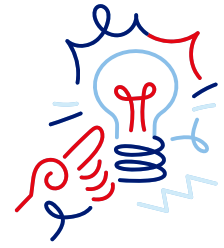


Access to Work Support Procedure



Please book a 1-2-1 call with us **before** your application is processed.

STEP 1

Submit Your Application

Applications take up to 12-20 weeks to process, so make sure to keep this in mind when you go to apply.

STEP 2

Arrange a Call

You will receive an email from Access to Work allocating you an adviser. You will then be invited to give them a call.

*If you would like assistance during this call, we can provide an **advocate** for you.*

You only have three chances to respond to Access to Work, so make sure you get in touch; otherwise, you will go back to the end of the queue!

STEP 3

Discuss Your Needs

You will have a call with your adviser, where you will be asked to submit further information. This may include things such as a support worker form or a set of three quotes.

If you are self-employed, you may be asked to supply your business plan or a cash flow forecast. If you'd like any assistance, we can help you with this.

STEP 4

It's Time to Negotiate

You will have further calls with your support worker to negotiate hours and rates. At this point, you should try and get as much support as you can!

Think of how you feel on your **worst** day, not your best!

STEP 5

Awards Letter

You will receive an awards letter detailing your grant.

*If you are unhappy with the outcome of your claim, we can assist you through the **reconsideration** process.*

STEP 6

Submit Payment Form

When your claim is awarded, you will receive a banking form this needs to be filled in so you can receive payments.

STEP 7

Submit a Claim Form

Once you have started to receive Access to Work support, you have 9 months to claim for costs.