

Completing an Attendance Allowance Form

Factsheet 502 – 04 May 2007 (2 pages)

Many people fail to make a claim for this allowance because of the size of the form and complexity of some of the questions. This step-by-step guide should help you, but please do not hesitate to contact us if you require some assistance.

Part 1

Complete this section with your personal details and other basic information.

Part 2

Ignore this section if you are completing the form yourself

Part 3

See notes in the pack about claiming under special rules or **contact a Care Direct advisor by telephoning 0845 1551007 for a full explanation.**

Part 4

List **ALL** of your disabilities or illnesses. Don't worry about using correct medical terms or spelling.

Tablets and Medicines

If you have a spare up to date printed prescription list from your Doctor send this with the form, it will save you having to make a list all of your medications.

Part 5

- **Section 1**
Complete with your GP's details
- **Section 2**
Complete with your specialist Health Worker, if you have one.
- **Section 3**
Complete with details of anyone else who helps you; this could be your son or daughter. Don't worry if no-one helps you. **Remember that it is the 'Help you need, not the help you get that is important'.**

Part 6

When processing the form the DWP may wish to contact your GP. For them to do this they need your consent. Tick the top box to give your consent or the bottom not to then sign underneath.

Part 7

Look at the lists on pages 9 and 10 and think about how you manage **each** of these activities. Don't underestimate your needs. Explain exactly how you manage, how long each activity takes and how many times a day you need help.

For example:

'Because I have arthritis in my shoulders and hands I have difficulty in washing my back, my hair and then drying myself. It takes me at least 45 minutes every morning to wash and dry

myself. I then find it difficult to get dressed and undressed, as I am unable to lift my arms to pull anything over my head, and cannot do up fasteners, buttons or shoe laces. It takes me 30 minutes to get dressed in the morning and 30 minutes to get undressed at night'.

It is better to give too much information, than not enough. So continue in part 8 or on a separate sheet of paper if necessary. **It is also really important to mention if you have recently fallen.**

Part 8

This section doesn't have to be completed, but it might help your claim if you give details of any other relevant information. For example, you may have had to stop attending a social or religious activity because of your disability.

Part 9

Give a date when your disabilities began to affect your ability to manage your own personal care. It doesn't have to be an exact date you can just put a year.

Part 10

Simply tick the appropriate boxes, don't panic. **If you need some help just phone Care Direct.**

Part 11

If you receive help from someone ask them to fill this section in, this could be a family member, neighbour or your GP. If you do not receive any help or can't get to your GP then leave it blank.

Part 12

If you would like the Attendance Allowance to be paid with your Pension, tick the top box if not, tick the bottom one.

Part 13

Simply sign and date in the boxes.

Part 14

If you have included any additional information like a prescription write it in here.

If you need any help or advice please remember to contact **Care Direct on 0845 1551 007**

All information received will be treated as confidential.

A large print version of this factsheet is available on www.devon.gov.uk/largeprint-factsheets but if you would like it in a different format such as Braille or tape, or in a different language, please contact our Customer Service Centre on 0845 155 1015 or email: customer@devon.gov.uk