a National Insurance (NI) numbercard, letters about benefit, or payslips	
<b>If you do not know your NI number, have you ever had one or used one at any time?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Sure Start  
Maternity  
Grant  
from the  
Social Fund

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

**Any other surnames or family names you have been known by or are using now.**  
 Include maiden name, all former married or civil partnership names and all changes of family name.

**You**

**Your partner**

**Daytime phone number**

Code	Number
------	--------

Code	Number
------	--------

**What is this number?** Please tick

Home  work  mobile  fax

Home  work  mobile  fax

**Part 2 About benefits and entitlements**

**Are you or your partner getting Income Support?**

**You**

No   
 Yes

**Your partner**

No   
 Yes

**Are you or your partner waiting to hear about a claim for Income Support?**

No   
 Yes

No   
 Yes

**Are you or your partner getting income-based Jobseeker's Allowance?**

No   
 Yes

No   
 Yes

**Are you or your partner waiting to hear about a claim for income-based Jobseeker's Allowance?**

No   
 Yes

No   
 Yes

**Are you or your partner getting income-related Employment and Support Allowance?**

No   
 Yes

No   
 Yes

**Are you or your partner waiting to hear about an application for income-related Employment and Support Allowance?**

No   
 Yes

No   
 Yes

**Are you or your partner getting Pension Credit?**

No   
 Yes

No   
 Yes

**Are you or your partner waiting to hear about an application for Pension Credit?**

No   
 Yes

No   
 Yes

Part 2 **About benefits and entitlements** continued

	You	Your partner
Are you or your partner getting Working Tax Credit which includes a disability or severe disability element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for Working Tax Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Child Tax Credit at a rate higher than the family element? From April 2011 to April 2012 this means a rate of £548 a year or more.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for Child Tax Credit at a rate higher than the family element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a review of your Child Tax Credit award?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you receiving benefit for the parent of the baby, or an expectant mother, because they are under 20 years of age?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Please tell us their name <input type="text"/>
Are you or your partner involved in a trade dispute? 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.

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.

If the baby has not been born yet, now go to Part 6.

### 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?

#### For office use

SSMG cert received No

Yes

Other approved docs No

Yes

Initials .....

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

#### For office use

SSMG cert received No

Yes

Other approved docs No

Yes

Initials .....

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

## Part 5 About a baby already born that you have become responsible for

Are you the parent, but not the mother, of a baby you now care for?

No

Yes

When did the baby start to live with you?

When did you get Child Benefit?

Who got the Child Benefit before?

Have you or your partner been granted an adoption order or a residence order?

No

Yes

What is the date of the order?

For how many children?

Please send the order with this claim form.

Have you and your partner been granted a parental order under section 30 of the Human Fertilisation and Embryology Act or section 54 of the Human Fertilisation and Embryology Act 2008?

No

Yes

What is the date of the order?

For how many children?

Please send the order with this claim form.

## Part 5 About a baby already born that you have become responsible for

Have you or your partner been appointed a legal guardian?

No

Yes

What date did this take effect?

For how many children?

Please send the evidence of appointment with this claim form.

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Have you or your partner had a child placed with you for adoption?

No

Yes

What date was the placement?

How many children were placed?

Please send the evidence of placement with this claim form.

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Have you or your partner adopted a baby from overseas?

No

Yes

What date did this take effect?

How many children were adopted?

Please send evidence that the adoption is recognised in Great Britain with this claim form.

## Part 6 About other children under 16 in your household

Apart from the baby you have told us about in **Part 3**, **Part 4** or **Part 5**, are there any other children under the age of 16 in your household?

No  Go to **Part 7**.

Yes  Tell us about the children below. If you need to tell us about more than 6 children, please use the space in **Part 9**.

Name of child	Date of birth	Relationship to you or your partner	Benefits or tax credits you or your partner get for the child

## Part 7 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 pay another Sure Start Maternity Grant if:

- you are not the mother but have become the parent who cares for the baby
- you have been granted an adoption or residence order, or
- you and your partner have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54 of the Human Fertilisation and Embryology Act 2008
- you have been appointed the guardian
- you have had a baby placed with you for adoption by an agency
- you have adopted overseas within section 66(1)(c)–(e) of the Adoption and Children Act 2002.

Are you or your partner already getting Child Benefit?

No  If you want to claim Child Benefit, claim forms are available direct from HM Revenue & Customs. Phone **0845 302 1444** or visit

Yes  [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

## Part 8 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 claimant, 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 9*    **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.

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## Part 10 For people filling in and signing this form for someone else

Have you filled this form in for someone else?

No  Go to **Part 11**.

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 claimant with this form.  Now sign this form in **Part 11**.

The letter tells you that they agree to me making the claim for them.

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 11**.

## Part 11 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, my benefit may be stopped and 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

## Part 12 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.**
- **You must send us this form within 3 months of the date**
  - you become the responsible parent of the baby if you are not the mother
  - of an adoption, residence or parental order
  - the guardianship takes effect
  - the baby is placed with you for adoption
  - the overseas adoption takes effect or is recognised.**But remember, you must claim before the baby is more than 12 months old.**

## Part 13 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.

**Do not delay.**

The time periods for claiming are on the back of the Notes at the front of this claim form.

# 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)

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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 ►