

BENEFITS FOR DISABLED CHILDREN AND THEIR FAMILIES – A CHECKLIST



Child Poverty Action Group works on behalf of the one in four children in Scotland growing up in poverty. It doesn't have to be like this. We use our understanding of what causes poverty and the impact it has on children's lives to campaign for policies that will prevent and solve poverty – for good.

We provide training, advice and information to make sure hard-up families get the financial support they need. We also carry out high profile legal work to establish and protect families' rights.

BENEFITS FOR DISABLED CHILDREN AND THEIR FAMILIES - A CHECKLIST

Being responsible for a child means you may be entitled to benefits and tax credits. If your child has extra needs because of a disability, you may get extra help. Some of this help depends on your child's needs and some on your family's income. This factsheet is a checklist of the benefits and tax credits you could get, and also includes details of some other sorts of financial help.

This chart starts from birth, and tells you how old your child has to be for you to get help. Help at a younger age continues to apply to older children unless otherwise stated. Note that some pregnant women can get Healthy Start vouchers and income support, or claim a Sure Start maternity grant before giving birth. More details are available in our factsheet: *Financial help in the early years*.

Normally to be 'responsible' for a child for benefit purposes, the child must be living with you, but you do not have to be the child's parent. Where we refer to a parent, it includes others responsible for a child. This checklist only gives an idea of the help available; to qualify you have to meet all of the entitlement conditions. Some benefits are means tested – this means that your income and savings are taken into account when calculating your entitlement.

TWO CHILD LIMIT

A two child limit has been brought in from the 6th April 2017. Certain benefits pay additional amounts for each child you are responsible for. The two child limit means that in many circumstances the additional amounts that are payable are limited to two children. At present the two child limit only applies to children born on or after 6th April. At present if you are responsible for, or become responsible for, three or more children who were born before 6th April 2017 you will still be entitled to an additional amount for each of these children.

There are some exceptions for children born after 6th April 2017. These include a third or subsequent child born on or after 6 April 2017 who is:

- part of a multiple birth, other than the first child in a multiple birth where you are already responsible for two or more children;
- adopted by you from local authority care, or placed with you for adoption;
- a child whose parent is a child or qualifying young person for whom you are responsible;
- a child for whom you are a 'friend or family carer' and who is unable to live with his/her parents;
- likely to have been conceived as a result of rape or in a coercive or controlling relationship, and you are not living at the same address as the alleged perpetrator. You must provide evidence from an approved person that you have had contact with them or another approved person about the rape or coercive or controlling relationship.

Some benefits, such as child benefit, are unaffected.

UNIVERSAL CREDIT

A new benefit called universal credit (UC) has been introduced. It is intended to replace most means tested working age benefits. The legacy benefits that UC is replacing are: income support (IS); income-based jobseeker's allowance (JSA); income-related employment and support allowance (ESA); child tax credit; working tax credit; and housing benefit (for most claimants).

If you live in an area where the UC full service has been introduced you cannot make a new claim for one of the benefits mentioned above and must claim UC instead. (At present there is an exception for claimants who are responsible for more than 2 children – they can still make a claim for the legacy benefits. This exception is due to end in January 2019). The UC full service has already been introduced in some parts of Scotland. It is being extended to other areas and is expected to apply everywhere in Scotland by December 2018. Check universalcreditinfo.net for updates.

In the rest of this factsheet we include information about both UC and the benefits that it replaces. Which sections apply to you depend on where you live and whether you are already getting UC or not.

BENEFIT CAP

A 'benefit cap' is applied to limit the amount of the housing benefit (HB) or UC for some out of work families. If you are subject to the benefit cap and have a disabled child, you should claim disability living allowance (DLA), as an award of DLA gives you an exemption from the cap.

