Help using this PDF claim form

In this PDF form we have introduced a special feature that lets you save it in Adobe Reader 8.1.2 and later. This means that you no longer have to complete the form in one session.

This form will only work if you:

- save it to your computer, then
- open it in Acrobat Reader version 8.1.2 or later.

The form will not work in:

- older versions of Acrobat Reader
- other pdf readers, for example Preview on a Mac or Foxit on a PC
- your web browser window.

If you are having technical difficulties:

- downloading the form
- Navigating around the form, or
- printing the form

Please contact the **eService helpdesk**.

Phone: 0845 601 80 40

Minicom (textphone): **0845 601 80 39** Email: **eservicehelpdesk@dwp.gsi.gov.uk**

Opening hours

Monday to Friday: 08.00am - 09.00pm

Weekend: 08.00am - 04.00pm

Closed on all Public and Bank Holidays.

This is the front cover for the DWP form. These notes and the request for feedback are for the DWP form not for the Social Inclusion Unit's guide.

For help and advice on the information you need to put on the form or about the benefit you want to claim, contact the office that deals with the benefit.

We would like your feedback about this PDF claim form

We would like your feedback about this form. We will use any comments to improve future versions. Please email your comments to:

forms.feedback@dwp.gsi.gov.uk

Please do not send personal information or questions about your benefit or entitlement to this email address.

Limited capability for work questionnaire

This form is available in Welsh from **www.gov.uk** or by ringing **0845 600 3018**.

Please complete this questionnaire in black or blue ink.

The Department for Work and Pensions needs you to fill in this questionnaire if you are making a claim for benefits or National Insurance credits on the basis of limited capability for work.

This questionnaire asks questions about your physical and mental health. Your answers will tell us how your illness or disability affects your ability to work. We need this information to decide if you can aet benefits.

Please send this questionnaire back by the date given in the enclosed letter. If you send the questionnaire in late, use page 17 to tell us why.

How to fill in this questionnaire

1. Answer all the questions

Every question has instructions to take you step-by-step to the end of the questionnaire. You may wish to fill it in a bit at a time as it may take some time to complete.

Use the boxes after each question to tell us in your own words how your illness or disability affects how you do day-to-day things. Tell us if your ability to function varies over time. For example, over days, weeks, months or longer.

If you need more space to answer any of the questions, please use the box on page 17, or use a separate piece of paper.

2. Send us any medical information you want us to see It is important that you give us as much information as possible as this helps us to deal with your claim.

If you have any medical information from your doctor, consultant or health care professional, or any other information which you wish us to see, please send us a copy with this questionnaire.

You do not have to see your GP or health care professional to ask for a specially written report. You may be charged if you do this.

Help filling in this questionnaire or any part of it

You can ask a friend, relative or representative to help you, or get in touch with Jobcentre Plus. The person from Jobcentre Plus will go through the questions with you over the phone.

Sometimes they may be able to fill in the questionnaire for you. If they do this, they will send the questionnaire to you. You can then check it, sign it and send it back.

You can ask for a questionnaire in braille or large print. Or you can download the questionnaire to your computer and fill it in. Send it to the address on the envelope we have sent you.

For information about benefits and services visit **www.gov.uk**. Or call us on the number in the attached letter.

jobcentreplus

Department for Work and Pensions

About you Surname Other names Title Address Date of birth Letters Numbers Letter

Are you pregnant? No

National Insurance (NI) number

Yes When is your baby due?

Important information/advice about this form:

- This form is your signed statement of needs / problems get help if you find the questions confusing or don't understand something on the form.
- From page 7 questions are numbered 1,2,3 etc. These headings are called 'descriptors'. Points can be awarded under each descriptor that applies to you depending on what level of difficulty you have with that task. You do not need to score points under each question.
- Part I Physical functions covers questions 1-10. If you only have mental health problems questions 11 onwards will be more relevant to you. e.g question 8 'getting around safely' in the physical section is only about physical problems getting around. mental health issues with going out are covered under question 15 in part II 'going out'.

You cannot get points on the physical questions for your mental health problem or for your physical problems on the mental health questions.

