

## WHO CAN APPLY?

To be eligible for support, a person must:

- have a disability or long-term health condition that means they need an aid, adaptation or financial or human support to do their job
- have a mental health condition and need support in work
- be 16 or over
- be in, or about to start, paid employment (including self-employment)
- normally resident in, and working in, England, Scotland or Wales – there is a different system in [Northern Ireland](#)
- not be claiming Incapacity Benefit or Employment Support Allowance once they are in work

However, they may get it for a limited time if they are doing certain types of 'permitted work' to help them move off benefits completely.

How much will this cost me?

As an employer, you may have to share the cost with Access to Work if the person has been working for you for more than 6 weeks when they apply for Access to Work.

You will only have to share the cost for:

- special aids and equipment
- adaptations to premises or equipment

Cost share does not apply to self-employed applicants or to the Mental Health Support Service.

Examples of assistance to develop a support plan:

- flexible working patterns to accommodate changes in mood and impact of medication
- providing a mentor to give additional support at work
- arranging additional time to complete certain tasks
- providing additional training
- regular meetings between you and your employee to talk about their concerns
- a phased return to work, such as reduced hours or less days

Your employee can apply for Access to Work if they need support to get them back to work. You can apply using the online service.

They can also apply by phoning Jobcentre Plus on:  
Telephone: 0800 121 7479  
Textphone: 0800 121 7579



Access to work is a government initiative that provides advice and practical support to the disabled who are employed, self-employed or unemployed and about to start a job or work scheme.



Access to work can support you to:  
hire disabled people with the skills you need. Retain an employee who develops a disability or long-term condition (keeping their valuable skills and saving both time and money recruiting a replacement). Show that you value and will support your employees by having good employment policies and practices



If their disability or health condition affects their ability to do the job or they must pay work-related costs. For example, special computer equipment or extra travel costs because they can't use public transport. If an employee has a mental health condition that affects their ability to do the job, and support is required to: Start a new Job, reduce absence from work, Stay in work.

## ADDRESS

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## CONTACT US

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protecting business  
enriching lives

# Access to work

# – For Employers