

## **Guidelines for completing DLA forms**

**The following step by step guidelines for completing the Disabled Living Allowance forms were written by a parent member of HemiHelp and appeared in HemiHelp Newsletter no. 38. They are straight forward tips to help you through the minefield of claiming benefits.**

- 1) To start with photocopy the form. Use the copy until step 6.
- 2) Writing in pencil jot down ideas and queries over a couple of days. Don't try to tackle the whole form in one go. Keep referring to the guidelines for each section. This may make you feel quite low because you will have to concentrate on the problems and difficulties your child (and the rest of the family) has to face. Try to keep things in perspective and concentrate on answering the questions fully and honestly. Remember that the person reading the form will not know your child so you need to paint as clear a picture as possible.
- 3) Ask other people for help - OT, Physio, Social worker, Teachers, Nursery Staff, family, friends, Citizens Advice, HemiHelp etc. You will have your own notes and questions to remind you of any sections that you found difficult. Write down any ideas, useful words, phrases etc. on the form.
- 4) Put the form away for a couple of days before you tackle the final wording. In those intervening days think about the extra time, effort, money and resources your child needs because of their disability. Compare your child with another child of a similar age. Include all their needs throughout a typical 24-hour period from the moment they wake in the morning all through the day and the night as well. It may be useful to keep a detailed diary for 2-3 days so that you have all the information you need when you prepare the draft copy.
- 5) Draft your answers to each of the sections. Include details and examples to illustrate the nature and amount of support your child needs to complete basic tasks. The diary will be useful at this point. Consider any special equipment, adaptations to existing equipment, traveling to and from appointments associated with therapy and treatment sessions.
- 6) You should be ready to tackle the original form by now! Write in the draft and put a clear line through any sections that don't apply. Use additional paper if there is insufficient room on the form.
- 7) Don't forget to sign and date the form and take a copy before you send it off.

## **Good luck!**

- 8) Check for entitlement to Invalid Care Allowance if the Adjudication Officer determines that DLA is payable at the middle or highest rate for personal care.

*HemiHelp has a range of leaflets covering many of the areas touched on above, and also a Useful Names and Addresses List to help you contact other organisations.*

### **HemiHelp**

Camelford House,  
89 Albert Embankment  
London, SE1 7TP  
Helpline: 0845 123 2372  
(Mon-Fri 10am-1pm)  
Admin: 0845 120 3713  
Fax: 0845 120 3723  
Email: [support@hemihelp.org.uk](mailto:support@hemihelp.org.uk)  
[www.hemihelp.org.uk](http://www.hemihelp.org.uk)

Charity No: 1085349

*Although great care has been taken in the compilation and preparation of this leaflet to ensure accuracy, HemiHelp cannot accept responsibility for any errors or omissions.*

Last updated January 2006