Important: The questions on this form do not relate exactly to the legal test. It is advisable to have the tests in front of you while you are filling in this form so you can see what information is actually required and what is relevant. see page 17 for more about this.

Variability: Most questions give the option to tick 'it varies'. Try to avoid this if possible. If you do choose 'it varies' you need to explain in the the box below what the pattern is ie how many days the problem is at a certain level. You need to be very clear about this explaining a normal weekly or monthly pattern. The only time you should tick 'it varies' is if none of the others apply but see below for what 'cannot' do a task means.

Ask yourself if one of the other options applies to you a lot of the time - decide which option applies to you more of the time than the other options. Once you have ticked that option you can explain any variation in the box below. This is better than ticking 'it varies' 'cannot' do something means 'cannot safely, reliably and repeatedly do it most of the time'

Face-to-face assessment

You do not have to give your phone number. either state 'in writing please', if you can't talk on the phone or you can give a support worker/carer's number if you ask them first

You may be asked to attend a face-to-face assessment with a qualified neathrcare professional.

Atos Healthcare would like to telephone you between 9.00am and 8.30pm on Monday to Friday, or between 9.00am and 5.00pm on Saturday to arrange a suitable date and time. To do this we need you to give us at least one up-to-date telephone number so that we can contact you.

If you want more information about the face-to-face assessment, visit

www.atoshealthcare.com/claimants

Daytime phone number	Code	Number	
Mobile phone number			
Any other number	Code	Number	
If you do not understand English or Welsh, or cannot talk easily in these languages, do you need an interpreter?	No Yes	What language do you want to use?	
You can bring your own interpreter to the assessment, but they must be over 16.		you have a right to complain if the way you are treated is rude or unfair. This is not the same as	
Tick this box if you will bring your own interpreter.		appealing because you disagree with the assessment. Rudeness could be in the tone of	
Would you like your telephone call in Welsh?	No Yes	voice or manner as well as any actual direct insulting behaviour. Unfairness can be in not being allowed to finish what you're saying or	
Would you like your face-to-face assessment in Welsh?	No Yes	explaining - or feeling pressured to do something you did not want to do with good reason.	

Tell us about any times or dates in the next 3 months when you cannot go to a face-to-face assessment.

Tell us about any help you would need if you have to go for a face-to-face assessment.

Tell us if

- you cannot get up and down stairs
- have difficulty travelling or using public transport
- you need a British Sign Language signer.

Tell us about any other help you might need.

About your treatment

Please tell us who your GP is. If you want to, you can also tell us about another health or care professional who knows you and your condition best. Sometimes we will need to contact these people to ask them for medical information. We do not do this for every claim.

What is your GP's name

Their address

Their phone number

Code

Number

social worker

When was your most recent appointment?

Please give us the details of the care professional who knows you or your condition best. For example:

- consultant or specialist doctor
- specialist nurse
- physiotherapist
- occupational therapist
- community psychiatric nurse
- ist

Their name

Their address

Their phone number

Code

Number

When was your most recent appointment?

Cancer treatment

Are you having, waiting for or recovering from chemotherapy or radiotherapy treatment for cancer?

This includes all kinds of chemotherapy or radiotherapy - It is important to tick 'yes' and give details if you are waiting for treatment within the next 6 months or if it has finished and you are still recovering - if in doubt tick yes and explain in the empty space below

No

Yes

If your single health problem is cancer treatment and its effects on you, you do not have to complete the rest of the questionnaire if you don't want to.

• support worker or personal assistant

If you have other health problems as well as cancer treatment, please complete the rest of the questionnaire.

In either case, make sure you sign **page 18** and make sure **page 20** is filled in by a healthcare professional.

About your illnesses or disabilities

We will ask you specific questions about how your illnesses or disabilities affect how you do day-to-day things in the rest of this questionnaire.

Please use the space on this page to tell us

- what your illness, disability or condition is
- how it affects you, and
- when it started.

If your condition varies over time, tell us how.

Please also tell us about

- any aids you use, such as a wheelchair or hearing aid
- anything else you think we should know about your illness or disabilities.

If you need more space, please use **page 17** or a separate sheet of paper.

About your medication

Details of tablets or other medication

Please also tell us about any tablets or other medication you are taking or will be taking, including any side effects you have.

