



GOV.UK

# Access to Work

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## 1. Overview

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An Access to Work grant can pay for [practical support](https://www.gov.uk/access-to-work/what-youll-get) (<https://www.gov.uk/access-to-work/what-youll-get>) if you have a disability, health or mental health condition to help you:

- start working
- stay in work
- move into self-employment or start a business

The grant is not for business start-up costs.

[How much you get](https://www.gov.uk/access-to-work/what-youll-get) (<https://www.gov.uk/access-to-work/what-youll-get>) depends on your circumstances.

The money doesn't have to be paid back and will not affect your other benefits.

! There's a different system [in Northern Ireland](#).

! This guide is also available [in Welsh \(Cymraeg\)](#) (<https://www.gov.uk/mynediad-at-waith>).

## 2. Eligibility

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To get an Access to Work grant you must:

- have a disability, health condition or mental health condition that affects your ability to work
- be 16 or over
- live in England, Scotland or Wales - there's a different system in [Northern Ireland](#)

### Your work

One of the following must apply:

- you have a paid job
- you're self-employed
- you have a job interview
- you're about to start a job or work trial
- you're starting work experience

You can't get a grant for voluntary work.

The employer has to be in England, Scotland or Wales.

## **Your condition**

Your disability or health condition must either:

- affect your ability to do a job
- mean you have to pay work-related costs, for example special computer equipment or travel costs because you can't use public transport

It must also either:

- be likely to last at least a year
- have lasted at least a year already

## **Mental health conditions**

Your mental health condition must both:

- affect your ability to do a job
- mean you need support to start a new job, reduce absence from work or stay in work

## **Exceptions**

You might not qualify if you get any of these benefits:

- Incapacity Benefit
- Employment and Support Allowance
- Severe Disablement Allowance
- Income Support
- National Insurance Credits

You might still qualify for Access to Work if you earn less than £105 a week and either work:

- as part of a treatment programme to get you off benefits
- supervised by someone from a local council or voluntary organisation who arranges work for disabled people

This is called 'supported permitted work'.

## You change jobs

Tell Access to Work if you change jobs. You may be able to:

- transfer equipment to a new job
- get a different amount of grant

You have to make a new application to:

- transfer support workers
- get travel costs

## 3. What you'll get

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How much Access to Work grant you get depends on your circumstances.

Your grant may be capped depending on when it was awarded or last reviewed.

Access to Work grants are reviewed once a year.

Date awarded or last reviewed	Upper limit
Before 1 October 2015	No cap
Between 1 October 2015 and 31 March 2016	£40,800
On or after 1 April 2016	£41,400

The money can pay for things like:

- adaptations to the equipment you use
- special equipment
- fares to work if you can't use public transport
- a support worker or job coach to help you in your workplace
- a support service if you have a mental health condition and you're absent from work or finding it difficult to work
- disability awareness training for your colleagues
- a communicator at a job interview
- the cost of moving your equipment if you change location or job

## 4. Apply

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You can apply for an Access to Work grant online.

When you apply:

- the Department for Work and Pensions will contact your employer
- someone might visit you at work

**!** If you have a mental health condition someone will talk to you before anyone contacts your employer.

[Start now](#)

## Other ways to apply

You can contact Access to Work to apply for a grant.

When you contact Access to Work you'll need:

- your National Insurance number
- your workplace address, including your postcode
- the name, email address and work phone number of a workplace contact (your manager, for example)
- your unique tax reference number (if you're self-employed)

### Access to Work

[atwosu.london@dwp.gsi.gov.uk](mailto:atwosu.london@dwp.gsi.gov.uk)

Telephone: 0345 268 8489

Textphone: 0345 608 8753

Monday to Friday, 8am to 6pm

[Find out about call charges \(https://www.gov.uk/call-charges\)](https://www.gov.uk/call-charges)

Operational Support Unit  
Harrow Jobcentre Plus  
Mail Handling Site A  
Wolverhampton  
WV98 1JE

## British Sign Language (BSL) video relay service

To use this you must:

- first [check you can use the service](#)
- [go to the video relay service](#)

Monday to Friday, 8am to 6pm

## **Alternative formats**

Call the Access to Work number to ask for alternative formats, such as braille, large print or audio CD.

## **Complaints**

You can contact Access to Work to complain if you aren't happy with how your case has been handled.

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