



Social Security Scotland
Tèarainteachd Shòisealta Alba



Office use only

Adult Disability Payment

Once finished, return this form in the pre-paid envelope.
If you do not have this envelope, call us free on
0800 182 2222 and we'll send you one.

mygov.scot

Adult Disability Payment
PO Box 10324
DUNDEE
DD1 9GZ

About this form

This is your application for Adult Disability Payment.

Completing your application

The first questions will ask for details about you and then the person who might be acting on your behalf.

To give us the information we need, it will help if you have:

- your personal details, like date of birth and main address
- your National Insurance number - this is on your National Insurance card, a social security letter, payslip, P60 or P45
- details of any trips that you have made outside the Common Travel Area
- your bank, building society or credit union account details.

About your condition and support needs

The application will ask you about:

- your condition and how it affects your ability to look after yourself, understand information and communicate with other people
- what help and support you need and why
- how you move around outdoors
- details of any medication, treatment or equipment you need.

It will help if you have information about these things to hand when you're completing the application.

Information about your condition or your symptoms if you do not have a diagnosis

- contact details of professionals and anyone else who can give more information about your condition, disability or needs
- information about any tests about your condition you have had and the results if you have them.

Supporting information

We'll also tell you how you can share supporting information with us.

Supporting information could include:

- social care assessments
- medical reports, letters or certificates
- prescription lists
- test results
- letters from people who know you, like friends or family members.

If you need help

We have advisors across Scotland who can provide face to face support to help you complete your application.

Call us free on 0800 182 2222 to find out more about how we can help you with your Adult Disability Payment application.

Our call centre opening times are Monday to Friday, 8am to 6pm.

If you need to contact us from outside the UK please call +44 (0)1382 931 000. This call is not free but you can ask us to call you back. Check with your phone provider for details of charges.

You can also get help by calling or visit your local Citizens Advice bureau. Other organisations and charities might also be able to help you with your application.

You can also find out more about Adult Disability Payment by going to mygov.scot/adult-disability-payment

You and your data

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

To find out more about how Social Security Scotland uses your data you can either:

- go to mygov.scot/social-security-data
- call us free on 0800 182 2222 and select the relevant benefit.

How to complete your form

Please use a black pen and write your answers as clearly as you can. You should mark the boxes in this form with a tick or a cross. If you make any mistakes, please put a line through errors clearly.

If you need to, you can request a new form by calling us free on 0800 182 2222.

If you run out of space for any of your answers

You can continue your answers on the blank pages at the end of the form, or on a separate sheet of paper.

You should write the following information on any additional sheets:

- your full name
- your date of birth
- your National Insurance number
- the words 'Adult Disability Payment', so we know what you're applying for.

You should also include the name of the section of the form that you're answering on the additional sheet of paper. Send any additional sheets of paper with your completed application form.

Who is completing this form?

I am completing the form on my own

I am completing the form on behalf of someone where I am their Social Security Scotland appointee

I am completing the form on behalf of someone where I have the legal powers to sign on their behalf

I am completing the form on behalf of someone who I believe cannot act for themselves. I do not have the legal authority to act for them

If you are completing the form for someone we will ask you for your details, after you complete the first section for the applicant.

About you

First name(s)

| | | | | | | | | | | | | | | | | | | | | |

Last name

| | | | | | | | | | | | | | | | | | | | | |

Date of birth

DD MM YYYY
| | | | | | | |

This is on your National Insurance card, social security letter, payslip or P60. For example, 'QQ 12 34 56 C'.

If you do not let us know your National Insurance number, it may take longer for us to work out whether you should get Adult Disability Payment.

What is your National Insurance number? (if you know it)

| | | | | | | | | |

Address

| | | | | | | | | | | | | | | | | | | | | |

Postcode

| | | | | | | |

I do not have a fixed address

If you selected this, you'll need to tell us what address you want your letters sent to. We need this as we'll send you a letter with the outcome of your application.

Examples include the address of a:

- friend
- family member
- charity
- council.

Address

| | | | | | | | | | | | | | | | | | | | | |

Postcode

| | | | | | | |

We'll contact you if we need to ask any questions about the details you've given in this application. You'll still receive all decisions in writing via a letter.

We'll only hold one email address against your name. This means all emails you receive from us will be sent to the latest email address you have provided.

If we have a question and we're not able to contact you, it could delay your payment.

We can call you in over 100 languages.

When we tell you whether you are going to get Adult Disability Payment, we can only do this by letter.

If we need to contact you

Your phone number

Is this phone a: mobile landline

I do not have a phone number I can give you

If you've given a mobile number, would you like to get text messages from us?

Yes No

Can we use your email address?

Yes No

Your email address

How would you like us to contact you if we need to ask you a question?

Select only one option.

Phone call in English

Phone call in a different language
(please tell us which language)

Video call, if you use British Sign Language

Letter

As well as a letter in English, tick the box of any other type of letter you need to be sent:

Braille (English only)

Large print

Easy read

Audio

A letter in a language other than English

Please tell us which language:

| | | | | | | | | | | | | | | | | | | | | |

I do not need to be sent any other type of letter

We can write to you in over 100 languages.

Other payments and allowances

For more information about these related allowances, go to www.gov.uk and search for 'Armed Forces Independence Payment', 'War Pension Mobility Supplement' or 'Constant Attendance Allowance'.

Receiving related allowances could have an effect on receiving your Adult Disability Payment. We need to know if you are getting, or are waiting for the outcome of an application for any of these allowances:

- Armed Forces Independence Payment (AFIP) gives financial support to service personnel and veterans seriously injured as a result of their service
- War Pension Mobility Supplement (WPMS) is paid with War Disablement Pension to help with extra mobility costs due to service caused disability
- Constant Attendance Allowance (CAA) is paid with an Industrial Injuries Disablement Benefit or a War Disablement Pension if you need daily care and attention because of a disability.

Do you currently get, or are you waiting for the outcome of an application for any of these benefits?

Select one

Armed Forces Independence Payment (AFIP)

War Pension Mobility Supplement (WPMS) and/or
Constant Attendance Allowance (CAA)

None of these

Citizenship

For more information about British citizenship, go to www.gov.uk and search for 'British citizenship'.

If you are not a UK citizen, permission to stay in the UK is known as "leave to remain".

If you have indefinite leave to remain, there is no time limit on your stay in the UK.

If you have limited leave to remain, you can only stay in the UK for a specified period.

For more information about these schemes, go to www.gov.uk and search for:

- Afghanistan Locally Employed Staff Ex-Gratia Scheme
- Afghan citizens resettlement scheme
- Afghan Relocations and Assistance Policy
- Ukraine Family Scheme
- Ukraine Extension Scheme
- Ukraine Sponsorship Scheme (Homes for Ukraine).

Are you a British citizen?

Yes No

If yes, skip to the How long have you lived in the United Kingdom question on page 12.

If no, what is your nationality?

| | | | | | | | | | | | | | | | | | | | | |

What restrictions, if any, do you have on your leave to remain in the UK?

Select one

No restrictions

Indefinite leave to remain

Limited leave to remain

When does your limited leave to remain end?

Date DD MM YYYY
 | | | | | |

Refugee status/ humanitarian protection

When does your refugee status or humanitarian protection end?

Date DD MM YYYY
 | | | | | |

Afghan Resettlement Schemes

When does your limited leave to remain end? (If you have been awarded indefinite leave as part of an Afghan Resettlement scheme you do not need to fill this in).

Date DD MM YYYY
 | | | | | |

Ukraine Schemes

When does your limited leave to remain end?

Date DD MM YYYY
 | | | | | |

EU Settlement Scheme pre-settled status

EU Settlement Scheme settled status

No leave to remain

I do not know

Have you applied for an extension to your limited leave to remain?

Yes No

If yes, what date did you apply for the extension to your limited leave to remain?

Date DD MM YYYY
 | | | | |

Your right to live in the UK may include the condition that you have “no recourse to public funds”. This means that you are not entitled to some types of government support, including some benefits.

If this applies to you, it will be stated on your passport, residence permit, or other document issued by the Home Office with details of your immigration status.