If you need more space, please use **page 17** or a separate sheet of paper.

More about your treatment

Hospital, clinic or special treatment

Use this section to tell us about

- any hospital or clinic treatment you are having
- any hospital or clinic treatment you expect to have in the near future
- any special treatment you are having, such as dialysis.

Please also tell us about any special treatment you have which you may not go to a hospital or clinic for.

Are you having or waiting for any hospital or clinic treatment which needs you to stay overnight or longer? No Yes

Tell us about all your hospital and clinic visits here.

Tell us how often you visit the hospital or clinic and why.

If you need more space, use the space on **page 17** or a separate sheet of paper.

Drugs, alcohol or other substances

Do you think any of your health problems are linked to drug or alcohol misuse, or misuse of any other substance? No Go to Part 1.

Yes Use this space to tell us more about these problems and how they affect your health. By *druas* we mean drugs you

get from your doctor and other drugs.

Are you in a residential rehabilitation scheme?

No Go to **Part 1**.

Yes Tell us the name of the organisation running your scheme, when your treatment began and

when you expect it to end.

Part 1: Physical functions

To answer **Yes** to any of the following questions, you must be able to do the activity safely, to an acceptable standard, as often as you need to and in a reasonable length of time.

1. Moving around and using steps

By moving we mean including the use of aids such as a manual wheelchair, crutches or a walking stick, if you usually use one, but without the help of another person.

Without difficulty means what it

This is Part I and questions 1-10 are about your physical problems. See the note about this in the box on page 2

says - if you have some

problems look further down

Please tick this box if you can move around and use steps without difficulty.

How far can you move safely and repeatedly on level ground without needing to stop?

For example, because of tiredness, pain, breathlessness or lack of balance.

Use this space to tell us how far you can move and why you might have to stop. If it varies, tell us how.

Tell us if you usually use a walking stick, crutches, a wheelchair or anything else to help you, and tell us how it affects the way you move

If you walk with an aid or you use a manual wheelchair (without help) the question is about how far you can move using those aids. If there are reasons why sticks/manual wheelchair/ other aids would not be practical explain as the DWP may expect you to use aids if it is 'reasonable' even if you don't currently

Can you go up or down two steps without help from another person, if there is a rail to hold on to?

Use this space to tell us more about using steps. If it varies, tell us how.

Now go to **question 2**.

50 metres – this is about the length of 5 double-decker buses, or twice the length of an average public swimming pool.

100 metres – this is about the length of a football pitch.

200 metres or more

It varies

Nο

Yes – now go to **question 2**

It varies

see page 2 for advice on 'it varies'

2. Standing and sitting

Please tick this box if you can stand and sit without difficulty.

Can you move from one seat to another right next to it without help from someone else?

How long can you stay in one place, either standing, sitting, or a combination of the two, without help from another person, without pain or exhaustion?

This does not mean standing completely still. It includes being able to change position.

Use this space to tell us more about standing and sitting and why this might be difficult for you.

Tell us how long you can sit for and how long you can stand for. Tell us what might make it difficult for you. If it varies, tell us how. Now go to **question 3**.

No

Yes

It varies

It varies.

see page 2 for advice on 'it varies'

Less than 30 minutes. 30 minutes to one hour. More than one hour. think about when it gets too difficult to stay there. If you force yourself to sit / stand there for longer but it is really uncomfortable only count the time before that.

3. Reaching

Please tick this box if you can reach up with **both** your arms without difficulty.

Can you lift at least one of your arms high enough to put something in the top pocket of a coat or jacket while you are wearing it?

Can you lift one of your arms above your head?

Use this space to tell us more. Tell us why you might not be able to reach up, and whether it affects both arms. If it varies, tell us how.

Now go to **question 4**.

difficulty means what it says if you have any problems look further down to see if anything applies to you

Nο

Yes

It varies

No

Yes

It varies

see page 2 for advice on 'it vaires'

4. Picking up and moving things Please tick this box if you can Now go to **question 5**. pick things up and move them without difficulty. Picking up things using your upper body and either arm Can you pick up and move a half-Nο litre (one pint) carton full of liquid? Yes It varies Can you pick up and move a litre No (two pint) carton full of liquid? Yes It varies Can you pick up and move a large, No light object like an empty Yes cardboard box? It varies

Use this space to tell us more about

5. Manual dexterity (using your hands)

Please tick this box if you can use your hands without any difficulty.