WHAT HELP IS AVAILABLE

From birth	
Child benefit (CB)	An amount paid for each child you are responsible for if they live with you or you contribute financially towards their upkeep. If you or your partner earn over £50,000 a year you can still get child benefit, but part or all of it is recovered from you with an extra tax charge.
Guardian's allowance	An additional amount paid to whoever receives CB if the child's parents are dead; or the surviving parent is missing, in prison or detained in hospital.
Disability living allowance (DLA) care component	Can be paid from birth if the child is terminally ill. This means that the child's death could reasonably be expected within 6 months. An award of DLA may mean entitlement to carer's allowance (see page 6).
Universal credit	<p>A new means-tested benefit gradually replacing other means-tested benefits and tax credits (see page 2). You can get it whether or not you are in work. A child element is paid for each child, but not for a third or subsequent child born on or after 6th April 2017 - subject to exceptions (see 'Two child limit' pg 2). A higher rate is paid for the eldest child but this only applies if your eldest, or only, child was born before 6th April 2017.</p> <p>A disabled child addition is included if the child gets DLA, paid at a higher rate if the child gets DLA high rate care component or is certified as severely sight impaired or blind.</p> <p>You can get help with costs of registered childcare include in your UC payment if you are in work. Couples usually both have to be in work, unless the non-working partner has limited capability for work or is temporarily absent from home.</p> <p>Most claimants (including both members of a couple) have 'work-related requirements' if their earnings are low. Exceptions include:</p> <ul style="list-style-type: none"> ■ mothers, for 15 weeks after giving birth; ■ the 'main carer' or lone parent of a child under 1; and ■ someone caring for a child getting DLA middle or highest rate care component (only one adult can benefit from this rule for looking after each disabled child) <p>More details are available in our factsheet: <i>Universal Credit</i></p>
Child tax credit (CTC) <i>Being replaced by universal credit - see page 2</i>	<p>A means-tested benefit paid whether or not you are in work. It may include an element for having a family and an element for each child. The family element is only paid if you are responsible for a child born before 6th April 2017. One child element is paid for each child, but not for a third or subsequent child born on or after 6th April 2017 - subject to exceptions (see 'Two child limit' pg 2).</p> <p>If your child is certified as severely sight impaired or blind or gets DLA you will be entitled to a disability element of CTC. If your child gets the highest rate of the care component of DLA you will be entitled to a severe disability element of CTC. You should inform the tax credits office if you think you are entitled to the disability and/or severe disability element of CTC.</p>
Working tax credit (WTC) <i>Being replaced by universal credit - see page 2</i>	<p>A means-tested benefit paid because you are in work, or in some cases are on paid maternity leave or sick leave. If you are a lone parent responsible for a child you must work 16 hours or more a week to be entitled. If you are in a couple and at least one of you is responsible for a child, one of you must work 16 hours a week or more, and you must normally work 24 hours a week or more between you, with some exceptions.</p> <p>WTC can include help with childcare costs for lone parents and some couples. It will pay up to 70% of actual costs, to a max. of £175 for one child, or £300 for two or more children. It's payable for the costs of registered childcare. Lone parents must be working at least 16 hours a week. Couples must usually both be working at least 16 hours a week, unless one is incapacitated, a carer, in hospital or in prison.</p>