To find out more about public funds and whether you can receive help from them while you are living in the UK, go to www.gov.uk and search for ‘public funds’.

Does your passport or other immigration document say you have no recourse to public funds?

Yes

No

I do not know

The UK left the European Union (EU) on 31 January 2020.

If you are a citizen of the EU, the European Economic Area (EEA) or Switzerland, you and your family can apply to the EU Settlement Scheme to continue living in the UK after 30 June 2021.

For more information, go to www.gov.uk and search for 'EU Settlement Scheme'.

We need to know if you have applied to the EU Settlement Scheme, and the outcome of your application. This is so we can consider your application for Adult Disability Payment in the right way.

To get a 'share code', you can:

- view and prove your immigration status online at: <https://www.gov.uk/view-prove-immigration-status>
- use the link provided in the letter you got confirming your status under the EU Settlement Scheme. We cannot accept a copy of this letter as proof of your status.

If you applied to the EU Settlement Scheme what was the outcome of your application?

Select one

I have settled status

I have pre-settled status

There has been no decision on the application yet

The decision is being appealed

The application was unsuccessful

I have not applied to the EU Settlement Scheme

You need to contact us as soon you can to tell us the outcome if you chose:

- There has been no decision on the application yet
- The decision is being appealed.

If your application to the EU Settlement Scheme was successful, you need to provide a 'share code' so we can verify this.

Share code (for example, 'A1234567G')

| | | | | | | | | | | | | | | | | | | | | |

Pre-settled status is usually granted for up to 5 years. If you have been granted pre-settled status, you will have been given a date on which your status expires.

You can find this date in the letter you received telling you that you have been granted pre-settled status or in your status information on the Government's website: <https://www.gov.uk/settled-status-eu-citizens-families>

If you do not let us know your pre-settled status expiry date, it may take longer for us to work out whether you should get Adult Disability Payment.

You can see what countries are in the EEA at www.gov.uk/eu-eea

The UK is no longer in the EEA.

When does your pre-settled status expire?

Date DD MM YYYY
| | | |

How long have you lived in the United Kingdom?

Since birth

Other

If other, when did you move to the United Kingdom?

Date DD MM YYYY
| | | |

Which country did you move from?

| | | | | | | | | | | | | | | | | |

Do you live in the European Economic Area (EEA), Gibraltar, or Switzerland?

Yes

No

If yes, how long have you lived in the EEA, Gibraltar, or Switzerland?

Since birth

Other

If other, when did you move to the EEA, Gibraltar, or Switzerland?

Date DD MM YYYY
| | | |

The UK has agreements about the payment of Adult Disability Payment with:

- countries in the European Economic Area (EEA)
- Gibraltar
- Switzerland.

Family can include your spouse or civil partner, your children under 21, and any dependent adults on you or your partner.

The Common Travel Area (CTA) covers:

- the UK (Scotland, England, Wales and Northern Ireland)
- Ireland
- the Channel Islands (Jersey and Guernsey)
- the Isle of Man.

British and Irish citizens can travel freely within the CTA.

Which country did you move from?

Do you or any members of your family get a pension or benefits from an EEA country, Gibraltar, or Switzerland, or work or pay taxes in one of these countries?

Yes

No

I do not know

Have you been outside the Common Travel Area at any time in the last year?

For example, if you have been abroad on holiday, for medical treatment or if you have been living outside the Common Travel Area.

Yes No

If yes, tell us about each time you have been outside of the Common Travel Area (CTA).

From	To	Where	Reason for trip
11/11/19	12/11/19	For example, New York	For example, medical treatment

If you are living in the UK, you can skip to page 15.

Are you living outside of the Common Travel Area in your capacity as a serving member of the British Armed Forces or as a UK Civil Servant?

Yes No

What was your last address before moving abroad?

Address

Postcode

How long did you live at this address before you were posted abroad to work?

Years YY Months MM

A family member of a member of the armed forces or a civil servant means:

- the child, step-child or child in care of that person
- the parent, step-parent or parent-in-law of that person
- married to or in a civil partnership with that person
- living together with that person as if they were married or in a civil partnership.

Are you living outside of the Common Travel Area with a relevant family member who is living there in their capacity as a serving member of the British Armed Forces or as a UK Civil Servant?

Yes No

What was your serving family member's last address before being posted abroad?

Address

Postcode

How long did the family member live at this address before they were posted abroad to work?

Years YY Months MM

About the person who is acting for the applicant

Only fill out this section if you are acting for the applicant.

I am a person who has the legal right to act for the applicant, such as a Power of Attorney, Guardian or Deputy

I am an appointee for someone who can't manage their benefits

What type of legal powers do you have?

I have a Guardianship or court order for someone who can't manage their financial affairs

I have Power of Attorney for a person who is still able to manage their own financial affairs

I have Power of Attorney for a person who can't manage their financial affairs

Other

What type of appointee are you?

I am a person that has been appointed by Social Security Scotland to act for the applicant

I am from an organisation that has been appointed by Social Security Scotland to act for the applicant

I am a person that has been appointed by Department for Work and Pensions (DWP) to act for the applicant and would like to act for their Social Security Scotland benefits

I am from an organisation that has been appointed to act for the applicant's DWP benefits and would like to act for their Social Security Scotland benefits

I am the person who is completing this form for the applicant because I believe they cannot act for themselves

Your details

You only need to give us the organisation name if you are filling out this application as part of your job.

Organisation name

| | | | | | | | | | | | | | | | | | | | | |

First name(s)

| | | | | | | | | | | | | | | | | | | | | |

Last name

| | | | | | | | | | | | | | | | | | | | | |

Date of birth

| | | | | | | | | | | | | | | | | | | | | |
D D M M Y Y Y Y
| | | | | | | |

National Insurance number (if you know it)

| | | | | | | | | |

Address

Postcode

| | | | | | | |

We will send you our decision about the application by letter.

Do you want the letter to be sent to this address?

Yes No

If 'no', tell us where you'd like letters sent:

Address

Postcode

| | | | | | | |

It's on your National Insurance card, benefit letter, payslip or P60.

If you are completing this application as part of your job, you do not need to give us your National Insurance number.

Post your documentation

We need to see documentation that details your legal authority to act for the applicant.

To post your documentation, you should:

- send original documents or certified copies
- make sure all copies are clear and readable
- provide your name, your address, the applicant's name and a return address.

You should post your documentation to:

Legal Acting Bodies

PO Box 27180

GLASGOW

G4 7EE

If you need a pre-paid envelope to send us your documentation, call us free on 0800 182 2222 and we will send you one.

We'll only hold one bank account against your name. This means all the benefits you receive from us will be paid into the latest bank account you have provided.

Your sort code has six digits and your account number has eight digits. You can find both of these on your bank card or statements.

If you do not have a bank account, you'll need to contact us after you have sent us your application to discuss the best way for us to make any payments you might get.

Payment details

Give details of the bank, building society or credit union account you want Adult Disability Payment paid into.

Your payment can be paid into your account or someone else's. If you're using someone else's bank account, you need to make sure they agree. You should also be sure you'll be able to access the money. The account holder can find out more about how their data will be handled by reading Social Security Scotland's privacy notice at mygov.scot/social-security-data

Name on account

Sort code

Account number

Building society or credit union reference number (if you have one)

Is this your bank account?

Yes No

If 'No', you'll need to confirm that you have permission to use this bank account.

I'm using someone else's bank account and they've agreed to let me use it.

I do not have a bank account.

Conditions

Examples of some conditions you might want to add:

- anxiety
- depression
- learning difficulties
- chronic obstructive pulmonary disease (COPD)
- arthritis
- fibromyalgia
- schizophrenia
- stroke
- multiple sclerosis (MS)
- autistic spectrum disorder
- back pain
- bipolar disorder
- post-traumatic stress disorder (PTSD)
- cancer
- something else.

In this section we ask about any conditions you have.

This could include anything that affects your:

- physical ability
- mental health
- sight
- hearing
- speech
- learning ability.

