

# Applying for PIP & DLA

Autism and ADHD have put together this booklet explaining what PIP and DLA are and how to apply for them. We also include some resources you may find helpful.

**PLEASE NOTE:** We, as an organisation, are **not** able to tell you whether you are entitled to PIP, DLA or any other benefits. We also **cannot** offer support in filling in applications forms, writing supporting documentation or assisting with appeals.

This guide is for people in England and Wales.  
Scotland and Northern Ireland have different rules.

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# What is PIP & DLA?

PIP stands for 'Personal Independence Payment.

DLA stands for 'Disability Living Allowance'.

PIP is for young people over the age of 16 and adults up to the age of 64.

DLA is for children and young people up to the age of 16.

Both PIP and DLA are non-taxable and non-means-tested (not based on household income). You can claim if you are in or out of work, in education, training or volunteering.

They are also linked to other benefits such as Carer's Allowance.

# About PIP

PIP is based on how your condition affects you, not on the condition that you have.

When you make a PIP claim you might need to have a health assessment. This is done either in person, on video call or by phone.

PIP's criteria is on a score (point) based system and is broken down into two main areas:

- Daily Living Component
- Mobility Component

PIP treats all conditions equally and takes into account mental, intellectual, sensory and cognitive impairments.

Most PIP awards are for a fixed period of time, after this time there will be a review.

# About DLA

DLA helps with the extra costs of raising a child with mobility difficulties or needs much more looking after than a child of the same age who does not have a disability.

DLA is made up of two components:

- Care Component
- Mobility Component

DLA is based on the support your child needs, not their condition or impairment. You can apply even if your child does not have a formal diagnosis.

The Charity Scope has some more information on DLA.

[www.scope.org.uk/advice-and-support/disability-living-allowance-dla/](https://www.scope.org.uk/advice-and-support/disability-living-allowance-dla/)

# PIP Eligibility

To get PIP you must be between 16 and 64. You might be awarded PIP if you need extra help because of an illness, disability or mental health condition.

You don't need to have worked before and it doesn't matter what your income or savings are.

To get PIP you must find it hard to do everyday tasks or get around because of a physical or mental condition. You must have found these things hard for 3 months and expect them to continue to be hard for another 9 months.

You can check your eligibility at the links below:

[www.gov.uk/pip](https://www.gov.uk/pip)

[scope.org.uk/advice-and-support/personal-independence-payment-pip/](https://scope.org.uk/advice-and-support/personal-independence-payment-pip/)

# DLA Eligibility

DLA is for children under 16 and may help with the extra costs of looking after a child.

The UK government website states:

The child's disability or health condition must mean at least one of the following apply:

- they need much more looking after than a child of the same age who does not have a disability
- they have difficulty getting about
- They must have had these difficulties for at least 3 months and last for at least 6 months.

You can check your eligibility at the links below:

[www.gov.uk/disability-living-allowance-children](https://www.gov.uk/disability-living-allowance-children)

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/)



# Before you apply

Applying for PIP or DLA can be very stressful and can bring up many different emotions for some people.

As you fill in the form(s) it will ask you to write about the difficulties you have in your everyday life, this can be upsetting. For some people having to look at everything they struggle with daily can bring up feelings of negativity, grief, inadequacy and can affect your self-esteem.

It is important that you take steps to look after yourself during this period and reach out to family, friends or supportive organisations if things feel too much.

Try not to do the form all at once, and take breaks in between doing it. You can request more time to complete the form if needed.

# Applying for PIP

To start the process of applying for PIP you must first phone the DWP (Department of Work and Pensions). During this phone call you can choose to either receive a paper form or a link to an online form. You should receive the paper form within 2 weeks of your phone call.

You have a **1 month deadline** to complete the PIP form from when you made your PIP claim. You can contact the DWP to ask for an extension if you need more time. If you send the form back late the DWP will refuse your claim unless you have a good reason for why you sent the form late. You can start again with a new claim if your form was late or refused.

During this 1 month timeframe you will also need to gather any external documentation or evidence.

Some useful links about applying for PIP are listed below:

[turn2us.org.uk/Benefit-guides/Claiming-Personal-Independence-Payment/Start-your-PIP-claim](https://turn2us.org.uk/Benefit-guides/Claiming-Personal-Independence-Payment/Start-your-PIP-claim)

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/how-to-claim/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/how-to-claim/)

[gov.uk/pip/how-to-claim](https://gov.uk/pip/how-to-claim)

# Applying for DLA

To start the process of applying for DLA you can either phone for an application form to be posted to you or download and print the form yourself. Some organisations recommend phoning because if your claim is successful your payments will be backdated to the date you phoned. If you download and print the application form, you'll only be paid from the date that the DWP receives the form.