BENEFITS FOR DISABLED CHILDREN AND THEIR FAMILIES - A CHECKLIST

From birth - continued	
<p>Income support (IS) <i>Being replaced by universal credit - see page 2</i></p>	<p>You may qualify for this means-tested benefit if you are in one of the following groups.</p> <ul style="list-style-type: none"> ■ You are a lone parent and responsible for a child under 5. ■ You had a baby less than 15 weeks ago. ■ You make a claim for DLA for a child (you can then receive IS whilst that claim is being decided, for up to 26 weeks) ■ You care for a child who gets middle or highest rate of DLA care component. <p>You may qualify in limited other circumstances – check with one of the specialist advice services on page 11.</p> <p>Once you have been getting income support for 26 weeks (time on some other benefits also counts) you may be able to get a budgeting loan to help with certain expenses, including maternity expenses.</p>
<p>Housing benefit (HB) <i>Being replaced by universal credit - see page 2</i></p>	<p>A means-tested benefit you can get if you are liable for rent. It is payable whether or not you are in work. If you have a child you may be getting additional premiums on your housing benefit. Premiums mean you get more HB if you are not already getting the maximum, or mean you may qualify for HB for the first time. You may receive a family premium but only if your first child is born before 1 May 2016, or if your claim started before that date. You get a child personal allowance for each child, but not for a third or subsequent child who joins the household on or after 6th April 2017 unless you receive CTC for that child (see 'Two child limit' pg 2). You get a disabled child premium if your child is certified as severely sight impaired or blind or gets DLA. If your child gets the high rate of the care component of DLA you will also be entitled to an enhanced disability premium.</p>
<p>Discretionary housing payments</p>	<p>A discretionary payment that may be made if you are getting universal credit housing costs or housing benefit but not enough to cover rent in full. Guidance says families with school-age children may be a priority. Contact your local authority for more details.</p>
<p>Council tax reduction (CTR)</p>	<p>A means-tested reduction to your council tax bill. Rules are broadly the same as for housing benefit (see above), but CTR is not replaced by universal credit. More details are available in our factsheet: <i>Council tax reduction and housing benefit</i></p>
<p>Sure Start maternity grant</p>	<p>One-off £500 payment to help with costs of a new baby if you do not have another child under 16, and you get:</p> <ul style="list-style-type: none"> ■ IS; ■ Income-based jobseeker's allowance (JSA); ■ Income-related employment and support allowance (ESA); ■ Universal credit (UC); ■ Pension credit (PC); or ■ Certain amounts of CTC or WTC. <p>Claims can be made from 11 weeks prior to the expected week of child birth and up to 3 months after the child's birth. If you are waiting for a decision about your benefit entitlement you should still make a claim for a maternity grant within the time limits above.</p>
<p>Scottish Welfare Fund</p>	<p>Grants from the Scottish Welfare Fund are available if you are in or out of work. You need to be on a low income to qualify, and meet other conditions.</p> <p><i>Community care grants</i> are for specific needs (including the additional pressures faced by families with a disabled child) and <i>crisis grants</i> in an emergency or disaster. Contact your local authority for more details.</p>

BENEFITS FOR DISABLED CHILDREN AND THEIR FAMILIES - A CHECKLIST

From birth - continued	
Health costs for parents	Exemption from fixed charges for items and services such as dental treatment if on IS, income-based JSA, income-related ESA, or UC or CTC if your income is low enough and for some other groups of people. See www.nhsbsa.nhs.uk for details.
Fares to hospital	Free for parents accompanying child if getting IS, income-based JSA, income-related ESA, or guarantee credit of PC, and UC or tax credits if your income is low enough.
Tax-free childcare	Payments you make into a childcare account are topped up by the Government up to a limit, which is higher for disabled children. If you use the scheme any tax credits or universal credit you get stop, so you will be worse off unless you have quite a high income. Seek advice from one of the organisations on page 11.
Healthy Start	You can get vouchers for milk, fruit and vegetables, and free vitamins if you are getting IS, income-based JSA, income-related ESA. If you get UC or CTC (but not if you get WTC and work), you may also qualify if your income is low. Lasts until a child turns 4. Details at www.healthystart.nhs.uk . Pregnant under 18s can get help even if not getting any benefits.
Blue Badge parking concession	If child uses certain bulky equipment to get to and from the car or needs to be near a car for treatment. This is available until the child turns 4, although if the child has walking difficulties they may continue to qualify (see page 7). Details at www.mygov.scot/apply-blue-badge .
Council tax disability reduction scheme	Bills may be reduced if any resident (including a child) is: <ul style="list-style-type: none"> ■ 'permanently and severely disabled'; and ■ a room has been allocated for their use as a direct result of their disability and use of that room is essential for their well-being (eg, to store or operate essential medical equipment). <p>Alternative criteria involving homes suitable for wheelchair use will not apply at this stage but may as the child gets older.</p>
Direct payments	Money to purchase care services your child needs instead of using social work services. Contact your local authority for details.
The Family Fund	Charity providing lump sums to buy specific items to help care for a child of under 18 with severe disabilities. Applications are subject to a means test. Details at www.familyfund.org.uk .
Home Energy Efficiency Programmes	Help with energy saving measures if homeowner or private-landlord tenant and on certain benefits. Households where someone is pregnant or has a child under 16 may qualify for central heating if getting IS, income-based JSA, ESA, HB, CTR, the guarantee credit of PC or tax credits or UC and on a low enough income. Families getting carer's allowance can also qualify. Details at www.energysavingtrust.org.uk/scotland .
Baby box	A box of basic items, with a total value of around £100, and the box is also suitable for babies to sleep in. Available to all pregnant women resident in Scotland, regardless of income, if they want one. Speak to your midwife to register.
Child is blind	If a child is certified as severely sight impaired or blind by the local authority, the parent may qualify for the following entitlements: <ul style="list-style-type: none"> ■ disabled child premium included in HB and CTR; ■ disability element included in CTC; ■ higher rate disabled child addition included in UC; and ■ 50 per cent TV licence reduction if licence is transferred to the child's name.