If you know the name of your condition or conditions you can enter them below. You'll be able to tell us about how your conditions affect you later in your application.

If you don't know the name of your condition or are waiting for a diagnosis, you can tell us about your symptoms and any test results you are waiting for on the next page.

Name of condition(s)	How long have you had this condition for?

If you run out of space, you can continue at the end of this form or on a separate sheet of paper. You should clearly mark it "Conditions."

I have continued this answer on a separate sheet of paper

You should include any test results you are waiting for and details of any consultations or assessments you have had.

If you don't know the name of the condition or it has not been diagnosed you can tell us about your symptoms.

If you run out of space, you can continue at the end of this form or on a separate sheet of paper. You should clearly mark it "Conditions."

I have continued this answer on a separate sheet of paper

Medications

Medication can include:

- pills
- capsules
- tablets
- creams
- injections
- salves
- remedies
- medicated wraps
- inhalers
- nebulisers
- patches
- over-the-counter remedies.

In this section we ask about any medication you take

This includes how often you take it and any medication that you do not take regularly or only need in emergencies.

You should tell us how often you take each medication and the level of support you need to take them.

Things that could help you complete this section include:

- medication packaging
- a recent prescription
- letters from a doctor or medical professional.

Do you take any medication?

Yes No

If you choose no, skip to page 24.

About your medication

If you have a recent prescription list showing your medication, you can either upload it online or post it to us. See page 28 for instructions on how to do this.

You can enter details of medications on the next page if:

- you do not have a prescription list
- you need to add any medications that are not on your prescription list.

Do you want to enter details of any medications that are not on the prescription list?

Yes No

If you choose no, skip to page 24.

Does any of your medication cause any side effects?

Yes No

Include any side effect you get from any of your medications. Include details such as when and how often the side effect occurs, as well as how long it lasts and how it affects your day-to-day life.

Tell us about any side effects caused by your medication.

Treatments and therapies

In this section we ask about any treatments and therapies you get

These could include:

- medical treatments
- counselling
- activities to improve wellbeing like art therapy and working with animals.

Do you get any treatments or therapies?

Yes No

If you choose no, skip to page 26.

What treatments or therapies do you get?

Tell us the name of each treatment, how often it happens and how long it takes.

Treatment name	Frequency	Duration
For example Chemotherapy	Once a week	2 hours

Do any of your treatments or therapies cause any side effects?

Yes No

Include any side effect you get from any of your treatments. Include details such as when and how often the side effect occurs, as well as how long it lasts and how it affects your day-to-day life.

Tell us about any side effects caused by your treatments and therapies.

Supporting information and contacts

Supporting information

In this section you'll be asked to tell us about any supporting information you have.

We need this information to make sure you get the right rate of Adult Disability Payment for your needs.

The more information you can give us about your needs, the less time it will take us to process your application.

From professionals involved in your treatment or care

We need a document from a professional to confirm your condition, disability or level of needs. **This does not need to be a diagnosis.** It also does not need to cover every detail you've told us in your application.

These are people who:

- are involved in your care or treatment
- understand your needs.

This kind of supporting information could be things like:

- a formal medication or prescription list that shows the medication you take
- reports, records, or summaries, for example, occupational therapy reports, physiotherapy reports
- social work reports or social work assessments
- care plans or care assessments
- treatment plans
- letter or report that confirms your formal diagnosis
- test results or certificates
- letters from hospitals like discharge letters
- letters or documents that show your local authority have made changes to your home, like adding a mobility aid, stair lift, ramp, or accessible shower
- Additional Support Needs (ASN) plan or report
- young person's care plan from local authorities or schools.

A professional could be someone who works:

- in public or private healthcare, like a consultant, nurse, GP, health visitor or therapist
- in social care, like a paid carer
- in education, like a teacher or support worker
- for a charity, like a Macmillan nurse.

From your wider support network

You can also give us a letter from someone who knows you and your needs and can describe how your disability affects your daily life.

Someone from your wider support network could be:

- someone who helps care for you but not as part of their job
- a family member or friend
- another person in your life who knows about your needs like a neighbour or volunteer.

If you need help

Get in touch if you're not sure what you can use as supporting information. We can help you work out if you can use documents you already have at home. Call us free on 0800 182 2222.

If you need to contact us from outside the UK please call +44 (0)138 2931 000. This call is not free but you can ask us to call you back. Check with your phone provider for details of charges.

If you want us to gather supporting information for you, we can get in touch with your contacts for you and ask them to send it to us.

It's quicker if you can send us supporting information with your application.

If you're having problems or you're not sure what to use as supporting information, we can help you.

You can send photos and scans of documents. Do not send any photos of you or your condition.

How to send supporting information

Uploading your documents online is the fastest way to get them to us. You can save a scan of your document or take a picture with a smartphone. You can find out how to upload your scan or picture by going to: documents.socialsecurity.gov.scot

You can also post photocopies of supporting documents to us in the same envelope as this application form. You can make photocopies at your local library.

Make sure all photocopies, scans and photos are clear and readable.

If you do send us original documents, it can take us up to 2 weeks to return them.

You should write the following information on your photocopies:

- your full name
- your date of birth
- your National Insurance number
- the words 'Adult Disability Payment', so we know what you're applying for.

If you do not have all the information you want to give us, you can post it to us later:

Adult Disability Payment
PO Box 27178
GLASGOW
G4 7ED

If you need a prepaid envelope, call us free on 0800 182 2222 and we'll send you one.

If you're sending copies to us from outside the UK, you'll need to pay the correct amount for postage. Check with your local postage service.

If you do not have supporting information

You can still submit your application without any supporting information.

If you have supporting information but cannot find it right now, you can send it to us within 4 weeks of submitting your application.

You can also give us the names and contact details of people who can give us supporting information, and we'll get in touch with them for you.

If there is no supporting information, we'll get in touch and talk about how we can help you.

How would you like to send us your supporting information?

Select all that apply

I will upload all or some of my supporting information online

I will send some or all of my supporting information with this application

I need your help to gather some or all of my supporting information

Or

I do not have any supporting information

Upload files from your computer or photos of documents you have taken on your smartphone at: [documents.socialsecurity.gov.scot](https://socialsecurity.gov.scot)

You can apply without any supporting information. If you have supporting information but cannot find it right now, you can send it to us within 4 weeks of submitting your application.

Tell us about your supporting information

Give a brief description of the supporting information you will be sending to us	Will you be sending it with this application?
For example, letter from social worker with details about your support needs	Yes/No

If we need to contact someone else for supporting information

In this section you will be asked to give details of professionals involved in your care and who understand your needs.

You can also give details of people in your wider support network who know you and can tell us about the impact your condition or disability has on your life.

Professional contacts

We may need to get in touch with a professional contact:

- to gather supporting information on your behalf
- if we need more information about your condition and how it affects you.

Are there any professionals we can contact about your needs?

Yes

No

If you're not adding any contact details for professionals, skip to the Contacts from your wider support network section on page 33.

A professional contact does not have to be a GP. A professional contact can be a:

- social worker
- psychologist
- doctor, consultant and nurse
- therapist like physiotherapist, occupational therapist, speech and language therapist
- teacher, educational support staff and school nurse
- paid support worker and the organisations they work for
- health board or a local authority worker who supports you
- charity worker who supports you.

By adding someone's contact details here, you're giving us permission to contact them and ask them for supporting information about your application.

First name(s) | | | | | | | | | | | | | | | | | | | | | |

Last name | | | | | | | | | | | | | | | | | | | | | |

Job title | | | | | | | | | | | | | | | | | | | | | |

Department (optional) | | | | | | | | | | | | | | | | | | | | | |

Organisation (optional) | | | | | | | | | | | | | | | | | | | | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

Address _____

Postcode | | | | | | | |

When did they last spend time with you?

Select one

in the last 3 months

3 to 12 months ago

more than a year ago

Why do you want us to speak to this person? (optional)

If we cannot get in touch with a professional contact

We'll make every effort to get in touch with the professional contacts you give us.

If we cannot get in touch with them, or cannot get the information we need, we may need to contact someone else who:

- works at the same organisation
- has the right professional background and knowledge.