Some useful links about applying for DLA are listed below:

[gov.uk/disability-living-allowance-children/how-to-claim](https://www.gov.uk/disability-living-allowance-children/how-to-claim)

[turn2us.org.uk/Benefit-guides/Disability-Living-Allowance-children/How-do-I-claim-Disability-Living-Allowance](https://turn2us.org.uk/Benefit-guides/Disability-Living-Allowance-children/How-do-I-claim-Disability-Living-Allowance)

# Filling in a PIP form

**PLEASE NOTE: Autism and ADHD are unable to assist you with filling in a PIP or DLA form.**

A PIP form can take a long time to complete and is split into two sections; Daily Living and Mobility. There are questions to answer for each section. You will score points for each section. There are about 50 questions in total.

Some tips:

- Be honest about your difficulties and try to provide as much information as possible.
- Be factual and give concrete evidence.
- Gather as much evidence and external documentation as you can.
- Be gentle with yourself, filling in a PIP form isn't easy and seek support from others if you are struggling.

Some useful links for help filling in a PIP form are listed below:

[sense.org.uk/blog/how-to-apply-for-pip/](https://sense.org.uk/blog/how-to-apply-for-pip/)

[scope.org.uk/advice-and-support/tips-for-completing-pip-form/](https://scope.org.uk/advice-and-support/tips-for-completing-pip-form/)

[autism.org.uk/advice-and-guidance/topics/benefits-and-money/benefits/types-of-benefit/pip-form-filling-tips](https://autism.org.uk/advice-and-guidance/topics/benefits-and-money/benefits/types-of-benefit/pip-form-filling-tips)

The organisation **Autism Anglia** have created a booklet with guidance on filling out a PIP form. They also provide Welfare Rights and Advice regarding benefits.

[autism.org.uk/advice-and-guidance/topics/benefits-and-money/benefits/types-of-benefit/pip-form-filling-tips](https://autism.org.uk/advice-and-guidance/topics/benefits-and-money/benefits/types-of-benefit/pip-form-filling-tips)

[autism-anglia.org.uk/autism-advice-welfare-rights](https://autism-anglia.org.uk/autism-advice-welfare-rights)

# Filling in a DLA form

**PLEASE NOTE: Autism and ADHD are unable to assist you with filling in a PIP or DLA form.**

Some organisations recommend keeping a diary of your child's condition before filling out the form. This could include writing about your child's difficulties, the help you gave and how long the care took. You can send the diary as evidence.

Citizens advice have made a template of an example diary here:

[citizensadvice.org.uk/Documents/Advice%20\(public\)/DLA/DLA-8-Template-diary.pdf](https://citizensadvice.org.uk/Documents/Advice%20(public)/DLA/DLA-8-Template-diary.pdf)

Filling in a DLA form can be difficult and every child has different difficulties.

Some useful links for help filling in a DLA form are listed below:

[contact.org.uk/help-for-families/information-advice-services/benefits-financial-help/benefits-and-tax-credits/disability-living-allowance/tips-on-completing-the-dla-form/](https://www.contact.org.uk/help-for-families/information-advice-services/benefits-financial-help/benefits-and-tax-credits/disability-living-allowance/tips-on-completing-the-dla-form/)

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/help-with-your-dla-claim/help-with-dla-form/](https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/help-with-your-dla-claim/help-with-dla-form/)

[contact.org.uk/wp-content/uploads/2021/03/DLA-for-children-with-autism-and-learning-difficulties.pdf](https://www.contact.org.uk/wp-content/uploads/2021/03/DLA-for-children-with-autism-and-learning-difficulties.pdf)



# Sending a PIP Form

Before sending or submitting your PIP form back, make sure you have thoroughly read through it. You should also take a copy of the form and any other supporting documentation that you will be sending with it. If you are submitting the form online make sure you download and save the form.

You should also make a note of the date you send or submit the form. If posting the form, try and post it by recorded delivery.

Once you have sent or submitted your form, you will get a letter confirming they have received your claim.

Most people claiming PIP will need to have an assessment with a Health Professional.

The assessment can be either in person, over the phone or by video call. It usually takes 1 hour to complete. If your assessment is in person, you will receive an invitation letter. This will explain when and where your appointment is.

You can bring a carer, family member or friend with you to the appointment.

You can also ask for the assessment to be recorded, many people ask for this as it provides evidence of what was said. If you want the assessment recorded you should contact the centre in advance.

### **Some links about the PIP Assessment:**

[turn2us.org.uk/Benefit-guides/Claiming-Personal-Independence-Payment/Go-to-PIP-medical-assessment](https://turn2us.org.uk/Benefit-guides/Claiming-Personal-Independence-Payment/Go-to-PIP-medical-assessment)

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/your-assessment/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/your-assessment/)

# Sending a DLA Form

Before sending your DLA form back, make sure you have thoroughly read through it. You should also take a copy of the form and any other supporting documentation that you will be sending with it. Also make a note of the date you send the form back.