From 3 months	
DLA care component	<p>If your child needs extra personal care, supervision or watching over as a result of a health problem you may be able to claim DLA for them. To qualify the help must be substantially in excess of that needed by a child that age without the disability, or the child's care, supervision or watching-over needs must be similar to those of a younger child in 'normal' health. They must have had the additional care needs for three months and be expected to need them for at least the next six months. The care component of DLA may be paid at a low, middle or high rate depending on the extent of the help needed. You can claim at the time of the child's birth but payment cannot begin before 3 months unless the child is terminally ill.</p> <p>If a child qualifies for DLA care component you may be entitled to additional benefits.</p> <ul style="list-style-type: none"> ■ Additional HB and/or CTR (see page 4) Notify your local authority as soon as DLA is awarded. ■ Additional CTC (see page 3) Notify the tax credit office within one month of the DLA decision being made to get maximum entitlement. ■ Additional universal credit (see page 4) Notify universal credit when DLA is awarded. If your UC is subject to the benefit cap, the cap no longer applies when DLA is awarded. ■ Council tax carer discount Council tax may be reduced if child gets DLA high rate care and a resident other than the child's parent cares for child on average 35 hours a week.
Carer's allowance (CA) and carer premium or element	<p>If a child gets middle or highest rate DLA care component and the carer provides 35 hours care a week the carer may be able to claim additional benefits. Only one carer can claim additional benefits for any one child. The carer does not have to live with the child nor be 'responsible' for the child.</p> <p>Carer's allowance (CA) is a non-means tested benefit that is paid to a carer. However people in some kinds of education or earning over £116 a week after deductions cannot claim CA.</p> <p>A carer may be able to claim income support (see page 4)</p> <p>A carer premium, which would be included in the carer's HB/CTR, income-based JSA, guarantee Pension Credit or income-related ESA, may lead to an increase in benefit, or qualification for benefit for the first time.</p> <p>If you get UC, a carer addition is included in your award so long as you are eligible for CA or would be eligible except for your earnings being too high.</p> <p>If you are in a couple, you can qualify for working tax credit if one of you is entitled to CA and the other works 16 hours a week or more.</p>

From age 3

<p>DLA higher rate mobility component</p>	<p>This component of DLA is payable from when your child is three or over. It can be paid in addition to any care component already received. You can apply from 3 months before the child's 3rd birthday. The child can qualify if they:</p> <ul style="list-style-type: none"> ■ are unable to walk; or ■ are virtually unable to walk; or ■ are both deaf and blind; or ■ are 'severely visually impaired'; or ■ are 'severely mentally impaired', have 'severe behavioural problems' and get DLA high rate care component; or ■ where the effort involved in walking would be dangerous. <p>Because your child gets the higher rate mobility component of DLA you may be entitled to additional benefits – if you are not already entitled to them:</p> <ul style="list-style-type: none"> ■ disabled child premium in HB/CTR and exemption from the benefit cap; ■ disability element in CTC contact the tax credit office within one month of DLA decision being made to ensure maximum entitlement; ■ lower rate disabled child addition in UC and exemption from the benefit cap; ■ 'motability' help towards the cost of buying or hiring a car. Award of the high rate mobility component must have at least 12 months left to run. Contact www.motability.co.uk; and ■ road tax exemption for a vehicle substantially used for the purposes of the disabled child.
<p>Blue badge parking concession</p>	<p>Children aged 3 or over qualify for a blue badge if they:</p> <ul style="list-style-type: none"> ■ receive DLA higher rate mobility component; ■ are registered blind; ■ have no awareness of danger from traffic and are likely to compromise their safety, or the safety of others; or ■ are unable or virtually unable to walk due to a disability that is likely to last for at least a year when the badge is awarded <p>The badge allows holders more flexibility in where they can park if the child is in the car. For details see www.mygov.scot/apply-blue-badge.</p>