This will help us avoid any delays in processing your application.

If you need to add more contacts, you can continue at the end of this form or on a separate sheet of paper. You should clearly mark it "Professional contacts."

I have continued this answer on a separate sheet of paper

Contacts from your wider support network

These are the people who know you best and who can describe your daily life and care needs.

Is there anyone from your wider support network we can contact about your needs?

Yes

No

They could be:

- someone who helps care for you but not as part of their job
- a family member or friend
- another person in your life who knows about your needs like a neighbour or volunteer.

If you're not adding any contact details for people from your wider support network, skip to page 36.

Letting this person know we may contact them

I understand that I should let this person know that Social Security Scotland:

- will store their contact details and their relationship to me
- may get in touch with them to ask for supporting information about my application.

I have read and agree with these statements.

If you need to add more contacts, you can continue at the end of this form or on a separate sheet of paper. You should clearly mark it "Contacts from my wider support network."

I have continued this answer on a separate sheet of paper

Daily living and mobility

Preparing food – page 38

These questions are about your ability to prepare a simple meal safely and any help you need to do this.

Taking nutrition – page 44

These questions are about your ability to eat and drink and any help you need to do this.

Managing therapy or monitoring a health condition – page 51

These questions are about any help you need to monitor changes in your health condition, take medication or do therapy at home.

Washing and bathing – page 55

These questions are about your physical ability to wash and bathe and any help you need to do this.

Managing toilet needs or incontinence – page 63

These questions are about your physical ability to use the toilet and manage incontinence and any help you need to do this.

Dressing and undressing – page 67

These questions are about your ability to get dressed and undressed and any help you need to do this.

Communicating verbally – page 73

These questions are about your ability to hear, understand and communicate and any help you need to do this.

Reading and understanding signs, symbols and words – page 78

These questions are about your ability to read and understand information and any help you need to do this.

Engaging socially with other people face to face – page 82

These questions are about your ability to engage socially with other people and any help you need to do this.

Making budgeting decisions – page 86

These questions are about whether you understand how to spend and manage money and any help you need to do this.

Planning and following journeys – page 89

These questions are about whether you understand how to plan and follow a route to another place and any help you need to do this.

Moving around – page 95

These questions are about your physical ability to stand and walk and any help you need to do this.

Preparing food

What we mean by preparing and cooking food



What this question is about

If you can do the things needed (on your own or with help and support) to prepare and cook a simple meal for one person.

Preparing food

This includes things like:

- understanding if food is safe to eat and within its use by date
- opening packaging
- peeling and chopping food at waist height.

Cooking food

This includes things like:

- using a hob at a standard height
- understanding if food is cooked enough to eat
- transferring food from a pot or pan to a plate or bowl
- following a recipe.

This includes being able to do some or all of these things:

- understand if food is safe to eat and within its use by date
- follow a recipe
- open packaging
- peel and chop food at waist height
- cook food on a standard hob at waist height
- cook or heat up food in a microwave if you cannot use a standard hob
- understand if food is cooked enough to eat
- transfer food from a pot or pan to a plate or bowl

This can be by yourself, or with help.

Can you prepare and cook a simple meal?

Yes

I can sometimes or always prepare and cook a meal by myself or with help.

No

I cannot prepare and cook a meal by myself and always need someone to do this for me.

If no, fill in the box below, then skip to page 44.

Tell us why you always need someone to do this for you.

Do you need someone to remind or encourage you to prepare and cook food?

Yes

I sometimes or always need someone to remind or encourage me to prepare and cook food.

No

I never need someone to remind or encourage me to prepare and cook food.

If yes, tell us why you need someone to remind or encourage you to prepare and cook food.

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- at least once every day
- on average, about 4 days one week and 6 days the next depending on my condition.

This is to make sure you do not hurt yourself or do anything unsafe.

How often do you need someone to remind or encourage you to prepare and cook food?

Do you need someone with you to keep you safe when you prepare and cook food?

Yes

I sometimes or always need someone with me to keep me safe when I prepare and cook food.

No

I never need someone with me to keep me safe when I prepare and cook food.

If yes, tell us why you need someone with you to keep you safe when you prepare and cook food.

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I cook a meal, at least once a day
- for 3 weeks of the month I need help every day and for the other week I only need help 4 days.

How often do you need someone with you to keep you safe when you prepare and cook food?

This can be on your own or with help and support.

Can you cook or heat up food in a microwave?

Yes

No

If no, tell us why you cannot cook or heat up food in a microwave.

Help you need to prepare and cook food

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of things you might need to use include:



Bottle and jar openers



Large handle utensils



Kitchen timer



Alarm for filling cups



Sitting on a stool while you cook



Something else

Do you need to use anything to help you prepare and cook food?

Yes

I sometimes or always need to use something to help me prepare and cook food.

No

I never need to use something to help me prepare and cook food.

If yes, what do you use to help you, and why do you need this?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I cook a meal, at least once a day
- for 3 weeks of the month I need it every day and for the other week I only need it 4 days.

How often do you need to use this?

This might include:

- feeling tired
- being out of breath
- being in pain
- something else.

After you have prepared and cooked food, does this change how you feel?

Yes

No

If yes, tell us how you feel after you have prepared and cooked food.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Preparing food".

I have continued these answers on a separate sheet of paper.

Taking nutrition

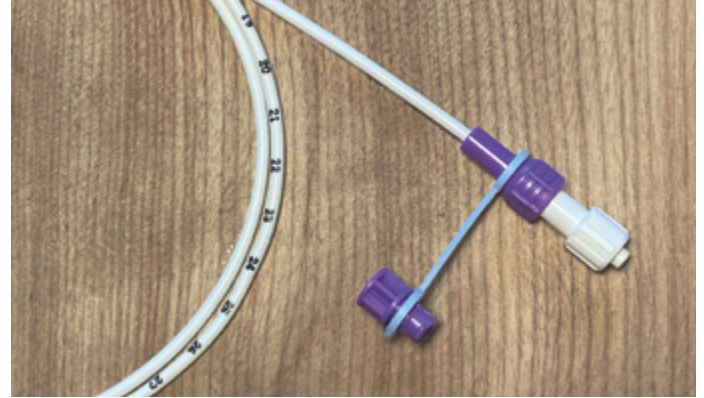
What we mean by taking nutrition



Eating and drinking

This means being able to:

- cut food into pieces
- put food and drink in your mouth
- chew and swallow it.



Getting nutrition in another way

This means through a tube into your nose, stomach or veins.

This includes using something to help you, or getting help from another person.

How do you eat and drink?

Select one

I can feed myself (including with help) and chew and swallow food.

I get fed through a tube into my nose, stomach or veins.

I cannot feed myself at all and always need someone to feed me.

If you cannot feed yourself at all, fill in the box below, then skip to page 51.

Tell us why you always need someone to feed you.

Do you need someone to remind or encourage you to eat and drink?

Yes

I sometimes or always need someone to remind or encourage me to eat and drink.

No

I never need someone to remind or encourage me to eat and drink.

If yes, tell us why you need someone to remind or encourage you to eat and drink.

We know this might vary so you do not have to be exact, just tell us roughly.

For example:

- at least once every day
- usually 5 days in the week, but more often when I am feeling worse.

How often do you need someone to remind or encourage you to eat and drink?

If you get fed through a tube, answer the questions on page.

If you do not get fed through a tube, skip to page 48.

For example:

- a feeding tube into your stomach or nose
- a feeding line into your veins
- something else.

This could be help to:

- insert or remove it
- add the liquid food
- clean it
- something else.

We know this might vary so you do not have to be exact, just tell us roughly.

For example:

- every time I need it
- only when my condition is worse, so for around 8 weeks out of every 12.

What type of feeding tube do you use?

Do you need someone to help you use a feeding pump or tube?

Yes

No

If yes, tell us how someone helps you to use a feeding pump or tube, and why you need this help.

How often do you need someone to help you use a feeding pump or tube?

