



Department
for Work &
Pensions

Returning your form

It is important that you complete the “How Your Disability Affects You” form and return it to us as soon as possible. If you don’t return this form your claim to Personal Independence Payment may be disallowed. If you are currently receiving Disability Living Allowance and do not return this form your entitlement to Disability Living Allowance may be stopped.

The letter you have received with this form tells you when you must return it to us, although if you return it sooner we will be able to deal with your claim more quickly. Please complete all sections of this form, particularly question 1 about the professionals who support you.

Evidence to support your claim

As well as completing your form it is important that you provide us with any additional evidence or information from the professionals who support you that explains how your condition or disability affects your daily life. We don’t need to see general information about your condition like fact sheets or information from the internet. Please send the most recent evidence you have that shows how your ability to carry out the activities we ask about in the form are affected by your condition or disability. Only send in photocopies of things you already have available to you. You can use the same envelope as your completed ‘How Your Disability Affects You’ form. Please send in any documents you have as soon as possible - any delay sending evidence may mean:

- It will take longer to make a decision on your PIP claim, or
- You may have to attend a face to face consultation with a health professional when it may not have been necessary, or

- We may not be able to get all the information we need to make the correct decision on your claim

There are some examples of things that could help decide your claim on the next page. Don't worry if you only have some of them – just send us as many of the things listed that you already have. We will look at all the evidence you send us but if you send information that doesn't explain how your disability affects you or that simply repeats what you have already told us in your form this could slow down your claim. There are also some examples of things we often receive that do not help us assess your claim on the next page. Please do not send this type of information.

What happens next?

When you send in the form, we will pass your claim to the assessment providers who complete Personal Independence Payment assessments on behalf of DWP. They may ask the professionals who support you for extra information if they need it. Sometimes we can make a decision by using just the written information, but most people will be asked to go to a face-to-face consultation with a health professional. If a face-to-face consultation is needed then the assessment provider will contact you directly to arrange an appointment.

We are reducing waiting times for PIP assessments. We expect that most people will have their assessment in 16 weeks or less once we have received your "How Your Disability Affects You" form. You don't need to contact us during this time unless your circumstances change.

About completing the form

If you need help filling in any part of this form or need more time to complete the form you can phone **0845 850 3322**. This number can also be used if you don't want to claim Personal Independence Payment, or want to withdraw your claim. If you have speech or hearing difficulties, you can contact **0845 601 6677**, a textphone number. You can ask a

friend, relative or representative to help you complete this form. For information about benefits and services go to www.gov.uk/pip.

Evidence that will help us to assess your PIP claim

Reports about you from:

- ✓ Specialist nurses
- ✓ Community Psychiatric Nurses
- ✓ Social workers
- ✓ Occupational Therapists
- ✓ GPs
- ✓ Hospital doctors
- ✓ Physiotherapists
- ✓ Support workers

Your care or treatment plans from:

- ✓ Occupational Therapists
- ✓ Social Workers
- ✓ Community Psychiatric Nurses
- ✓ Learning disability support teams

Your test results like:

- ✓ Scans
- ✓ Diagnostic tests
- ✓ Audiology

Other documents such as:

- ✓ Your current repeat prescription lists
- ✓ Your hospital discharge or outpatient clinic letters
- ✓ Your statement of special educational needs
- ✓ Your certificate of visual impairment

Information that might help us to assess your PIP claim

Documents such as:

- Photographs or X-rays
- Letters about other benefits
- Letters from people who know you but only if they can provide us with more information about how your condition affects you that you haven't already told us about on your form

Information that doesn't help us to assess your PIP claim

Appointment cards or letters about medical appointments:

- × Times
- × Dates
- × Directions

Other information such as:

- × Fact sheets about your medication
- × General information or fact sheets about your condition(s) that are not about you personally
- × Information about tests you are going to have