



Carer Allowance Claim Guidance

Before applying:

When you claim Carer's Allowance, the person you provide care for may stop getting any severe disability premium they get with their:

- income-based Jobseeker's Allowance
- Income Support
- income-related Employment and Support Allowance
- Housing Benefit

If they get extra Pension Credit for severe disability, it will also stop. It could also affect their Council Tax reduction, but this would need to be checked with their local council.

There is more information about how Carer's Allowance affects other benefits at www.gov.uk/carers-allowance You must tell the person you are providing care for, or their legal representative, before you claim Carer's Allowance.

The person you provide care for must also be in receipt of one of the following:

- Personal Independence Payment - daily living component
- Disability Living Allowance - the middle or highest care rate
- Attendance Allowance
- Constant Attendance Allowance at or above the normal maximum rate with an Industrial Injuries Disablement Benefit
- Constant Attendance Allowance at the basic (full day) rate with a War Disablement Pension
- Armed Forces Independence Payment

Eligibility for Carers Allowance:

- you're 16 or over
- you spend at least 35 hours a week caring for someone
- you've been in England, Scotland or Wales for at least 2 of the last 3 years (this does not apply if you're a refugee or have humanitarian protection status)
- you normally live in England, Scotland or Wales, or you live abroad as a member of the armed forces (you might still be eligible if you're moving to or already living in an EEA country or Switzerland)
- you're not in full-time education
- you're not studying for 21 hours a week or more
- you're not subject to immigration control
- your earnings are £128 or less a week after tax, National Insurance and expenses

1. The Carer:

Title: Name:

All other family names used:

NINO: DoB:

Address:

Phone number:

Marital Status:

When do you want your CA to start? (This can be backdated up to 3 months)

What is your nationality?

Which country are you living in now?

Is this the country you normally live in?

Give details of any absences from the UK in the previous 3 years:

Country	From	to	reason	was the person you look after with you?
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Any benefits or pension income from outside GB?

Any benefits or pension claimed form outside GB?

Any one working in EEA/Switzerland?

2. Your partner

Have you had a partner living with you since the date you want to claim from?

Have you separated since the date you want to claim from?

Title: Name:

All other family names used:

NINO: DoB:

Nationality:

3. The person you care for

Title: Name:

All other family names used:

NINO: DoB:

Address:

Phone number:

What relation is this person to you?

Does this person get: AA - PIP daily living - DLA daily living middle or high rate

Does this person get Armed Forces Independence Payment?

Do you spend 35 hours or more caring for this person?

Does anybody else spend 35 hours or more caring for this person?

Is any other person in receipt of the Carers Element in Universal Credit for this person?

Have you had any breaks in caring since the claim date?

Were you caring for this person for more than 35 hours pw before this date?

From when?

Any breaks in caring in 26 weeks before claim date?

Has the person you care for been in hospital or care home in the 26 weeks before your claim date?

Have you been in hospital or care home in the 26 weeks before your claim date?

4. Education

Have you been on a course of education since the date you want to claim from?

Type/level of course

Name of school/university/college

Address

Phone number

Student reference number

Tutor's name

Start date end date

5. Employment

Have you been employed at any time since 6 months before the claim date?

Start date

If finished: last date worked

leaving date on p45

Type of job

Payroll number

Employer's name

Employer's address

Employer's phone number

Which department deals with wages

Contact number

When were you last paid?

What period did this cover? From

To

What was your gross pay?

What was included in this pay?

How often were you paid?

When were you paid?

Did/do you get the same amount each time? Did/do you get holiday/sick pay?

How many hours a week did/do you normally work?

Did/do you get any other money eg tips?

Does your employer owe you any money?

(provide last payslip before claim date and any payslips since that date)

Did/do you pay towards an occupational pension scheme?

How much?

How often?

Did/do you pay towards a personal or stakeholder pension scheme or a retirement annuity scheme?

How much?

How often?

(please send evidence)

Did/do you pay for anything necessary to do the job?

What were/are these things?

How much did/do they cost you each week?

Did/do you pay for childcare while at work?

How much per week?

While at work, did/do you pay anyone to look after the person you care for?

How much per week?

What relation to you or your partner is this person?

Their name

Their address

What relation to the person you care for is this person?

6. Self-employment

E.g.: working for yourself; being a partner or sleeping partner in a business; receiving income from property or land; renting out any part of your home

Have you been self-employed at any time since the week before the claim date?

If yes; when did this work start?

When did it end?

Current or most recent self-employment:

Nature of business:

Trading year: from: to:

(send most recent finalised accounts. We cannot accept tax returns)

Are the income, outgoings and profit in these accounts similar to your current level of trading?

Did/do you pay towards a personal or stakeholder pension scheme or a retirement annuity scheme?

How much?

How often?

(send written proof of this amount)

While at work, did/do you pay anyone to look after children or the person you normally care for?

7. About other money

Have you received any payment from a local authority or any other organisation or any individual to care for the person you are claiming CA for since the claim date?

LA/ other organisation/ individual:

Name

Address

When did this money start?

Have you or your partner claimed or received any other benefits since the claim date?

Have you had, or are you waiting to hear about, any SSP, SMP, SPP, or SAP since the claim date?

Employer's name

Employer's address

How much did/do you get?

How often?

(send written proof of this amount)

8. How we pay you

Would you like to be paid weekly, 4-weekly, 13-weekly

Bank account details:

Name of account holder(s)

Name of bank/building society

Sort code

Account number

9. More information

If applicable

10. Statement from the person you provide care for

If you are completing a paper application, the person you care for needs to complete and sign

11. Checklist

12. Declaration

Sign and date