Help you need to eat and drink

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of things you might need include:



Weighted plates



Plate guards



No-spill cups



Knives, forks and spoons with large handles



Help from another person (for example, to cut up food or make sure you don't choke)



Something else

This can be using something to help you, or getting help from another person.

This includes keeping an eye on you to make sure you eat and drink safely.

What help do you need to eat and drink?

Select all that apply

I can eat and drink using something to help me.

I can eat and drink if another person helps me.

OR

I can eat and drink by myself without help.

If you selected "I can eat and drink by myself without help", skip to page 50.

If you selected 'I can eat and drink using something to help me', what do you use to help you, and why do you need this?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I eat and drink
- when my pain is bad, every 3 weeks out of 4.

How often do you need to use this?

If you selected 'I can eat and drink if another person helps me', how does another person help you to eat and drink, and why do you need this help?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I eat and drink
- when my pain is bad, every 4 weeks out of 6.

How often do you need this help?

This might include:

- dropping or spilling food
- the length of time it takes you to eat a meal (tell us how long)
- being in pain
- feeling tired
- something else.

Does your condition affect you while you eat and drink, or after?

Yes

No

If yes, tell us how you are affected.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Taking nutrition".

I have continued these answers on a separate sheet of paper.

Managing therapy or monitoring a health condition

What we mean by managing therapy or monitoring a health condition



Taking medication

This is any medication you take that has been prescribed or recommended by a health professional.

Herbal medicine is not included.

Monitoring a health condition

This is looking out for and dealing with any changes in your health.

Doing therapy at home

This is any therapy or treatment that a health professional has told you to do at home.

Examples include:

- physiotherapy
- dialysis.

Alternative therapies and talking therapies are not included.

This is only medication that has been prescribed or recommended by a health professional.

Help you need to take medication

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of things you might need include:



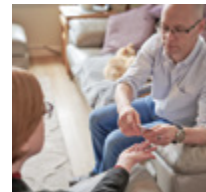
Pill box
(sometimes called a dosette box)



Pill crusher
or splitter



Someone to remind you to take medication



Someone to physically help you to take medication



Something else

Do you need help to take prescribed medication?

Yes

I need to use something or get help from another person to take medication.

No

I can take medication by myself or do not take medication.

If yes, what help do you need to take medication, and why do you need this help?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- I need to use a pill box three times a day
- I need someone to remind me about 4 days each week.

Tell us about help you need from another person (or more than one person) to look out for and deal with any changes in your health. For example:

- taking your temperature
- checking your blood sugar levels
- something else.

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- I need someone's help every day
- I need help about 4 days each week.

How often do you need this help?

Help you need to monitor a health condition

This includes:

- help you might need but do not already have
- help you only need sometimes.

Do you need someone to help you monitor a health condition?

Yes

I sometimes or always need someone to help me monitor a health condition.

No

I never need someone to help me monitor a health condition.

If yes, how does someone help you to monitor a health condition, and why do you need this help?

How often do you need this help?

This is help with a therapy or treatment that a health professional has told you to do at home. This includes help you only need sometimes. For example:

- physiotherapy
- dialysis
- something else.

This can be more than one person. For example:

- I need someone to hold my legs up when I do my physiotherapy exercises
- I need someone to set up the home dialysis equipment for me.

This is just help with the therapy itself, not time to get ready or set things up.

If you get help from more than one person, tell us the total time you get help for.

Help you need to do therapy at home

Do you need someone to help you do therapy at home?

Yes

I sometimes or always need someone to help me do therapy at home.

No

I never need someone to help me or I do not do therapy at home.

If yes, how does someone help you do therapy at home, and why do you need this help?

How long does someone spend helping you do therapy at home each week?

Select one

Less than 3.5 hours a week

Between 3.5 and 7 hours a week

Between 7 and 14 hours a week

More than 14 hours a week

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Managing therapy or monitoring a health condition".

I have continued these answers on a separate sheet of paper.

Washing and bathing

What we mean by washing and bathing



Getting into baths and showers

We'll ask if you can physically get in and out of a standard bath and shower cubicle. This means one that has not been specially adapted to make it easier for you to use.

Getting washed

Once you are in the bath or shower, we want to know if you are physically able to wash yourself.

Mental health

You should tell us if:

- your mental health affects whether you can wash and bathe
- you have difficulty understanding how and when to wash and bathe.

What's covered in other sections

You can tell us more about your ability to get to and from the bathroom in the Moving around section.

You can tell us more about your ability to get dressed and undressed in the Dressing and undressing section.

It's ok if you're not sure where to put something. We'll take into account all relevant information that's included anywhere in your application.

This includes washing:

- your hair
- between your shoulders and waist
- below your waist.

This can be by yourself, or with help.

This could include reminding you to wash and bathe more often or less often.

Can you wash yourself in the bath or shower?

Yes

I can sometimes or always wash at least some of my body by myself or with help.

No

I cannot wash any part of my body by myself and always need someone to do this for me.

If no, fill in the box below, then skip to page 63.

If no, tell us why you always need someone to do this for you.

Do you need someone to remind or encourage you to wash and bathe?

Yes

I sometimes or always need someone to remind or encourage me to wash and bathe.

No

I never need someone to remind or encourage me to wash and bathe.

If yes, tell us why you need someone to remind or encourage you to wash and bathe.

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I wash which is every 2 days
- for 2 weeks of every month on average.

How often do you need someone to remind or encourage you to wash and bathe?

Help you need to get in and out of baths and showers

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of things you might need include:



Grab rail



Bath seat



Help from another person



Something else

You need to answer both of these questions even if you:

- do not often have a bath
- do not often have a shower
- have no bath or no shower cubicle in your home.

Do you need help to get in and out of a standard bath?

Yes

I sometimes or always need help to get in and out of a bath.

No

I never need help to get in and out of a bath.

Do you need help to get in and out of a standard shower cubicle?

Yes

I sometimes or always need help to get in and out of a shower cubicle.

No

I never need help to get in and out of a shower cubicle.

If yes to either of the above, tell us what help you need to get in and out of the bath or shower, and why you need this help.

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I get in the bath or shower
- every day for 2 weeks in the month and 4 days a week for the other 2 weeks.

How often do you need this help?

Some conditions or symptoms affect your ability to have a bath or shower safely. You may need someone with you to keep you safe, for example if you have:

- seizures
- poor balance
- something else.

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I have a bath or shower
- every day for 2 weeks in the month and 4 days a week for the other 2 weeks.

Do you need help to have a bath or shower safely?

Yes

I sometimes or always need help to have a bath or shower safely.

No

I never need help to have a bath or shower safely.

If yes, tell us what help you need to have a bath or shower safely and why you need this help.

How often do you need this help?

Help you need to get washed once you are in the bath or shower

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of things you might use to help you include:



Long handled sponge



Foot washer



Non-slip mat



Help from another person



Something else

Can you wash your hair?

Select one

I can do it by myself

I can do it using something to help me

I can do it if another person helps me

Can you wash yourself between your shoulders and waist?

Select one

I can do it by myself

I can do it using something to help me

I can do it if another person helps me

Can you wash yourself below your waist?

Select one

I can do it by myself

I can do it using something to help me

I can do it if another person helps me

If you selected 'I can do it using something to help me' to any of the above, tell us what you use to help you wash, and why you need this.

We know this might vary so you do not have to be exact, just tell us roughly.

For example:

- every time I have a bath or shower
- every day for 2 weeks in the month and 4 days a week for the other 2 weeks.

How often do you need to use this?

If you selected 'I can do it if another person helps me' to any of the above, tell us what help you need from another person to wash, and why you need this help.

We know this might vary so you do not have to be exact, just tell us roughly.

For example:

- 2-3 times a week when I have a bath or shower
- for 2 weeks in the month I need help every day and for the other 2 weeks I need help 5 days a week.

How often do you need this help?

Roughly how long does it take you to have a bath or a shower?

This might include:

- feeling tired
- being out of breath
- being in pain
- something else.

After you have had a bath or a shower, does this change how you feel?

Yes

No

If yes, tell us how you feel after you have had a bath or a shower.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Washing and bathing".

I have continued these answers on a separate sheet of paper.

