

About Access to Work

Access to Work might pay towards a support worker or the equipment you need at work. It can also pay towards the cost of getting to work if you cannot use public transport.

If you need a communicator at job interviews, then Access to Work may be able to pay some or all of the communicator costs.

Who can get Access to Work

You may be able to get Access to Work if you're:

- in a paid job
- unemployed and about to start a job
- unemployed and about to start a Work Trial
- self-employed

and your disability or health condition stops you from being able to do parts of your job.

Your disability or health condition may not have a big effect on what you do each day, but may have a long-term effect on how well you can do your job.

Get a letter for your employer about your Access to Work support

You can check your eligibility for Access to Work support on the website <http://www.direct.gov.uk>. If you're eligible you can print a confirmation letter and use it when you're talking to employers about a job.

You can also call the contact centre for your area (see 'How to contact Access to Work' on the back of this leaflet).

Getting help - the process

If you are likely to be eligible for Access to Work, you will be sent an application form to fill in and send back.

When the completed form has arrived back, an Access to Work adviser will contact you. The adviser will usually speak to you and your employer to reach a decision about the best support for you. In most cases, this can be done over the telephone, but a visit can be arranged if necessary.

Sometimes specialist advice may be needed, which the Access to Work adviser will help to arrange. For example, your adviser may arrange for a specialist organisation to complete an assessment and recommend appropriate support.

In this case, a confidential written report will be sent to the Access to Work adviser, who will use this information to help them decide on the right level of support.

Your employer's responsibilities

Once your adviser has decided on the package of support they feel is appropriate, they will seek formal approval of their recommendations from Jobcentre Plus. You and your employer will then receive a letter informing you of the approved level of support and the grant available.

It is the responsibility of your employer - or you, if you are self-employed - to arrange the agreed support and buy the necessary equipment. Your employer can then claim repayment of the approved costs from Access to Work.

Your Access to Work grant

The amount of help which you may receive from Access to Work will vary depending on how long you have been employed, what support you need and whether you are self-employed.

After between one and three years, Access to Work will review your circumstances and the support you're receiving.

Access to Work contact centre

Contact the centre covering this area is based in Cardiff. You can contact by telephone, textphone, fax, email or by post. Please note that there are no walk-in facilities; this is a postal address only. Contact this centre if you live in:

- South West England
- Wales
- West Midlands
- East Midlands

Jobcentre Plus

Access to Work Operational Support Unit

Alexandra House
377 Cowbridge Road East
Cardiff CF5 1WU

Telephone: 0345 268 8489

Textphone: 0845 602 5850

<https://www.gov.uk/access-to-work>

Wolverhampton Molineux House Jobcentre Plus

Molineux House
Temple Street
Wolverhampton
West Midlands
United Kingdom
WV2 4AU

Telephone: 0845 604 3719

Textphone: 0845 608 8551

Jobcentre Plus Office

If you require this leaflet in a different format i.e. larger print, please contact:

TELEPHONE: 01902 444055

FAX: 01902 444056

ACCESS TO WORK

Practical help at work



Access to Work can help you if your health or disability affects the way you do your job.

It gives you and your employer advice and support with extra costs which may arise because of your needs.