



Department  
for Work &  
Pensions

# After you send us your **Disability Living Allowance for children** claim form

**Easy  
Read**



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# 1

## Introduction



Department  
for Work &  
Pensions

Disability Living Allowance for children is a benefit from the Department for Work and Pensions.



It helps pay some of the extra costs when looking after **a child under the age of 16** with a:

- Disability
- Illness
- Health condition.

# DLA

Disability Living Allowance for children is sometimes known as DLA.



This information tells you about what happens after you send us your Disability Living Allowance for children claim form.

**16+** = PIP

If a child is aged 16 or over, they should apply for Personal Independence Payment (PIP).



If your child lives in Scotland, you can apply for Child Disability Payment.

For more information, go to [www.mygov.scot/child-disability-payment](http://www.mygov.scot/child-disability-payment)

For more Easy Read information on Personal Independence Payment, go to [www.gov.uk](http://www.gov.uk) and search for **Easy Read PIP**.

To apply for a health and social care assessment, go to [www.gov.uk/apply-needs-assessment-social-services](http://www.gov.uk/apply-needs-assessment-social-services)

# 2

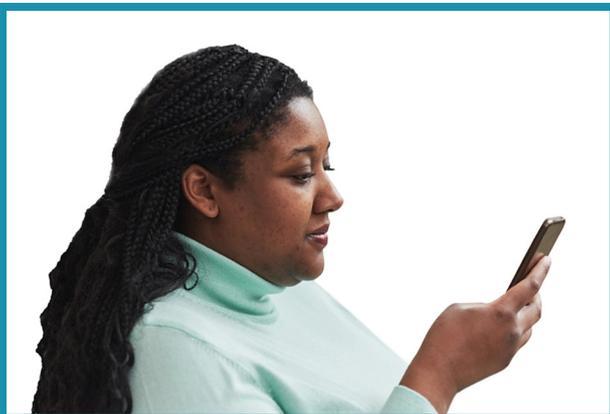
## After you send us your claim form



When we receive your claim form, we will send you a letter to tell you we have it.



From the date you sent your form to us, it could take up to 2 weeks to get the letter.



If we have your mobile phone number, we will send you a text to let you know we have your claim form.

# 3

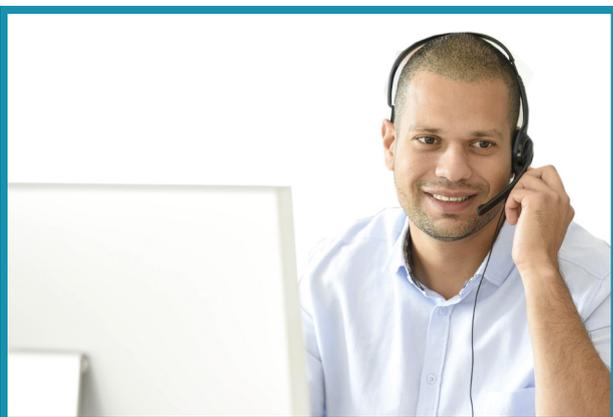
## How we decide if you can or cannot get Disability Living Allowance for children



We look at your completed form and supporting information.



We may contact you if we need more information.



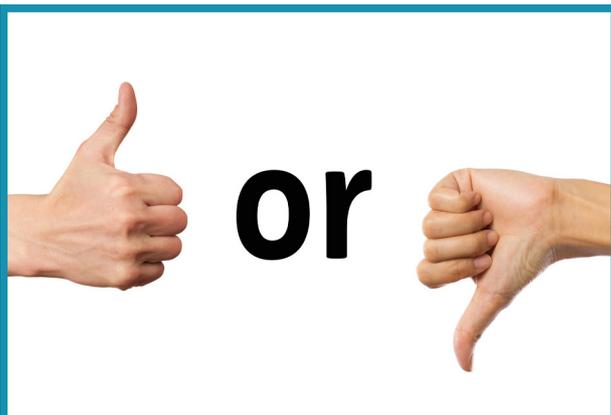
We may contact any of the people you have named on the form if you have told us we can do this.



You will get a letter within 7 weeks.  
The letter will tell you when you will get a decision.



When we have made a decision,  
we will send you another letter.  
You should get this letter within  
15 weeks.



This letter will tell you if the child  
can or cannot get Disability Living  
Allowance for children.



If the child can get it, the letter will tell you how much Disability Living Allowance for children they will get.

It will also tell you how long you will get it.

# 4

## If you do not agree with our decision



If you do not agree with our decision, you can ask us to look at it again.

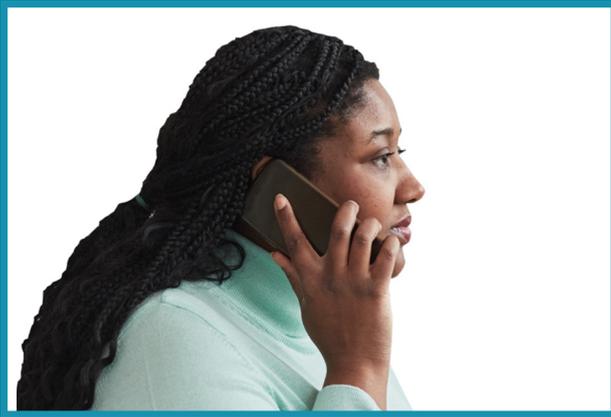


When we look at the decision again, we call this a **Mandatory Reconsideration**.

