

## Access to Work Eligibility letter

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Dear Sir/Madam

You can use this letter to tell your employer, or potential employer about the Access to Work scheme and how it can support you in your job.

Access to Work can help you in the workplace by providing support or helping pay for work related costs up to £42,100 per year from April 2017. The scheme can also provide support for people taking part in an apprenticeship. This support can include:

- special aids, equipment or adaptations you need at work
- a support worker to help you do your job
- help with travel if you have difficulties using public transport
- a communicator at job interviews
- mental health support including a dedicated service for apprentices.

### What this means for your employer

An adviser will speak to your employer to agree what work related costs can be paid. Access to Work can cover all of the agreed costs to help overcome disability issues if you:

- are about to start paid employment
- have been employed for less than six weeks when you apply for help.

If you have been employed for six weeks or more, your employer may have to pay some of these costs. How much depends on the company size. For more information about the support Access to Work can provide, please visit [www.gov.uk/reasonable-adjustments-for-disabled-workers](http://www.gov.uk/reasonable-adjustments-for-disabled-workers)

You can find further information on [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)

## **What happens next?**

When you have a start date for work within the next six weeks or if you are already in a job, you will need to apply for Access to Work. To make an online application or for information on other ways to apply please go to: **[www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)**

An adviser will contact you and your employer to help decide what support you need to do your job even if you have made a claim online.

Yours faithfully,

From Jobcentre Plus – part of the Department for Work and Pensions