Managing toilet needs or incontinence

What we mean by managing toilet needs or incontinence



Using the toilet

This includes:

- getting on and off a standard toilet (this means one that has not been specially adapted for you to use)
- urinating (peeing) or pooing (this includes using a catheter or a stoma bag).

Cleaning yourself

Wiping or washing yourself after you've used the toilet.

Incontinence

This is:

- an urge to urinate or poo that you can't control
- urinating or pooing without realising you needed the toilet.

What's covered in other sections

You can tell us about your ability to get to and from the bathroom in the Moving around section.

If you need to change your underwear or clothes if they get soiled, you can tell us about this in the Dressing and undressing section.

It's ok if you're not sure where to put something. We'll take into account all relevant information that's included anywhere in your application.

We understand it might be difficult to answer some of the questions in this section but try not to feel embarrassed or miss out any information.

Do you have incontinence?

Select one

I sometimes or always have urinary incontinence

I sometimes or always have bowel incontinence

I sometimes or always have urinary and bowel incontinence

I do not have incontinence

Do you need someone to remind or prompt you to use the toilet?

Yes

I sometimes or always need someone to remind or prompt me to use the toilet.

No

I never need someone to remind or prompt me to use the toilet.

If yes, tell us why you need someone to remind or prompt you to use the toilet.

We know this might vary so you do not have to be exact, just tell us roughly.

For example:

- every time I use the toilet
- when my condition flares up, so for around 2 weeks out of every 4.

How often do you need someone to remind or prompt you to use the toilet?

Help you need to use the toilet or manage incontinence

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of help you might need include:



Incontinence pads



Raised toilet seat



Stoma bag or catheter



Someone to help you get on and off the toilet



Someone to help you clean yourself



Something else

What help do you need to use the toilet or manage incontinence?

Select all that apply

I can use the toilet or manage incontinence using something to help me.

I can use the toilet or manage incontinence if another person helps me

OR

I can use the toilet by myself without any help

If you selected 'I can use the toilet or manage incontinence using something to help me', what do you use to help you, and why do you need this?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I use the toilet
- when my condition flares up, so for around 8 weeks out of every 12.

How often do you need to use this?

If you selected 'I can use the toilet or manage incontinence if another person helps me', how does another person help you, and why do you need this help?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I use the toilet
- when my condition flares up, so for around 3 weeks out of every 4.

How often do you need this help?

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Managing toilet needs or incontinence".

I have continued these answers on a separate sheet of paper.

Dressing and undressing

What we mean by dressing and undressing



Dressing and undressing

This is putting on and taking off clothes, socks and shoes. This includes doing up buttons and zips and tying shoelaces.

Mental health

You should tell us if your mental health affects your ability to get dressed and undressed.

Choosing suitable clothes

This is being able to choose clothes that are clean, and suitable for the:

- occasion
- weather.

We do not need to know about:

- choosing matching clothes
- telling the difference between colours.

This can be by yourself or with help. This includes:

- dressing and undressing your upper body
- dressing and undressing your lower body.

This could include reminding you to change your clothes if they get dirty or soiled, or for another reason.

Can you get dressed and undressed?

Yes

I can sometimes or always get dressed and undressed by myself or with help.

No

I can never get dressed and undressed by myself and always need someone to do this for me.

If no, fill in the box below, then skip to page 73.

If no, tell us why you always need someone to do this for you.

Do you need someone to remind or encourage you get dressed or undressed?

Yes

I sometimes or always need to be reminded or encouraged to dress and undress.

No

I never need to be reminded or encouraged to dress and undress.

If yes, tell us why you need someone to remind or encourage you to dress and undress.

We know this might vary so you do not have to be exact, just tell us roughly
For example:

- every time I get dressed because it is painful
- when my mood is low I need help every day, this can be 3 weeks out of every 4.

This means clothes that are suitable for the:

- occasion
- weather.

We know this might vary so you do not have to be exact, just tell us roughly.
For example:

- every time I get dressed.

How often do you need someone to remind or encourage to dress and undress?

Do you need someone to help you choose suitable clothes?

Yes

I sometimes or always need help to choose suitable clothes.

No

I never need help to choose suitable clothes.

If yes, tell us why you need someone to help you choose suitable clothes.

How often do you need this help?

We want to know if:

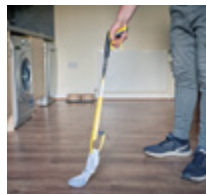
- you need to use any items to help you get dressed and undressed
- your condition means you need to wear adapted clothes or shoes that are easier to put on and take off.

Help you need to dress and undress

This includes:

- things you might need but do not already have
- things you only need to use sometimes.

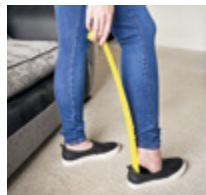
Examples of things you might need to use include:



Grabber



Sock puller



Shoe horn



Something else

Examples of adapted clothes include:



Slip-on or loose fitting clothes



Velcro fastenings



Something else

Do you need to use any items or adapted clothes to help you dress or undress?

Yes

I sometimes or always need to use something to help me dress and undress.

No

I never need to use something to help me dress and undress.

If yes, what do you use to help you, and why do you need this?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I get dressed
- for 3 weeks out of every month on average.

How often do you need to use this?

Do you need someone to help you dress and undress your upper body?

Yes

I sometimes or always need help to do this.

No

I never need help to do this.

Do you need someone to help you dress and undress your lower body?

Yes

I sometimes or always need help to do this.

No

I never need help to do this.

If yes, how does another person help you to get dressed and undressed, and why do you need this help?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I get dressed
- for 3 weeks out of every month on average.

How often do you need this help?

How long does it take you to get dressed and undressed?

This might include:

- feeling tired
- being out of breath
- pain
- something else.

After you have got dressed or undressed, does this change how you feel?

Yes

No

If yes, tell us how you feel after you have got dressed or undressed.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Dressing and undressing".

I have continued these answers on a separate sheet of paper.

Communicating verbally

What we mean by communicating verbally



Verbal communication

This includes being able to:

- speak to people, or express yourself in another way that can be understood
- hear what people say to you
- understand what people say to you.

You can tell us about your ability to understand written communication in the 'Reading and understanding signs, symbols and words' section.

It's ok if you're not sure where to put something. We'll take into account all relevant information that's included anywhere in your application.

First language

We want to know about your ability to understand and express yourself in your first language. This does not need to be English.

Basic information

This is short, simple sentences.

For example, a conversation using basic information could be:

- "Would you like a cup of tea?"
- "Yes please, I'd love a cup of tea."

Complex information

This is more than one sentence, or one very detailed sentence.

For example, a conversation using complex information could be:

- "Can you tell me the way to the bus stop? I'm new here and I got lost."
- "Cross the road, and then turn left at the end of the street. The bus stop will be in front of you."

This includes being able to:

- hear what people say to you
- understand someone saying a short, simple sentence
- say or express a short, simple sentence.

This can be by yourself, or with help.

Can you understand and express basic information?

Yes

I can sometimes or always understand or use short, simple sentences by myself or with help.

No

I cannot speak or understand people speaking at all.

If no, fill in the box below, then skip to page 78.

If no, tell us why you cannot do this, even with help.

This includes being able to:

- understand someone telling you lots of details in one sentence
- understand someone saying more than one sentence
- say or express more than one sentence.

This can be by yourself or with help.

Can you understand and express complex information?

Yes

I can sometimes or always understand and express complex information by myself or with help.

No

I can never understand or express complex information even if someone helps me.

If no, tell us why you cannot do this, even with help.

This includes help or support you might need but do not already have.

This can be a professional, like a British Sign Language (BSL)/ English interpreter. It can also be someone without training, like a family member or friend.

Examples include someone to help you:

- hear what's being said
- understand what's being said
- speak, or speak for you
- in another way.

For example:

- hear what's being said
- understand what's being said
- speak, or speak for you
- in another way.

This can be more than one person, including:

- friends or family members
- British Sign Language (BSL)/ English interpreters
- care workers.

Do you need another person to help you communicate?