Now go to **question 6**.

Can you use either hand to:

- press a button, such as a telephone keypad
- turn the pages of a book
- pick up a £1 coin
- use a pen or pencil
- use a suitable keyboard or mouse?

Use this space to tell us more. Tell us which of these things you have problems with and why. If it varies, tell us how.

Some of these things. None of these things.

It varies.

6. Communicating with people

This section asks about how you communicate using speech, writing and typing.

Please tick this box if you can communicate with other people without any difficulty.

Can you communicate a simple message to other people such as the presence of something dangerous? This can be by speaking, writing, typing or any other means, but without the help of another person.

Use this space to tell us more about how you communicate and why you might not be able to communicate with other people. For example, difficulties with speech, writing or typing. If it varies, tell us how.

Now go to **question 7**.

No Yes

It varies

'communication' needs to be reliable so consider this when you are choosing 'yes' or 'no' and explain any variability in the box.

7. Other people communicating with you

This section asks about how you understand other people by hearing and reading.

Please tick this box if you can understand other people without any difficulty.

Can you understand simple messages from other people by hearing or lip reading without the help of another person?

A simple message means things like the location of a fire escape.

Can you understand simple messages from other people by reading large size print or using Braille?

Use this space to tell us more. Tell us if you can hear, lip read, read or understand people in another way, or why you might not be able to. Tell us about any aids you use, such as a hearing aid. If it varies, tell us how.

Now go to question 8.

Nο Yes

It varies

Nο Yes

It varies

see page 2 for advice on 'it varies' it is important that ability to understand is consistent and reliable so consider this when you are choosing 'yes' or 'no' and explain any variability in the box. If you have a problem some of the time you can still get points

THIS QUESTION IS

PEOPLE WITH

DIFFICULTIES AS

WELL AS SIGHT

PROBLEMS

HEARING

8. Getting around safely

This section asks about visual problems. If you normally use glasses or contact lense RELEVANT TO a guide dog or any other aid, tell us how you manage when you are using them. Please also tell us how well you see in daylight or bright electric light.

Please tick this box if you can get around safely on your own.

Can you see to cross the road on your own?

Can you get around a place that you haven't been to before without help?

Use this space to tell us more about your eyesight and any problems you have finding your way around safely. Now go to **question 9**.

No Yes

It varies

No Yes

It varies

SEE PAGE 2 FOR ADVICE ON 'IT VARIES'

9. Controlling your bowels and bladder and using a collecting device

Please tick this box if you can control your bowels and bladder without any difficulty.

Do you have to wash or change your clothes because of difficulty controlling your bladder, bowels or collecting device?

Collecting devices include stoma bags and catheters.

Use this space to tell us more about controlling your bowels and bladder or managing your collecting device.

Tell us if you experience problems if you cannot reach a toilet quickly.

Tell us how often you need to wash or change your clothes because of soiling, wetting or leakages. Now go to question 10.

Yes - weekly

Yes - monthly

Yes - less than monthly

Yes – but only if I cannot reach a toilet quickly

No

10. Staying conscious when awake

Please tick this box if you do not have any problems staying conscious while awake.

While you are awake, how often do you faint or have fits or blackouts?

This includes epileptic fits and absences, and diabetic hypos.

Use this space to tell us more.

This includes 'altered awareness' not just full loss of consciousness.

Weekly

Monthly

Less than monthly

Part 2: Mental, cognitive and intellectual functions

To answer Yes to any of the following questions, you must be able to do the activity safely, to an acceptable standard, as often as you need to and in a reasonable length of time.

By mental, coanitive and intellectual functions we mean things like mental illness, learning difficulties and the effects of head injuries or other brain or neurological conditions.

ask a friend, a relative or a representative to help you. Or get in touch with Jobcentre Plus.

No

Yes

No

Yes

It varies

It varies

If you have difficulties completing this section, please refer to the guidance on page 1. You can

11. Learning how to do tasks

Please tick this box if you can learn to do everyday tasks without difficulty.

