

Access to Work

Factsheet

If you have a health condition or a disability, Access to Work can provide practical and financial support to help you overcome barriers to starting or keeping a job. Access to Work can also give practical advice to an employer.

How can it help me?

Access to Work can help pay for support you may need because of your health condition or disability, for example:

- aids and equipment in your workplace
- adapting equipment to make it easier for you to use
- money towards any extra travel costs to and from work if you can't use available public transport, or if you need help to adapt your vehicle
- an interpreter or other support at a job interview if you have difficulty communicating, or
- other practical help at work, such as a job coach or a sign-language interpreter.

Do I qualify for this help?

You can apply for Access to Work if you have a disability or health condition that has a long-term negative effect on your ability to do your job (long-term means lasting or likely to last for at least 12 months), and:

- you are aged 16 or over, and
- you live in Great Britain (England, Scotland or Wales), and
- you are already doing paid work, or
- you are about to start work or become self-employed, or
- you have an interview for a job, or
- you are about to begin a work trial arranged through Jobcentre Plus.

Support if you have a mental health condition

You may be able to get Access to Work if you have a mental health condition and need support in work.

To get this support through Access to Work, you must be in paid employment, or have a confirmed start date, and:

- have a mental health condition which affects your ability to work
- be aged 16 or over, and
- live and work in Great Britain.

You must also either:

- need support when starting work
- need support to reduce absence from work, or
- need support to stay in work.

If you're eligible, you'll be offered an assessment of your needs to help you cope with starting or keeping a job. You'll also get help to develop a support plan, with steps needed to support you going in to work, remaining in or returning to work. This can include making suggestions for reasonable adjustments at work, for example:

- flexible working patterns to accommodate changes in mood and impact of medication
- providing a mentor to give you additional support at work
- giving you additional time to complete certain tasks
- providing you with additional training
- regular meetings between you and your manager to talk about your concerns; or
- a phased return to work, for example, reduced hours or less days.

Access to Work also gives advice and guidance to help employers understand mental ill health and how they can support employees.

You do not usually qualify if you are working and claiming Employment and Support Allowance or Incapacity Benefit. However, you may qualify for Access to Work for a limited time if you are doing certain types of 'permitted work' to help you move off benefits completely.

How do I apply?

For further information about the Access to Work programme or to make an application, contact our customer service team:

London:

Telephone: **020 8426 3110**

Textphone: **020 8426 3133**

Email: **atwosu.london@jobcentreplus.gsi.gov.uk**

Glasgow:

Telephone: **0141 950 5327**

Textphone: **0845 602 5850**

Email: **atwosu.glasgow@jobcentreplus.gsi.gov.uk**

Cardiff:

Telephone: **02920 423 291**

Textphone: **02920 644 886**

Email: **atwosu.cardiff@jobcentreplus.gsi.gov.uk**

Web: **www.direct.gov.uk/accesstowork**