**1**  
**month**

You usually need to ask us to look at your claim again within **1 month** of the date on your decision letter.

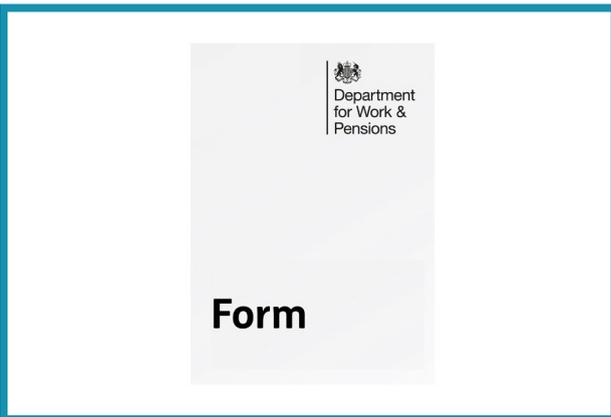
For more information, go to [www.gov.uk](http://www.gov.uk) and search for **Appeal a benefit decision**.



If you would like to talk to us about our decision, please call the Disability Living Allowance helpline on **0800 121 4600**.



You can write a letter telling us why you do not agree with our decision. Please send your letter to the address on your decision letter.



You can also fill in a '**Mandatory Reconsideration** request form'.

To get the form and learn more about a **Mandatory Reconsideration**, go to [www.gov.uk](http://www.gov.uk)

Search for **Challenge a DWP decision**.



You can send us any other information you may have about how the child's condition affects them.



We will then send you a letter explaining our decision.

# 5

## If a child's disability or health condition changes



A health condition or disability can sometimes change.

If this happens, it could mean the support the child needs also changes.



If a child's disability, health condition or personal details change, please tell us straight away.

Do not wait for us to contact you.

**IMPORTANT**

Tell us about other changes, such as:

- The child's name or address
- Their contact telephone number
- The account we pay their benefit into
- If they go into a residential school or care home.



Call the Disability Living Allowance helpline:

Telephone: **0800 121 4600**

Textphone: **0800 121 4523**



If you cannot hear or speak on the phone, use Relay UK:

**18001** then **0800 121 4600**



If you are deaf and use British Sign Language you may be able to use the video relay service.



If you do not tell us about a change, we may pay you too much money. If this happens:

- You may have to pay it back
- You may have to pay a fine
- You may face legal action.

For more Easy Read information on Disability Living Allowance for children, go to [www.gov.uk](http://www.gov.uk)

Search for **Easy Read DLA child**.

# 6

## When the Disability Living Allowance for children claim is due to end

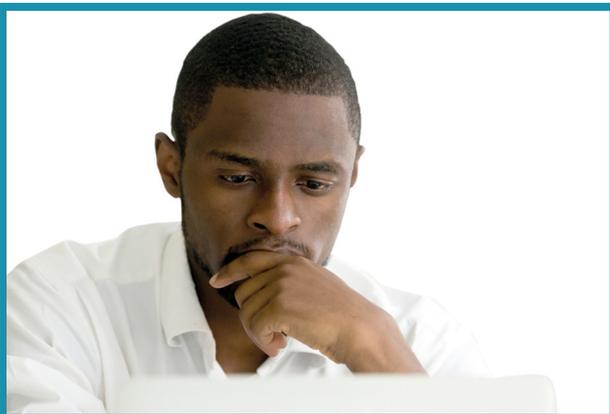


When the Disability Living Allowance for children claim is due to end, we will send you a new claim form to fill in.

**20  
weeks**

This is usually sent about 20 weeks before the Disability Living Allowance for children claim ends.

Complete this form and send it back to us if you want to claim again.



We then decide whether the child can or cannot continue to get Disability Living Allowance for children.

# 7

## Other types of support



If the child gets Disability Living Allowance for children, you may also be able to get other benefits or financial help.

**35  
hours**

If you care for a child, on the middle or highest rate of Disability Living Allowance for children, for 35 hours a week or more, you could get:

- Carer's Credit
- Carer's Allowance.

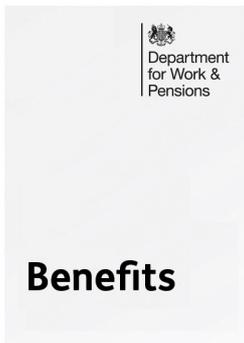
**You may be able to get extra money if you or anyone in your household gets:**



- Universal Credit



- Income Support
- Jobseeker's Allowance



- Pension Credit
- Child Tax Credit
- Working Tax Credit
- Housing Benefit.

For more information on the benefits, you may be able to claim, go to [www.gov.uk/browse/disabilities/benefits](http://www.gov.uk/browse/disabilities/benefits)