When child starts school or pre-school nursery

<p>Help from the local authority</p>	<p>Contact your local authority for:</p> <ul style="list-style-type: none"> ■ help with transport costs to and from their place of education; and ■ clothing grants towards school clothes if income is low enough, for primary and secondary pupils. Different qualifying rules are used by different local authorities.
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From age 5

<p>DLA lower rate mobility component</p>	<p>This component of DLA is payable from when your child is five or over and if your child can walk but needs additional supervision and guidance outdoors and does not receive higher rate mobility component. You can apply from 3 months before the child's 5th birthday.</p> <p>Because your child gets the lower rate mobility component of DLA you may be entitled to additional benefits – if you are not already entitled to them</p> <ul style="list-style-type: none"> ■ disabled child premium in HB/CTR and exemption from the benefit cap; ■ disability element in CTC - contact the tax credit office within one month of the DLA decision being made to ensure maximum entitlement; and ■ lower rate disabled child addition in UC and exemption from the benefit cap.
<p>Help with travel costs</p>	<ul style="list-style-type: none"> ■ Free bus pass if in receipt of middle or highest rate DLA care component and/or higher rate DLA mobility component. ■ A named escort accompanying a disabled child can also be entitled to free travel. <p>Variations in how the scheme operates from one local authority to another regarding times of travel and concessions available on forms of transport other than buses. Full details are at www.transport.gov.scot/concessionary-travel/60plus-and-disabled.</p> <p>Your child may be entitled to discounted rail travel if they get DLA highest or middle rate care component or DLA mobility component. They may also be entitled to reduced companion travel costs. Visit www.disabledpersons-railcard.co.uk for more information.</p>
<p>Income support for parents <i>Being replaced by universal credit - see the box on page 2</i></p>	<p>Lone parents of a child aged 5 or more cannot claim income support unless they are also getting carer's allowance, the child gets DLA middle or highest rate care, they have applied for DLA for a child, are a foster carer, or in certain other limited circumstances. Lone parents may have to be available for work and claim JSA (or UC in some areas) but can ask to restrict availability around caring responsibilities, and to be compatible with their child's school hours.</p>

From age 7 or 8 (when child enters Primary 4)

<p>Free school meals</p>	<p>Your child can be entitled to free school meals at primary and secondary school if you are entitled to IS, income-based JSA, income-related ESA, UC and, if your income is low enough some recipients of CTC (including those getting maximum WTC) and for some asylum seekers. They may also be available to all pupils in certain special needs schools. Contact your local authority to apply.</p>
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BENEFITS FOR DISABLED CHILDREN AND THEIR FAMILIES - A CHECKLIST

The rest of this factsheet explains briefly the situation for young people between the ages of 16 and 19 with a disability, who still live at home. See the CPAG *Disabled Young People* factsheet for more detailed information.

There are likely to be situations where families need to choose whether a young person claims benefit in their own right or their parents continue to claim for them. In this situation it is important to get advice about which situation will leave the family better off.

