Tips for Disability Living Allowance (DLA) and Attendance Allowance (AA) form filling - for Adults aged 16 and over

To qualify for DLA or AA you must have a substantial disability that means you need help with your personal care and/or (for DLA) with getting around out of doors.

- Remember to put down the help that you need, not just the help you receive. If you do something because there is no-one there to help you, but it is extremely difficult or dangerous then put that on the form and say which risks you face because you don't receive the help.
- Don't just describe the worst day; give a complete picture of your abilities.
 Everyone has better and worse days.
- Keep a diary if you can. This is useful for night-time as you may not have any other supporting evidence for night time care needs. You can send your diary with the form as evidence.
- Completing the form isn't a test of your English or spelling. The form does need to be clear and legible. Use bullet points or a list if that is easier. Stick to the point and don't waffle too much.
- Mental Health needs are just as important as Physical Health needs. If you need someone with you to keep you safe put this on the form and explain what could happen if you are left alone. Count the times you have to be reminded to do something such as getting dressed; what would (or wouldn't) happen if you weren't reminded?

- The form is designed for every possible Disability or Health Condition; there will always be parts of it that don't apply to you. This is fine as long as you have written as much as you can on the pages that do apply.
- The decision will be based on your personal care needs. The decision maker won't compare you to family or neighbours who may have an award of benefit. The decision maker cannot take into account tasks such as shopping, gardening or cleaning your house.
- Send as much evidence with the form as you can. Letters from your GP, Hospital Specialist or other professionals are best. Read through the letters before you send them. If it doesn't support your claim, don't send it.
- Always keep a copy of the form as well as any letters sent with it.

Contact information:

Phone: 0300 500 80 80

Monday to Friday: 8am to 8pm Saturday: 8am to 12 noon

Email: enquiries@nottscc.gov.uk

Website:

www.nottinghamshire.gov.uk/benefitsadvice

Minicom: 01623 434993

Phone 0300 500 80 80 if you need the information in a different language or format.