



Industrial Injuries Disablement Benefit

Other ways to communicate with us

If you need braille, British Sign Language, a hearing loop, translations, large print, Easy Read, audio or something else, please contact us on 0800 121 8379. If you live outside the UK, contact us on +44 191 206 9390.

If you use Relay UK dial 18001 followed by our telephone number. If you live outside the UK dial +44 151 494 1260 and when asked, give our telephone number.

If you live in Wales and want these notes in Welsh call 0800 121 8379.

Calls to 0800 numbers are free in the UK from personal mobiles and landlines.

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Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly.
To find out more about this law, search 'Equality Act' on www.gov.uk

Notes about claiming benefit for an accident at work or whilst on an approved employment training scheme or course. These notes will provide information on:

- what is Industrial Injuries Disablement Benefit?
- reporting the accident to your employer
- am I entitled to Industrial Injuries Disablement Benefit?

What you need to do

Please fill in the claim form and send it back to the address at the end of these notes.

Please read these notes before you complete the claim form.

Make sure you answer all the questions in full.

If you are filling this form in with a pen, write in black ink and use CAPITAL LETTERS.

When you send the form back, please make sure you:

- complete the Consent in **Part 2**
- sign the Declaration in **Part 12**
- send us any wage-slips which cover the period of your accident
- send us a copy of the accident report/Accident Book entry (if you have this)
- send us any medical reports or letters you may have to support your claim. These could be from your Consultant, GP or other health professional.

These are the types of medical test results which you may wish to include relating to your disability resulting from your accident:

- the results of scans but not the scans themselves
- audiology
- the results of x-rays, but not the x-rays themselves
- Consultant reports.

If you need help filling in the form

You can ask a friend, relative, carer or support worker to help you.

You can also call us on 0800 121 8379 for help to complete the form over the phone. Please do not go into your local Jobcentre Plus office.

What is Industrial Injuries Disablement Benefit?

Industrial Injuries Disablement Benefit is a payment for people who are disabled as a result of an accident, disease or event that happened at work, in connection with work, or whilst on an approved employment training scheme or course.

We use accident to mean any incident or series of incidents at work which were not deliberate and which resulted in personal injury.

If you want to claim benefit for a disease, you will need to fill in form BI100PD 'Industrial Injuries Disablement Benefit for a prescribed industrial disease'. You can get it by calling us on 0800 121 8379. You can find our contact details at the end of these notes. You can also download the form and notes to help you fill it in, search 'BI100PD' on www.gov.uk

Reporting the accident to your employer or trainer

If you have an accident at work, tell your employer, trainer or someone else in authority at once, even if the accident does not seem serious at the time.

Please provide us with a copy of the accident report with your claim. You should ask for a copy of this for your records. You will need this for your claim to Industrial Injuries Disablement Benefit.

Am I entitled to Industrial Injuries Disablement Benefit?

You may be entitled to the benefit if you are disabled because of an accident at work. The accident must have happened because of your work or training, and it must usually have happened in the UK.

You cannot get Industrial Injuries Disablement Benefit if you were self-employed when the accident happened.

Where we ask for details of your employment we need to know when you were actually working for the company. If you were off sick at the end of your period of employment, this should show the last date you did any work for the company.

If you are not sure if you can claim, contact us for help by calling 0800 121 8379. You can find our contact details at the end of these notes.

Effects on other benefits

Industrial Injuries Disablement Benefit will not affect the following benefits:

- contribution-based Employment and Support Allowance
- Incapacity Benefit
- contribution-based Jobseeker's Allowance
- Personal Independence Payment
- State Pension.

Industrial Injuries Disablement Benefit will affect the following benefits if you or your partner are claiming them:

- Universal Credit
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Pension Credit
- Housing Benefit*
- Council Tax Reduction*
- Working Tax Credit.

*Contact your local council for more information.

When to claim

If you become disabled because of an accident, claim Industrial Injuries Disablement Benefit straight away. But usually you will not be entitled to benefit for 90 days after the date of the accident. If you delay you may lose some benefit.

How to claim

To claim Industrial Injuries Disablement Benefit you will need to answer all questions on the form ensuring that the consent in **Part 2** is fully completed and that you sign the form at **Part 12**.

Send this form back to us straight away. If you delay, you could lose money.

Any benefit you can get because of this claim can be paid more quickly if you answer all the questions on this form that apply to you and your partner, if you have one.

We use partner to mean:

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

In **Part 4** it asks when you worked for your employer. We need to know the dates for when you were attending the work place and working there. Do not include any periods where you were employed but were not working, for example if you were off sick.

Help with filling in the form

If you want help filling in the claim form or any part of it, contact us by calling 0800 121 8379. We will be able to go through the form with you over the phone or we can fill in a claim form for you.

If we fill in the claim form for you, we will send it to you. You can then check, sign and send it back to us.

Signing the form for someone else

The claim form should only be signed by someone else if:

- the person who is making the claim is not mentally able to act on their own behalf, and
- someone is willing to act on their behalf in all social security matters, including telling us about any change in their circumstances and collecting money for them.

