Nottinghamshire County Council

Tips for Disability Living Allowance (DLA) form filling for children under the age of 16

To qualify for DLA your child must have significant needs above other children of their age who do not have their disability.

- Use Siblings, friends or classmates for comparison. For example a 5 year old should have a basic awareness of danger and be able to walk next to a road safely.
- Don't just use the worst day, give a complete picture of your child. Everyone has better and worse days.
- Keep a diary if you can. This is especially useful for night-time as you may not have any other supporting evidence for your child's night time care needs. If you want to you can send your diary with the form as evidence.
- Completing the form isn't a test of your English. The form needs to be clear and legible. Use bullet points or list if easier.
- Count the number of times you ask your child to do something. For example it isn't usual to remind your child 50 times to eat their dinner or get dressed.
- Always describe the support your child receives at school. Children spend a long time at school and DLA put a lot of emphasis on this. Put relevant school information at the end of the form if you haven't already mentioned it already.
- Describe the amount of one to one support they get, are they Statemented or at School Action Plus? What National Curriculum level are they working at? How would they be doing at school without the support they receive?
- The form is designed for every possible Disability or Health Condition; there will always be parts of it that don't apply to your child.
- If you have to remind your child to do things 300 times then put 300 in the boxes! You can put in a range such as 2-5 times or 30-90 minutes.
- Send evidence with the form. Letters from your Paediatrician, Hospital Specialist or School are best. Read through the letters before you send them. (schools tend to be very positive.)

Always keep a copy of the form as well as any letters sent with it.

If you need further advice on claiming Disability Living Allowance you can find out where your nearest advice centre is located by contacting Nottinghamshire County Council on the contact details provided below or visit our benefit advice pages at www.nottinghamshire.gov.uk/benefitsadvice

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
Minicom: 01623 434993

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