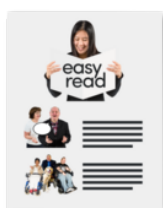


## How to apply for Access to Work help



### What is Access to Work?

Access to Work is help to get, or stay in work, that some people with a disability or health condition can get.



This Easy Read tells you how to apply for Access to Work help.



### Step 1: Check that you can get Access to Work

To see if you could get Access to Work, read our [What is Access to Work help?](#) Easy Read page.



### Step 2: Make sure you have everything you will need

Before you apply for Access to Work you will need to know:



- your name, address and telephone number

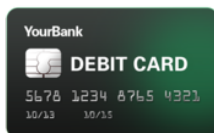


- your date of birth



- your National Insurance number if you have one

You can find your National Insurance number on any letters you have had about your tax, pensions or benefits.



- your bank or building society account number and sort code



- the address and postcode of the place where you work



- the name and contact details of someone where you work

This is so they can say that you work there.



- information about how your disability or health condition affects your work



- information about the support you think you need



## **Step 3: Apply for Access to Work help**

You can apply for Access to Work help [online](#), or by contacting the Access to Work helpline.

- Phone: 0800 121 7479.
- Textphone: 0800 121 7579.
- Relay UK: 18001 then 0800 121 7479. Relay UK helps people who can not hear or speak on the phone.

The Access to Work helpline is open Monday to Friday 9.00 - 5.00.



## **What happens after you have applied for Access to Work?**

Someone from Access to Work will contact you about your application.



If you find it difficult to talk on the phone, you can ask Access to Work to contact you by email, or to contact someone else who can talk to them about your application.



The person from Access to Work might want:

- more information about your work, your disability or health condition
- to ask if it is OK for them to speak to your employer
- to arrange for someone to contact you or to see where you work, so they can find out what changes might help you at work

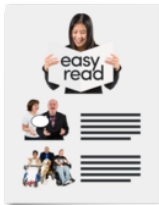


You will get a letter which will tell you if you will get help from Access to Work.



If you can get help from Access to Work, the letter will tell you:

- how much money you will get.  
The money is called a grant
- what you can use the grant to pay for
- how long your grant will last



To find out how to claim the money from your grant, read our [Getting your Access to Work money Easy Read](#).