Someone accepted by the Department to act on a person's behalf is known as the appointee.

A person who is physically disabled but mentally able will not normally need someone to act for them.

If someone applies to act on a person's behalf we will:

- arrange a visit to:
 - the person who is making the claim, and
 - the person who is applying to act on their behalf, and
- decide if the person needs someone to act on their behalf, and
- explain the responsibilities that the appointee would be taking on.

We will not pay any benefit until this process is complete.

If someone has power of attorney or legal authority to act on behalf of the person making the claim, then the person with power of attorney or legal authority must:

- sign the claim form, and
- send us a copy of the legal authority with the claim form.

The copy of the legal authority must be certified and signed by a solicitor as a true copy.

Completing the form on behalf of someone because they have died

If you are completing the form on behalf of someone who has died, please make sure you also send us a copy of the death certificate with the claim form.

What happens after we get your claim for benefit

We will contact you and tell you that we have got your claim.

A decision maker will look at your claim.

Decision makers are people who decide:

- if the law says your accident is an industrial accident
- if the law says you are entitled to benefit or not
- how much benefit the law says you are entitled to.

To help the decision maker decide on your claim, we may need more information. We may need to ask people about your claim. For example, we may contact any employer, doctor or hospital that you have told us about in the claim form.

If the decision maker decides that your accident was an industrial accident, we may ask you to go for an assessment. We will contact you and tell you where and when to go for the assessment. If you are not fit to travel or you are in hospital, we may ask the doctor or health care professional to come to you. Please provide full details of why you need a home visit, and send us any medical evidence you already have to support this request. Do not ask or pay for new evidence.

The doctor or health care professional will provide the decision maker with information on the accident, how this has affected you and how long these effects are likely to last.

Please tell us any dates and times that you may not be able to go for an assessment in the next six months. For example, holidays and hospital appointments. Please give us full details at **question 73** in **Part 8** of the claim form. If you do not come to an appointment and do not provide a good reason, you may delay your claim or have your claim to benefit closed.

If you can get Industrial Injuries Disablement Benefit, we will contact you and tell you:

- how much money you can get and how we made our decision
- more about the benefit and the decision.

If you cannot get Industrial Injuries Disablement Benefit, we will contact you and tell you the reason and what to do if you disagree.

How DWP collects and uses information

When we collect information about you we may use it for any of our purposes. These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy, and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, please search for DWP Personal Information Charter on [**www.gov.uk**](http://www.gov.uk)

Other money you may be able to get

Reduced Earnings Allowance

If you cannot do your usual job or other work with similar pay because of an accident that happened before 1 October 1990, you may be able to claim Reduced Earnings Allowance (REA).

If you wish to claim REA please contact us using the details shown at the end of this form.

Constant Attendance Allowance

If you get Industrial Injuries Disablement Benefit at the 100% rate and need daily care and attention, you may be able to get Constant Attendance Allowance (CAA). CAA will automatically be considered at the time of your assessment.

If you do not have any attendance needs at the time of your Industrial Injuries Disablement Benefit award, but your condition worsens and constant attendance is required at a later date, you will need to make a claim for CAA using form **BI107**. You can get the form from an Industrial Injuries Disablement Benefit centre. Contact details are at the end of these notes. **Remember** – you can only claim CAA if you are already receiving IIDB at the 100% rate.

Exceptionally Severe Disablement Allowance (ESDA)

If you get one of the two higher rates of CAA and you need permanent and constant care and attention, you will automatically be considered for entitlement to Exceptionally Severe Disablement Allowance.

For more information about benefits you may be entitled to, please visit www.gov.uk

What if you live outside the UK, or the accident occurred outside the UK?

Usually the accident has to have occurred in the UK. But there are some exceptions to this rule.

If you live outside the UK, or the accident occurred outside the UK, please contact the International Pension Centre for advice at:

International Pension Centre
The Pension Service 11
Mail Handling Site A
Wolverhampton
WV98 1LW

Call +44 (0)191 206 9390.

Where to get help and advice about industrial accidents

If you want general information about Industrial Injuries Disablement Benefit contact us for help by calling 0800 121 8379. You can find all our contact details at the end of these notes.

You can also contact an advice centre like Citizens Advice.

If you live in England or Wales you can get free, independent and confidential advice about Industrial Injuries Disablement Benefit and other benefits. Visit the Civil Legal Advice website **www.gov.uk/civil-legal-advice** for more information.

For more information about benefits and services visit **www.gov.uk/browse/benefits**

Contact details for Barnsley Industrial Injuries Disablement Benefit Centre

Please send your completed claim form back to the address below.

Here are the mailing address and phone number of our IIDB office if you need to contact us

Barnsley IIDB Centre
Mail Handling Site A
Wolverhampton
WV98 1SY

Phone number

0800 121 8379

Call charges

Calls to 0800 numbers are free from landlines and mobiles.

Keep these notes in a safe place. They do not need to be returned with the form.