You should hear from the DWP within 2 weeks either by post or sometimes as a text message.

If you haven't heard back from the DWP about your claim after 2 weeks you should contact the DLA Helpline.

Contact details can be found on the link below:

[gov.uk/disability-living-allowance-children/how-to-claim](https://www.gov.uk/disability-living-allowance-children/how-to-claim)

You should hear about a final decision within 3 months via a 'decision letter'.

This letter will state if your claim was successful and if so how much you are entitled to and for how long.

If your claim wasn't successful the letter will outline reasons why.

If you are unhappy with the result of the claim, you can challenge it. This is called a 'mandatory reconsideration'.

# Appealing a decision

## PIP

If your claim was unsuccessful and you are unhappy with the result, you can challenge it. This is called a 'mandatory reconsideration'. It is where the DWP will look again at their decision.

[gov.uk/mandatory-reconsideration](https://www.gov.uk/mandatory-reconsideration)

You can challenge if; your claim was unsuccessful, if your reward was a lower rate than expected or your award wasn't for long enough. To challenge a decision you must contact the DWP within 1 month. You can either write or phone the DWP. Many organisations recommend writing to them and keeping a copy of the letter as proof.

If your challenge was unsuccessful you can appeal and go to tribunal – this is an independent panel.

The tribunal will look at all available evidence, as well as hear what you have to say before they make a decision. It is important to note that the tribunal is not like going to a court, it is less formal and you can take a family member or friend with you for support.

Some useful links on challenging decisions, appealing and tribunals:

### **Challenging a Decision**

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/mandatory-reconsideration-pip/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/mandatory-reconsideration-pip/)

### **Appealing a Decision**

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/apply-to-tribunal/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/apply-to-tribunal/)

### **Tribunals**

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/your-hearing/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/your-hearing/)

### **Gov UK website**

[gov.uk/appeal-benefit-decision/submit-appeal](https://gov.uk/appeal-benefit-decision/submit-appeal)

# Appealing a decision

## DLA

If your claim was unsuccessful and you are unhappy with the result, you can challenge it. This is called a 'mandatory reconsideration'. It is where the DWP will look again at their decision.

[gov.uk/mandatory-reconsideration](https://www.gov.uk/mandatory-reconsideration)

If you want to challenge the decision you must do so by contacting the DWP within 1 month. You can either write to the DWP or phone the DLA helpline, but many organisations recommend writing to them and keeping a copy of the letter as proof.

After challenging the decision if the DWP didn't change their decision you can appeal and go to tribunal – this is an independent panel.

The tribunal will look at all available evidence, as well as hear what you have to say before they make a decision. It is important to note that the tribunal is not like going to a court, it is less formal and you can take a family member or friend with you for support.

Citizens Advice have advice on challenging decisions, appealing and tribunals:

### **Challenging a Decision**

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/dla-appeals/dla-mandatory-reconsideration/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/dla-appeals/dla-mandatory-reconsideration/)

### **Appealing a Decision**

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/dla-appeals/DLA-appealing-the-decision/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/dla-appeals/DLA-appealing-the-decision/)

### **Tribunals**

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/dla-appeals/challenge-a-decision-the-tribunal-hearing/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/dla-appeals/challenge-a-decision-the-tribunal-hearing/)



# Useful Resources

Some links to websites and booklets that you may find useful:

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/)

[citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/gov.uk/pip](https://citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/disability-living-allowance/gov.uk/pip)

[gov.uk/disability-living-allowance-children](https://gov.uk/disability-living-allowance-children)

[autism-anglia.org.uk/autism-advice-welfare-rights](https://autism-anglia.org.uk/autism-advice-welfare-rights)

[Autism Anglia PIP Booklet](#)

[scope.org.uk/advice-and-support/personal-independence-payment-pip/](https://scope.org.uk/advice-and-support/personal-independence-payment-pip/)

[scope.org.uk/advice-and-support/disability-living-allowance-dla/](https://scope.org.uk/advice-and-support/disability-living-allowance-dla/)

[disabilityrightsuk.org/resources/disability-living-allowance-dla](https://disabilityrightsuk.org/resources/disability-living-allowance-dla)

[disabilityrightsuk.org/resources/personal-independence-payment](https://disabilityrightsuk.org/resources/personal-independence-payment)

If you are local to the Ipswich area, the 'Ipswich Disabled Advice Bureau' can help with:

- Benefit advice.
- Assisting with completion of claim forms for benefits, including PIP and DLA.
- Providing representation for clients that want to challenge benefit decisions.

**[ipswichdab.org.uk/](http://ipswichdab.org.uk/)**

# Autism ADHD

[autismandadhd.org](https://autismandadhd.org)