Can you learn how to do a simple task such as setting an alarm clock?

Can you learn how to do a more complicated task such as using a washina machine?

Use this space to tell us about any difficulties you have learning to do tasks, and why you find it difficult. If your ability to do tasks varies, tell us how.

Remember – if you need more space you can use the box on page 17.

Now go to question 12.

if you frequently have to be reminded how to do simple tasks then you should tick 'no' and explain. Avoid 'it varies' see page 2. Setting an alarm clock is just an example but to set it effectively you need to be able to make decisions about what time to set it for and when to change it

this is good

advice and applies to all

auestions

12. Awareness of hazards or danger

Please tick this box if you can stay safe when doing everyday tasks such as boiling water or using sharp objects.

Do you need supervision (someone to stay with you) for most of the time to stay safe?

Use this space to tell us how you cope with danger. Please give us examples of problems you have with doing things safely.

'needing supervision' is not the same as having it. What is important here is whether you have reduced awareness of risk not whether you get help because vou are at riisk

Now go to **question 13**.

No

Yes

It varies

If you can stay safe sometimes but sometimes have accidents think about why they happen and look further down. If you don't have anyone to supervise you, you should still put down why you are at risk.

Part 2: Mental, cognitive and intellectual functions (If you can't do things in a logical

13. Starting and finishing tasks

This section asks about whether you can manage to start and complete dates are make up before washing or and tasks like getting up, washing and dressing, cooking a meal or going she clothes on top of nightclothes

Please tick this box if you can manage to do daily tasks without difficulty.

Can you manage to plan, start and finish daily tasks?

Use this space to tell us what difficulties you have doing your daily routines. For example, remembering to do things, planning and organising how to do them, and concentrating to finish them.

Tell us what might make it difficult for you and how often you need other people to help you.

Now go to question 14.

Never Sometimes It varies if you 'cannot' most of the time, then 'never' is the closest option - tick this and explain if you can do things occasionally in the box. 'sometimes' is the answer if for a lot of the time

you can do this task without help

order due to distraction/

confusion/lack of concentration -

14. Coping with changes

Please tick this box if you can cope with changes to your daily routine.

Can you cope with small changes to your routine if you know about them before they happen?

For example, things like having a meal earlier or later than usual, or an appointment time being changed.

Can you cope with small changes to your routine if they are unexpected?

This means things like your bus or train not running on time, or a friend or carer coming to your house earlier or later than planned.

Use this space to tell us more about how you cope with change. Explain your problems, and give examples if you can. If it varies, tell us how. Now go to question 15.

No Yes It varies you should tick 'no' if you can't deal with change on any level even if you are warned about it. If so, try and explain how you react to change. Do you relapse in some way? Do you withdraw and refuse help? Does your behaviour change? How long does it take you to adjust to small changes?

No

Yes

It varies

see advice on page 2 on 'it vaires

Part 2: Mental, cognitive and intellectual functions continued

15. Going out

This question is about your ability to cope mentally or emotionally with going out. If you have physical problems which mean you can't go out, you should tell us about this in **Part 1** of the questionnaire

Please tick this box if you can go out on your own.

this is misleading - If you can only go Now go to question 16. alone to places you know well look at the second question before

Can you leave home and go out to places you know?

No

Yes, if someone goes with me

answering

It varies

Can you leave home and go to places vou don't know?

Nο

Yes, if someone goes with me

It varies

Use this space to tell us why you cannot always get to places. Tell us whether you need someone to go with you. Explain your problems, and give examples if you can. If it varies, tell us how.

16. Coping with social situations

By social situations we mean things like meeting new people and going to meetings or appointments.

Please tick this box if you can cope with social situations without feeling too anxious or scared.

Now go to **question 17**.

Can you meet people you know without feeling too anxious

No Yes

or scared?

It varies

see page 2 for advice on 'it varies'

Can you meet people you don't know without feeling too anxious No

Yes

or scared?

It varies

Use this space to tell us why you find it distressing to meet other people and what makes it difficult. Tell us how often you feel like this. Explain your problems, and give examples if you can. If it varies, tell us how.

