

ASD Family Help

Registered Charity No. 1135718

Claiming DLA

1. **Keep a photocopy** of the completed form (and any other documents you send to DWP - if the form gets lost you have a copy and it is useful to refer to if you need to appeal. You can refer to this original claim if you need to do a review form later)
2. **Keep a copy of all correspondence** between you and DWP
3. **Get support** (this can be emotionally difficult and complex to claim)
4. **Read the form first** & the guide to completing the form before you try to start
5. **Keep a diary** (for 1 week – include amounts of time and types of care/support you provide during day and night)
6. **Give as much information as possible** (write outside or in between the tick boxes and use extra sheets if needed)
7. **Don't downplay your child's condition/needs** (don't overplay their achievements and abilities that they can do **with** support. Include bad days.
8. **Use terms like 'bad days' and 'better days'** if your child's condition fluctuates. Terms like good days or normal days implies your child doesn't need extra help on those days.
9. **Give a clear picture** – the person assessing **doesn't know your child at all** and isn't familiar with their needs. Write **everything on the form** - they won't search for information in your supporting evidence or research about the condition/ disability
10. **Don't be constricted by tick boxes** - you don't have to tick a box, but can write a better description between the boxes if needed
11. **Describe how your child's needs are different** to another child the same age
12. **Include supporting evidence** – if you have it, include it. Medical reports, speech and language assessments, diagnosis letters, psychological reports, EHC plan - ANYTHING that supports what you are saying
13. **DLA can't be backdated!** If you start a claim by phone, payment starts from the day you called. If you start a claim online, payment will start from the day you submit your form.
14. **Include a supporting statement** – if you can, try to get somebody that knows the child to include their supporting statement about the level of support needs your child has (could be staff from school, from a club they attend etc)
15. **Read through helpful guides** – check SkyBadger.co.uk or Cerebra.org.uk for fantastic guides and information on claiming DLA
16. **Get somebody to check your form** – when you've completed the form, we are happy to check it with you to see if we can recommend any changes/additions.

Please reach out to us if you have any questions or you are unsure where to go for support.

www.asdfamilyhelp.org