Yes

I sometimes or always need another person to help me so I can communicate.

No

I never need another person to help me so I can communicate.

If yes, what help do you need to communicate?

Who do you need to help you communicate?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- every time I speak to someone which is most days in the week.

How often do you need this help?

Help you need from something

We want to know if you need to use any items to help you:

- hear or understand
- speak or express yourself.

Things you might use to help you communicate include:



Hearing aid



Expression cards



Something else

Do you need to use anything to help you communicate?

Yes

I sometimes or always need to use something to help me communicate.

No

I never need to use something to help me communicate.

If yes, what do you use to help you, and why do you need this?

For example:

- on average, for just over half the month I need to use a hearing aid to hear a normal conversation
- I have to use a hearing aid when speaking to someone one to one. This is almost every single day.

How often do you need to use this?

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Communicating verbally".

I have continued these answers on a separate sheet of paper.

Reading and understanding signs, symbols and words

What we mean by reading and understanding signs, symbols and words



Reading

This includes:

- reading information that's written or printed in a standard text size (not large print)
- reading signs, numbers, symbols and other information
- your ability to understand what you read
- reading indoors or outside.

Your ability to remember what you've read is not taken into account.

First language

We want to know about your ability to read and understand things in your first language. This does not need to be English.

Basic information

This is short, simple information.

Examples include:

- a sign to a station or hospital
- an emergency exit sign
- a date.

Complex information

This is more detailed information.

Examples include:

- a letter
- a leaflet or magazine
- a bus or train timetable.

This is short, simple information. Examples include:

- a sign to a station or hospital
- an emergency exit sign
- a date.

This can be by yourself, or with help (not including glasses or contact lenses).

Can you read and understand basic information?

Yes

I can sometimes or always read and understand basic information by myself or with help.

No

I cannot read and understand information at all.

If no, fill in the box below, then skip to page 82.

If no, tell us why you cannot do this, even with help.

This is more detailed information. Examples include:

- a letter
- a leaflet or magazine
- a bus or train timetable.

This can be by yourself, or with help (not including glasses or contact lenses).

Can you read and understand complex information?

Yes

I can sometimes or always read and understand complex information by myself or with help.

No

I can never read and understand complex information even with help.

If no, tell us why you cannot do this, even with help.

Help you need to read and understand information

This includes:

- help you might need but don't already have
- help you only need sometimes.

Examples of things you might need to use to help you include:



Magnifier



Talking watch or phone



Big button phone



Coloured overlays



Help from another person



Something else

What help do you need to read and understand information?

Select all that apply

This does not include glasses or contact lenses.

I can read and understand information using something to help me

I can read and understand information if another person helps me

OR

I can read and understand information by myself

If you selected 'I can read and understand information using something to help me', what do you use to help you, and why do you need this?

We know this might vary so you do not need to be exact, just tell us roughly. For example:

- I need this help every time I read which is every day.

How often do you need to use this?

If you selected 'I can read and understand information if another person helps me', how does another person help you, and why do you need this help?

We know this might vary so you do not need to be exact, just tell us roughly. For example:

- usually every day, I can read but I need someone to explain it to me so I understand it
- about once a week I get a really bad migraine and I struggle to read for the whole day.

How often do you need this help?

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Reading and understanding signs, symbols and words".

I have continued these answers on a separate sheet of paper.

Engaging socially with other people face to face

What we mean by engaging socially with other people



What this question is about

Your ability to engage with others in a socially appropriate way.

This includes being able to have a conversation with someone and understand someone's:

- body language, like facial expressions
- emotions, like if they are happy or sad
- intentions, like if they are trying to help you or not.

In person only

We only want to know about when you meet someone in person. This can be someone you know or do not know.

Engagement online or over the phone is not included.

What engagement means

Examples of everyday engagement include chatting with:

- a shop assistant
- someone at the bus stop
- a friend
- a neighbour.

We want to know if you have a condition that makes you feel so anxious or distressed that you cannot engage with other people at all.

This might be a mental health condition, or something else.

If you can engage with people, you will get a chance later to tell us more about how you feel before and after you do this.

When you engage with someone, we want to know if there's a risk of physical or emotional harm to you or the other person because of your condition or symptoms. For example:

- someone might see you as vulnerable and take advantage
- you might become aggressive towards someone
- something else.

Can you engage with other people at all?

Yes

I can sometimes or always engage with other people, even if I feel anxious or distressed.

No

I cannot engage with other people at all because of severe anxiety or distress.

If no, tell us why you cannot engage with other people at all.

Is there a risk of harm to yourself or others when you engage with people?

Yes

There is a risk of harm when I engage with other people.

No

There is not a risk of harm when I engage with other people.

If yes, tell us what the risk is and why.

If you have selected 'I cannot engage with other people at all because of severe anxiety or distress.'

OR

'There is a risk of harm when I engage with other people' then skip to page 86.

For example, someone to:

- be with you to keep you calm
- help build your confidence
- encourage you
- help you manage your anxiety
- support you in another way.

This can be more than one person, for example:

- friends or family members
- care workers or trained nurses
- someone else who helps you.

We know this may vary so you do not have to be exact, just tell us roughly. For example:

- every time I have to speak to someone
- when my condition changes, this can be for 3 weeks out of 4.

Do you need someone to help you engage with others?

Yes

I sometimes or always need someone to help me engage with others.

No

I never need someone to help me engage with others.

If no, skip to page 85.

Who do you need help from to engage with others?

How do they help you to engage with others, and why do you need this help?

How often do you need someone to help you engage with others?

We want to know how engaging with other people makes you feel. This might include:

- feeling anxious before you engage with someone
- feeling distressed or confused after you engage with someone
- feeling exhausted after you engage with someone
- something else.

Does your condition affect the way you feel when you engage with other people?

Yes

No

If yes, tell us how you feel when you engage with other people.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Engaging socially with other people".

I have continued these answers on a separate sheet of paper.

Making budgeting decisions

What we mean by making budgeting decisions



Paying for things

This includes understanding:

- the price of things
- the value of bank notes and coins
- how much change you should get back when buying something.

It is not about having enough money.

Managing money

This includes things like:

- paying bills on time
- working out a budget to make your money last
- planning ahead for buying bigger things, like a TV.

This includes being able to understand:

- the price of things
- the value of bank notes and coins
- how much change you should get back.

This can be by yourself or with help.

This is because of your conditions or symptoms.

Can you pay for things when you are in a shop?

Yes

I can sometimes or always pay for things by myself or with help.

No

I cannot pay for things by myself and always need someone to do this for me.

If no, fill in the box below, then skip to page 89.

If no, tell us why you always need someone to do this for you.

When shopping, do you need help from someone to pay for things?

Yes

I sometimes or always need help to pay for things.

No

I never need help to pay for things.

If yes, tell us why you need help from someone to pay for things.

We know this may vary so you do not have to be exact, just tell us roughly. For example:

- every time I handle money
- for roughly 3 weeks in the month when my condition changes.

This might be because of a mental health condition, a learning difficulty or something else.

How often do you need this help?

When paying bills or planning a budget, do you need help from someone?

Yes

I sometimes or always need help to pay bills or plan a budget.

No

I never need help to pay bills or plan a budget.

If yes, tell us why you need help to pay bills and plan your budget.

We know this may vary so you do not have to be exact, just tell us roughly. For example:

- every time I have to pay a bill
- when my mood is low, so for about 7 months in the year on average.

How often do you need this help?

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Making budgeting decisions".

I have continued these answers on a separate sheet of paper.

Planning and following journeys

What we mean by planning and following journeys



What this section is about

Your ability to plan a journey and follow the route there.

It is not about your physical ability to walk somewhere. We'll ask you about that in our Moving around question.

It's ok if you're not sure where to put something. We'll take into account all relevant information that's included anywhere in your application.

Familiar journey

When we ask about familiar journeys, this is to places in your local area that you know the way to. For example your:

- local shop
- friend's house.

Unfamiliar journey

When we ask about unfamiliar journeys, this is to places in your local area you:

- have not been to before
- need to plan a route to.