From 16 to 19 and young person stays at home	
DLA and personal independence payment (PIP)	<p>The entitlement conditions for PIP are completely different from those for DLA and are explained in the <i>CPAG Personal Independence Payment</i> factsheet.</p> <p>When a young person turns 16 these benefits will be paid directly to the young person unless their parent or carer becomes their DWP appointee.</p> <p>Most young people who currently get DLA will need to claim PIP instead of DLA when they turn 16 – although there are exceptions for terminally ill young people and some young people in hospital.</p> <p>Check letters sent when your child is approaching 16 carefully, to see what you need to do. If they don't make a claim for PIP their DLA claim will end. If they do make a claim for PIP their DLA will end when a decision is made about entitlement to PIP.</p> <p>Young people aged 16 and over who do not get DLA at the moment cannot make a new claim for it. They have to claim personal independence payment (PIP) instead.</p> <p>Young people already 16 or over and still getting DLA will be asked to claim PIP instead over the next couple of years.</p>
Child benefit, child tax credit and amounts of universal credit, housing benefit and council tax reduction for children	<p>These may continue for any period before the young person turns 19 when they are in certain forms of full-time, non-advanced education or approved training. These benefits can also continue for limited periods immediately after leaving education or training.</p> <p>They can continue until the young person's 20th birthday (or until 1st September after they turn 19 for UC), if the young person is continuing on a course which they have started or were accepted or enrolled on before turning 19.</p> <p>Any amounts the parent receives for a child stop if the young person gets IS, ESA, JSA, UC, CTC or WTC in their own right. The rules about when entitlement ends are different for each of these benefits. Seek advice from one of the organisations listed on page 11.</p>
Universal Credit and employment and support allowance (ESA)	<p>If the young person is unable to work due to ill-health or disability they may be able to claim UC (or ESA) from the age of 16. The young person needs a medical certificate to start a claim, and will then be assessed by the DWP. This claim is in addition to DLA or PIP. The young person must have limited capability for work and get DLA or PIP to be able to claim UC whilst still in full-time education.</p> <p>Extra amounts of benefit that the parent gets, as well as child benefit and CTC will stop if the child claims UC (or ESA).</p> <p>Seek advice on whether the household will be better off with the young person claiming UC (or ESA) or the parent continuing to claim benefits for them.</p>

From 16 to 19 and young person stays at home - continued

<p>Working tax credit (WTC) <i>May be replaced by universal credit - see page 2</i></p>	<p>A young person aged 16 or over who works 16 or more hours a week may be able to claim WTC in their own right if they receive DLA or PIP and meet the disability conditions. Young people who have claimed ESA and then move into work for 16 hours or more a week may also qualify.</p> <p>If a young person claims WTC, the extra amounts of benefit that the parent gets, as well as child benefits and CTC will stop, even if they could still continue (due to the young person still being in education, for example). Seek advice about which option would leave the family better off.</p>
<p>Education maintenance allowance</p>	<p>A means-tested payment that depends on the family's income and is paid to 16-19 year olds who stay on in further education. It can be paid for up to four years for students with additional support needs. It is conditional upon regular course attendance. For further details, see mygov.scot/ema.</p>

From age 18

<p>Council tax discounts</p>	<p>When your child turns 18 you may be able to get discounts on your council tax if the child still live with you.</p> <p>Severe mental impairment. This applies if the young person has 'severe and permanent impairment of intelligence and social functioning' (confirmed by a medical practitioner) and is entitled to ESA, UC, DLA middle or highest rate care component, PIP daily living component or WTC with a disability element. This may reduce the household's council tax bill, depending on the number of adults in the house.</p> <p>Council tax carer discount Parents caring 35 hours a week for someone 18 or over who receives DLA highest rate care or PIP enhanced rate daily living component who they live with can claim this discount. More than one person can claim if they qualify. May reduce bill depending on number of adults in the home.</p>
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DEVOLUTION OF BENEFITS

The Scottish Parliament already has responsibility for several of the entitlements mentioned in this factsheet. Under recent legislation it will have the power to change any of the rules for the following benefits (or even replace them completely): disability living allowance; personal independence payment; carer's allowance; Healthy Start vouchers; and Sure Start maternity grants.

For instance it plans to replace the Sure Start Maternity Grant (see page 4) with a new Best Start Grant paid regardless of whether you have another child under 16, while also making additional payments when a child starts nursery or school. The Scottish Government will also be able to increase the amounts of all of the other benefits mentioned and change how some of the universal credit rules work. At the time this factsheet was written the way these powers will be used and when this will happen has still to be finalised.

WHO TO CONTACT TO MAKE A CLAIM

Department for Work and Pensions (DWP) benefits

The DWP administers most of the benefits explained in this factsheet. You can find more information, and either claim online or download claim forms for **disability living allowance, JSA, income support, universal credit, ESA and carer's allowance** at www.gov.uk. If you download a form, you may only be paid benefit from the day that your completed form is received by the processing office. This means that it is better to start your claim by telephoning the appropriate number below if you are able to do so. You can download the forms for **budgeting loans** and **Sure Start maternity grants** from www.gov.uk.

