

# **Access to Work – A guide for employers**



**Easy read booklet**

# What this booklet is about



We are Disability Arts Online. We give support to disabled artists.

This booklet is for **employers**.



It tells you how you can get money to pay for support for disabled people who work for you.

**Access to Work** is money from the government for disabled people who work.



This money can help to



- ✓ Pay for extra costs
- ✓ Travel to work
- ✓ Support at work to do a job.

# Who can get Access to Work support



You can apply for Access to Work support if you employ someone who is



- ✓ Disabled or
- ✓ Living with a **long term health condition** – this means their health stops them from doing a job they could do if they had support.



They must be 16 years old or more and live in England, Scotland or Wales.



There are different Access to Work rules in Northern Ireland.

# Who can get Access to Work support



To get Access to Work support you must

- ✓ Be in a job
- ✓ About to start a job
- ✓ Be going back to a job.



There is no lower limit of money you need to earn to get Access to Work support, but you have to be in a paid job.



There are different rules if you someone works for themselves.

Being in a paid job could mean being



- ✓ **Self-employed**
- ✓ An **apprentice**

# Who can get Access to Work support



- ✓ In a work trial set up by Jobcentre Plus
- ✓ In work experience
- ✓ In work – with or without support
- ✓ An **intern**

You can't get Access to Work to pay for training – unless this is part of their job.



But you can get support if someone who works for you goes for an interview.



If the person working for you is self-employed, they will have to read our booklet about Access to Work to get advice.

# Making changes at work for disabled people



Making changes for disabled people is called **reasonable adjustments**.



All employers have to do this. This is the law.

You will need to speak to the person working for you about changes they need at work so they can do their job.



You **must** do this before you can apply for Access to Work money.



Access to Work support is there to help disabled people do their job but the employer has to make changes too.

# Making changes at work for disabled people



Making changes for disabled people at work costs money.

You can share this cost with Access to Work.



For example, if someone who works for you needs equipment to do their job, then you can share this cost with Access to Work.



Access to Work will look at paying for support for

✓ **Self-employed** people.

✓ People who have been working for **less than six weeks** when they apply for Access to Work money



# Making changes at work for disabled people



- ✓ Mental Health Support
- ✓ Extra travel costs – in and out of work
- ✓ Support at interviews.



How much Access to Work money you can claim for someone who works for, depends on



- If they are employed by you or self-employed
- How long they have been doing the job
- What kind of help they need.

# What employers have to pay



The amount of money you can get to pay for support people who work for you is different.



It depends on the size of your company and how many people work for you.



For example, if you have less than 50 people working for then you don't have to share any cost of support.

# Things for employers to remember



Make sure you know what a reasonable adjustment is and that you know about changes you have already made at work.



People who work for you don't need to earn a certain amount of money to ask for Access to Work.



If you employ actors, then they will count as being employed and can apply for Access to Work support.

# More information on Access to Work – what you can apply for



When you know what support people who work for you need, then you are ready to ask for Access to Work money.



This money can pay for support including travel and a support worker.



You can apply for

**Equipment** – this might be changes to a desk or chair. Or it might be technology on a computer.



**Travel** – if the person working for can't use public transport, you can apply to get the extra costs of a taxi paid for them.

# More information on Access to Work – what you can apply for



## Support workers

You can get help to pay for a support worker to be with the person who works for you.



There are lots of different types of support available. For example, they might need support to speak through an interpreter.



Or they might need someone to help them travel or take notes.



Access to Work **will not** pay for a support worker that is a nurse or cares for your health.

Support starts when they are ready to set off to work and not before.

# More information on Access to Work – what you can apply for



## Overnight support

You can ask for overnight support for someone who works for you – if they need it when they travel.



The travel has to be part of their job. Try to work out the costs so you can put them in the application for Access to Work money.



You can ask for extra support to fill out any claim forms for working away.



Try and support the people who work for you to tell you what help they need.

They might not know about Access to Work and support they can get.

# How to apply for Access to Work support money



The person who works for you has to apply for Access to Work money using the online form.



Or you can tell them they can apply by

Telephone **0800 121 7479**

Textphone **0800 121 7579**



British Sign Language (BSL) video relay service. You will need to check they can use this service.



Go to the video relay service. NGT text relay (if you cannot hear or speak on the phone) and dial 18001 then 0800 121 7479 Monday to Friday, 8am to 7.30pm

# How to apply for Access to Work support money



It can really help if someone who works for you already knows about Access to Work and how to apply.



There are Access to Work staff who can help too. They will know about money but might not know about the person and what they need.



Make sure you help them to say what they need so they get the right support.

**It can help to have a friend or work colleague to be there to support them too.**

# How make an Access to Work application



The person who works for you will need to make an application for Access to Work money.



1. They should fill out the form and send it off.
2. An adviser will get in touch to talk about support.
3. Access to Work might ask to see some information from their doctor.
4. An advisor might want to talk to you about support the person needs at work.
5. They might visit where work to assess their needs.
6. They will get a letter from Access to Work telling them if they can get money.

# More about an Access to Work application



We have made an information sheet to help you fill out your form. You can read it here [disabilityarts.online/atw/resources](http://disabilityarts.online/atw/resources)



Access to Work will want to know what changes you have already made for the person who works for you.

They will want to know you are following the law called the **Equality Act 2010**.



You and the person working for you who is making the application will have to sign forms together.

Access to Work staff on the Helpline might not know everything.

# More about an Access to Work application



If you're not sure about something they tell you, then please check this information again.

**Make sure you leave enough time to make the claim.**



You might want to ask someone else works at your company or with your group to do some research to get ready.

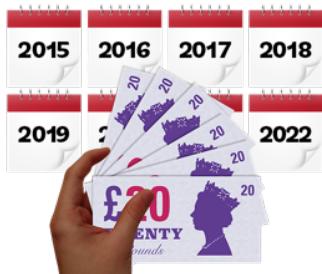


**What to do about claiming back money every month**



As an employer you might have to pay for support workers or travel in advance.

# Claiming back Access to Work money



You can get the money back from Access to Work but it might be paid later in the month.



They will need to keep the invoices for all the costs. They should send the invoices in different envelopes to claim the money back.



For example, if they spend money on a support worker then this will be a different claim to the travel.

You might want to set up some support so they know how to fill out the different claim forms.

# Filling out your Access to Work form



As an employer, you will have to sign the claim form too.



Use a different claim for each type of support. Make sure you fill out each claim form and envelope clearly.



You can see more about forms on the Disability Arts Online website. You can ask your Access to Work adviser to help you fill out the form.