Part 2: Mental, cognitive and intellectual functions continued

17. Behaving appropriately

This section asks about whether your behaviour upsets other people.

Please tick this box if your behaviour does not upset other people.

How often do you behave in a way which upsets other people? For example, this might be because you are aggressive or act in an unusual way.

Use this space to tell us why your behaviour upsets other people and how often this happens. Explain your problems, and give examples if you can. If it varies, tell us how. Every day Often

Occasionally

Now go to question 18.

it might be something you don't feel able to assess yourself - other people might be more aware of it than you. If other people upset you and you can't help reacting that counts as well. If you often misunderstand others but don't realise until it is too late explain how you have overreacted by giving examples.

Part 3: Eating and drinking

18. Eating and drinking

Can you get food and drink to your mouth without help or prompting from another person?

Can you chew and swallow food and drink without help or prompting from another person?

Use this space to tell us about how you eat and drink, and why you might need help.

It has to be a problem that you need help with 'most of the time' but if it is you should tick 'no' and not 'it varies'. This advice is the same for both these questions.

this question is relevant for the support group of ESA only. It is very important to fill it in if it applies to you.

Remember our advice about 'it varies'. This question is about physical and / or mental health problems

It varies

No

No

Yes

Yes – now go to **Other information**.

It varies

Other information



Declaration

You may find it helpful to make a photocopy of your reply for future reference.

- I declare that the information I have given on this questionnaire is correct and complete as far as I know and believe.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- I understand that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- I agree that
 - the Department for Work and Pensions
 - any health care professional advising the Department
 - any organisation with which the Department has a contract for the provision of medical services

may ask any of the people or organisations mentioned on this questionnaire for any information which is needed to deal with

- this claim for benefit

- any request for this claim to be looked at again and that the information may be given to that health care professional or organisation or to the Department or any other government body as permitted by law.
- I also understand that the Department may use the information which it has now or may get in the future to decide whether I am entitled to
 - the benefit I am claiming
 - any other benefit I have claimed
 - any other benefit I may claim in the future.
- I agree to my doctor or any doctor treating me, being informed about the Secretary of State's determination on
 - limited capability for work
 - limited capability for work-related activity, or
 - both

You must sign this questionnaire yourself if you can, even if someone else has filled it in for you.

Signature	Date

For people filling in this questionnaire for someone else

If you are filling in this questionnaire on behalf of someone else, please tell us some details about yourself.

Your name

Your address

Daytime phone number

Code

Number

Explain why you are filling in the questionnaire for someone else, which organisation, if any, you represent, or your connection to the person the questionnaire is about.

What to do next

Please make sure that

- you have answered all the questions on this questionnaire that apply to you
- you have signed and dated this questionnaire
- you return the guestionnaire in the enclosed envelope. This does not need a stamp.

Tick this box if you are including any medical reports

Would you like us to tell anyone else about this assessment?

For example, support worker, social worker, friends or family. Let us know who this is, their phone number and explain why you would prefer we contacted them instead of you.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to protect against crime.

To find out more about how we use information, visit our website **www.dwp.gov.uk/privacy-policy** or contact any of our offices.

Cancer treatment – for completion by a healthcare professional

The information you provide on this page is important as it will help the Department for Work and Pensions to make a rapid benefit decision for your patient.

This page concerns patients who are having, waiting for or recovering from (post completion of treatment) chemotherapy or radiotherapy.

Please complete the rest of this page. If you have any queries, please visit **www.dwp.gov.uk/healthcare-professional/guidance/atos-healthcare**

www.awp.gov.ak/neutificare professional/galaance/atos ficatificare
Details of cancer diagnosis Include • type and site • stage • any related diagnoses.

Details of treatment

Include

- regime
- expected duration.

Is your patient:	awaiting or undergoing chemotherapy or radiotherapy?		
(Please tick as appropriate.)		covering (post completion of treatment) om chemotherapy or radiotherapy?	
In your opinion, is it likely that the impact of the treatment has or will have work-limiting side effects?	No Yes	In your opinion are these side effects likely to limit all work?	No Yes
In your opinion how long would you expect these side effects to last?			
Your details:			
Name		Surgery stamp, hospital stan	np or address details
Qualifications			
Signature			
		Date	