The DWP also provides services by telephone:

DLA helpline - new or existing claims 0800 121 4600

Carer's allowance helpline - new or existing claims 0800 731 0297

Personal independence payment claims - to make a new claim 0800 917 2222

Personal independence payment helpline - existing claims 0800 121 4433

JSA, IS and ESA helpline - existing claims 0800 169 0310

Universal credit helpline - if you have an online journal to manage your account 0800 328 5644 if you do not have an online account 0800 328 9344

Check any letters about your benefit claims for details of how to contact the right office.

Her Majesty's Revenue and Customs (HMRC) administered benefits

HMRC administers working tax credit and child tax credit, as well as child benefit and guardian's allowance. All applications have to be made in writing.

Tax credits are claimed on a single form (for both working tax credit and child tax credit). You can get a copy from the helpline.

Child benefit can be claimed by completing and printing the form at gov.uk/child-benefit/how-to-claim. You can also request a copy from the helpline.

Guardian's allowance can be claimed by printing a copy of the form at gov.uk/guardians-allowance/how-to-claim. You can also request a copy from the helpline.

Tax credits helpline 0345 300 3900 **Child benefit helpline** 0300 200 3100

Guardian's allowance helpline 0300 200 3101

Local authority administered benefits

Claims for **housing benefit**, and **council tax discounts and reductions** are normally made in writing to your local council. Look in the phone book for details or at www.cosla.gov.uk. If you claim IS, JSA or ESA, you may be able to claim housing benefit at the same time. You should still contact your local authority to apply for a council tax reduction as soon as you can.

The Scottish Welfare Fund is administered differently by different local authorities. Contact your local council for more information.

HELP WITH CLAIMING AND CHECKING IF YOU ARE ENTITLED

A local CAB, welfare rights adviser or advice agency will have detailed information about benefits, tax credits and other financial help which may be available and should be able to help with claiming.

For help over the telephone, call: **Contact a Family Helpline** 0808 808 3555 (Monday to Friday, 9.30am - 5.00pm).

Contact a Family also produce a 'A guide to claiming Disability Living Allowance for children' available from their resource library at www.cafamily.org.uk.

Carers UK provide a helpline for carers : **CarersLine** 0808 808 7777 (Monday to Friday, 10am to 4pm)

CHILD POVERTY ACTION GROUP IN SCOTLAND

Advice line for frontline advisers and support workers
0141 552 0552
Monday – Thursday 10am – 4pm; Friday 10am – 12 noon

Email: advice@cpagscotland.org.uk

CPAG in Scotland's advice line is only for frontline workers in Scotland. If you are having problems with your own tax credit or benefit claim and are in need of advice you should contact your local Citizens Advice Bureau or other local welfare rights service.

FURTHER INFORMATION

- View our full range of factsheets online at: www.cpag.org.uk/scotland/factsheets
- CPAG publishes the *Welfare Benefits and Tax Credits Handbook*, a comprehensive guide to benefits and tax credit for claimants and advisers. Find out more at: www.cpag.org.uk/bookshop
- We run a wide range of training courses on benefits and tax credits for workers of different levels of experience. Find out more at: www.cpag.org.uk/scotland/training
- Follow us on Twitter @CPAGScotland

EARLY WARNING SYSTEM

The Early Warning System (EWS) was developed by CPAG in Scotland to collect and analyse case studies about how changes to the benefit system are affecting the wellbeing of children, their families and the communities and services that support them. The case studies are helping us develop an in-depth understanding of the impact of changes to the benefit system and to identify how policies and services in Scotland can continue to contribute to the delivery of better outcomes for children.

Find out more about EWS at: www.cpag.org.uk/scotland/early-warning-system

The logo for Child Poverty Action Group in Scotland is located in the bottom left corner. It consists of a blue trapezoidal shape containing the text 'CHILD POVERTY ACTION GROUP' in white, bold, uppercase letters. Below this shape, the words 'IN SCOTLAND' are written in a smaller, blue, uppercase font.

CHILD
POVERTY
ACTION
GROUP
IN SCOTLAND

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