Planning an unfamiliar journey (before you leave your home)

Think about what you do when you need to work out how to get somewhere new. This is before you leave your home.

For example, what would you do if you had to:

- meet a friend at a café you have not been to before
- go for an appointment at a building you have not been to before
- go and visit someone at their house for the first time.



Planning a
new route
without help



Planning a
new route
with help

Do you need help to work out how to get to somewhere new?

Yes

I sometimes or always need help to work out how to get to somewhere new.

No

I never need help to work out how to get to somewhere new.

If yes, what help do you need to work out how to get to somewhere new, and why do you need this help?

We know this may vary so you do not have to be exact, just tell us roughly. For example:

- every time I need to go somewhere new.

How often do you need this help?

Following an unfamiliar journey (after you leave your home)

Think about when you have directions to a new place. We want to know if you need help to get there. This is after you leave your home and includes help you need if you get lost on the way. This includes:

- help you might need but do not already have
- help you only need sometimes.

Things you might need to use to help you include:

- help from another person
- an assistance dog
- a white stick
- a long cane
- something else.



Following a new route without help



Following a new route with help

Do you need help to follow the route to a new place?

Yes

I sometimes or always need help to follow the route to a new place.

No

I never need help to follow the route to a new place.

If yes, what help do you need to follow a route to a new place and why do you need this help?

We know this may vary so you do not have to be exact, just tell us roughly.

For example:

- every time I go somewhere new
- when my symptoms are worse so for 3 weeks in the month.

How often do you need this help?

Following a familiar journey (after you leave your home)

Think about going somewhere you've been before and know the way to, like a local shop or a friend's house. We want to know if you need help to get there, or help if you get lost on the way.

This includes:

- help you might need but do not already have
- help you only need sometimes.

Things you might need to use to help you include:

- help from another person
- an assistance dog
- a white stick
- a long cane
- something else.



Going on a familiar journey without help



Going on a familiar journey with help

Do you need help to get to somewhere you've been to before?

Yes

I sometimes or always need help to get to somewhere I've been to before.

No

I never need help to get to somewhere I've been to before.

If yes, what help do you need to get to somewhere you've been to before, and why do you need this help?

We know this may vary so you do not have to be exact, just tell us roughly. For example:

- every time I go somewhere
- when my symptoms are worse so for 3 weeks in the month.

How often do you need this help?

Think about leaving your home to go somewhere. We want to know if you have a condition that makes you feel so anxious that you are unable to do this at all.

This might be a mental health condition such as:

- anxiety
- agoraphobia
- depression
- something else.

Can you leave your home at all?

Yes

I can sometimes or always leave my home, even if I feel anxious or distressed.

No

I cannot leave my home at all because of my mental health.

If no, tell us more about how you feel and why.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Planning and following a journey".

I have continued these answers on a separate sheet of paper.

Moving around

What we mean by moving around



Standing

This means standing with at least one foot on the ground.

Walking

This means walking on flat, level ground. It does not include walking up or down stairs or slopes.

Most days

When we ask about most days, we mean more than half of the time in an average week or month.

Our questions on moving around only need answered if you have at least one foot.

Our questions on standing and walking only need answered if you can walk further than 1 metre most days.

This is on flat, level ground only and includes getting help from someone or something like a walking stick or walking frame.

For example, because of:

- loss of mobility
- pain
- being out of breath
- tiredness
- something else.

How many feet do you have?

Select one

Two

One

None

If none, skip to the About you section on page 100.

Can you walk more than 1 metre (2 to 3 steps) most days?

Yes

No

If no, fill in the box below, then skip to the About you section on page 100.

Tell us why you cannot walk more than 1 metre (2 to 3 steps) most days.

These photos of someone walking along in a car park might help you to judge the distance you are able to walk.

How far you can walk

This is on flat, level ground only and includes getting help from someone or something like a walking stick or walking frame.



The length of the arrow is about 20 metres



The length of the arrow is about 50 metres



The length of the arrow is about 200 metres

How far can you walk most days without stopping?

Select one

Up to 20 metres

Between 20 and 50 metres

Between 50 and 200 metres

More than 200 metres

The distance I can walk varies day to day depending on my condition

If you selected 'more than 200 metres', skip to the About you section on page 100.

For example, because of:

- physical conditions
- symptoms like pain, being out of breath or feeling tired
- something else.

Include distances if you can.

Tell us why there's a limit to how far you can walk most days, and if this varies, tell us how.

Tell us roughly how long it takes you to walk this far on most days.

This might include:

- feeling tired
- being out of breath
- being in pain
- something else.

After you have walked this far on most days, does this change how you feel?

Yes

No

If yes, tell us how you feel after you have walked this far.

Help you need to stand and walk

This includes:

- help you might need but do not already have
- help you only need sometimes.

Examples of help you might need include:



Walking stick



Walking frame, such as a zimmer frame



Crutches



Holding on to someone's arm



Holding on to a grab rail or furniture



Something else

Do you need help to stand and walk?

Yes

I sometimes or always need help to stand and walk.

No

I never need help to stand and walk.

If yes, what help do you need to stand and walk, and why do you need this help?

We know this might vary so you do not have to be exact, just tell us roughly. For example:

- once a day when I have to walk
- 3 days a week, for the other 4 my pain is so bad I cannot walk at all.

How often do you need this help?

Do you trip or fall because of your condition?

Yes

No

If yes, tell us why you trip or fall because of your condition, and how often this happens.

If you have run out of space for any answers in this section, continue them on a separate sheet of paper. You should clearly mark it "Moving around".

I have continued these answers on a separate sheet of paper.

About you

Have you been staying in any of the following:

- hospital or hospice
- residential accommodation – this includes care homes, educational establishments and sheltered housing
- legal detention – this includes prison, youth custody and secure medical facilities.

Yes

No

If you select "Yes" we'll get in touch with you for more details.

If you get Adult Disability Payment, we will pay you from the date you submitted part one of your application. You should tell us if you have been staying in any of these places since then.

Declaration

Things you need to agree before you apply

As part of your application we'll do checks to confirm your identity.

We might need to see documents as proof of your identity. If we do, we'll contact you to ask you to book an appointment.

You do not need to do anything just now.

By signing this application, you agree to the following statements.

As far as I know and believe, I declare that the information I have given in this form is correct and complete.

I understand that I may be prosecuted if I provide details that are not complete or correct.

If I am acting on behalf of an entitled individual, I agree to be liable to pay Social Security Scotland the value of any assistance given in error, unless that error is neither my fault nor the kind of error that a person acting on an individual's behalf could reasonably be expected to notice.

I understand that if I am (or, where applicable, the individual I act on behalf of is) paid too much following this application, money may be taken back from me, stopped or reduced in the future.

I agree to update Social Security Scotland straight away if there are any changes to the details of my circumstances (or, where applicable, the circumstances of the individual that I act on behalf of) that I have given in this form.

Your signature

Date DD MM YYYY
 | | | | |

You and your data

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

To find out more about how Social Security Scotland uses your data you can either:

- go to mygov.scot/social-security-data
- call us free on 0800 182 2222 and select the relevant benefit.

If you need to contact us from outside the UK please call +44 (0)1382 931 000. This call is not free but you can ask us to call you back. Check with your phone provider for details of charges.

Return this form and any supporting information or any additional sheets you've used for your answers to:

Adult Disability Payment
PO Box 10324
DUNDEE
DD1 9GZ

You should write the following information on any supporting information or additional answer sheets:

- your full name
- your date of birth
- your National Insurance number
- the words 'Adult Disability Payment', so we know what you're applying for.

If you need a prepaid envelope, call us free on 0800 182 2222. If you do not use a prepaid envelope, remember to pay the correct amount for postage.

If you're sending information to us from outside the UK, you'll need to pay the correct amount for postage. Check with your local postal service.

You can use this space for any other information you may want to tell us about.

You can use this space for any other information you may want to tell us about.



Social Security Scotland
Tèarainteachd Shòisealta Alba

If there's something else you need help with,
or you want this form in other formats,
call us free on 0800 182 2222.