

DWP and Access to Work

- ◆ Access to Work (AtW) is a service offered by the Department for Work and Pensions (DWP)
- ◆ It provides advice and practical support to disabled people and their employers to help overcome work-related obstacles resulting from a disability.

How does it do this?

- ◆ As well as giving advice and information to disabled people and employers, AtW pays a grant, through Jobcentre Plus, towards any extra employment costs that result from a disability.
- ◆ To be eligible for help through AtW, your disability or health condition affecting the type of work you do will be likely to last for 12 months or longer.
- ◆ If you have a disability and are in a job, about to start in a job, or are self-employed, AtW could also be available. It applies to any paid job, part-time or full-time, permanent or temporary. To find out if you are eligible for this service, contact the nearest AtW Contact Centre.

What type of help can be provided through Access to Work?

AtW can help in a number of ways:

- ◆ It can help pay for care needs and for special aids and equipment to help a disabled person function in the workplace.
- ◆ It can help pay for adaptations to premises or to existing equipment
- ◆ It can help with the additional costs of travel to work, or in work for people who are unable to use public transport.

How are particular needs assessed?

- ◆ The AtW Adviser will normally speak to the individual and employer to arrive at the most effective solution. In the majority of cases, this can be done over the telephone. However, a visit can be arranged if necessary.
- ◆ Sometimes specialist or technical advice may be needed, which the AtW Adviser will help arrange.
- ◆ Once assessed, it is usually your employer (or you if you are self-employed) who will arrange to obtain the agreed support and then claim back the grant from AtW.

What costs are covered in an Access to Work grant?

AtW pays a percentage of the total cost of approved support depending on how long the individual has been in employment, what support is needed and the nature of the employment.

AtW pays up to 100% of the approved costs for:

- ◆ Unemployed people starting a job
- ◆ all self-employed people and Individuals working for an employer, who have been in the job for less than six weeks

AtW pays a proportion of the costs of support for

- ◆ people working for an employer who have been in the job for six weeks or more and need special equipment or adaptations to premises

How do I apply for Access to Work?

For further information visit www.Direct.gov.uk and follow links for Disabled People and Employment Support. To speak to an Access to Work adviser, contact the appropriate AtW regional contact centre. Please note there are no walk-in facilities at the addresses given below.

London Contact Centre

For South East England, London, and East of England
Jobcentre Plus
Access to Work Operational Support Unit
Nine Elms Lane, London SW95 9BH
Telephone: 020 8426 3110, Textphone: 020 8426 3133, Fax: 020 8426 3134
Email: atwosu.london@jobcentreplus.gsi.gov.uk

Cardiff Contact Centre

For South West England, Wales, West Midlands, and East Midlands
Jobcentre Plus
Access to Work Operational Support Unit
Alexandra House, 377 Cowbridge Road East Cardiff CFS 1WU
Telephone: 02920 423 291, Textphone: 02920 644 886, Fax: 02920 423 342
Email: atwosu.cardiff@jobcentreplus.gsi.gov.uk

Glasgow Contact Centre

For Scotland, North West England, North East England, and Yorkshire and Humberside
Jobcentre Plus
Access to Work Operational Support Unit
Anniesland JCP, Baird Street Glasgow G90 SAN
Telephone: 01419505327, Textphone: 0845 6025850, Fax : 01419505265
Email: atwosu.glasgow@jobcentreplus.gsi.gov.uk

Relevant Information

- ◆ BackCare Factsheets
 - [Disability Rights Commission](#)
 - [Back Care for Drivers](#)
- ◆ BackCare Booklets
 - Back in the Office, Basic Back Care, Managing Back Pain