

# Access to Work

## Factsheet

If you have a disability or long term physical or mental health condition, Access to Work can provide practical and financial support to help you overcome barriers to starting or keeping a job.

Access to Work can also give practical advice and guidance to employers, to help them understand physical and mental ill health and how they can support employees.

### How can it help me?

Access to Work can help pay for support you may need because of your disability or long term health condition, for example:

- aids and equipment in your workplace
- adapting equipment to make it easier for you to use
- money towards any extra travel costs to and from work if you can't use available public transport, or if you need help to adapt your vehicle
- an interpreter or other support at a job interview if you have difficulty communicating, or
- other practical help at work, such as a job coach or a sign-language interpreter.

If you have a mental health condition you will be offered assistance to develop a support plan. This plan may include steps to support you going in to, remaining in or returning to work and suggestions for reasonable adjustments in the workplace, for example:

- flexible working patterns to accommodate changes in mood and impact of medication
- providing a mentor to give you additional support at work
- giving you additional time to complete certain tasks
- providing you with additional training
- regular meetings between you and your manager to talk about your concerns, or
- a phased return to work, such as reduced hours or less days.

Access to Work partners will also work with your employer to advise them how best they can support you in the workplace.



## Do I qualify for this help?

You can apply for Access to Work if you have:

- a disability or long term health condition that has a negative effect on your ability to do your job (long term means lasting or likely to last for at least 12 months), or
- a mental health condition and need support in work, and:
- you are aged 16 or over, and
- you live in Great Britain (England, Scotland or Wales), and
- you are already doing paid work, or
- you are about to start work or become self-employed, or
- you have an interview for a job, or
- you are about to begin a work trial or start work experience under the Youth Contract arranged through Jobcentre Plus.

You must also either:

- need support when starting work
- need support to reduce absence from work, or
- need support to stay in work.

You do not usually qualify if you are working and claiming Employment and Support Allowance or Incapacity Benefit.

However, you may qualify for Access to Work for a limited time if you are doing certain types of 'permitted work' to help you move off benefits completely.

## How do I apply?

For more information about the Access to Work programme, or to make an application, contact our customer service team:

### London:

Telephone: **020 8426 3110**

Textphone: **020 8426 3133**

Email: **atwosu.london@jobcentreplus.gsi.gov.uk**

### Glasgow:

Telephone: **0141 950 5327**

Textphone: **0845 602 5850**

Email: **atwosu.glasgow@jobcentreplus.gsi.gov.uk**

### Cardiff:

Telephone: **02920 423 291**

Textphone: **02920 644 886**

Email: **atwosu.cardiff@jobcentreplus.gsi.gov.uk**

Web: **[www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)**