

Filling out a DLA Form for your child August 2024

Questions 1 - 23



You will need to show that your child's needs are different to those of other children of the same age. The application will be assessed by someone who has not met your child so try to include as much detail and information as possible.

Question 1

If you believe your child has less than 12 months to live you will need to tick yes here. You will not need to complete questions 54 to 72 and a decision regarding your claim will be made urgently, this is usually within 4 weeks.

Questions 2 – 22

These questions are about your child such as name, age and address.

Question 23

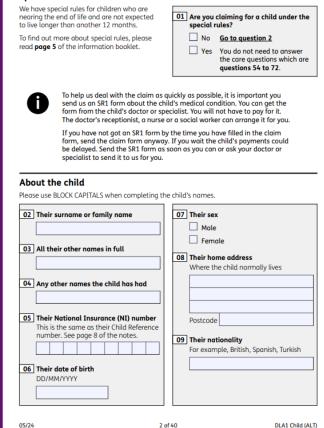
Remember a diagnosis can be relevant but is not essential for your child to qualify for DLA. **It is their needs that are assessed.**

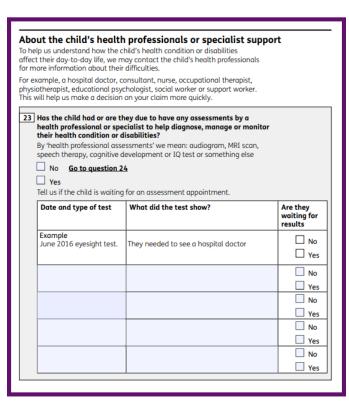
Include any tests or assessments that your child has had even if you do not have the results.

TOP TIP:

Do not wait for the results of a test or assessment. The date and type of test can be noted on the form and any results sent to the DWP at a later date.

Special rules





Questions 24 - 37



Question 24

Include as much evidence as you can, such as:

- Prescription details
- Reports and letters from healthcare professionals or social workers
- An education, health and care plan (EHCP), Special Educational Needs (SEN) plan or other school plan

TOP TIP:

Remember to take a photo of your documents and send the copy as the DWP are unable to return any of your documents.

Question 25

This can be any health professional other than their GP who supports your child such as their specialist nurse, health visitor or consultant. If there is more than one person that supports your child they can be listed on Question 89.

Question 26 - 29

This section is about the child's GP. needs that are assessed.

Question 30 - 37

Only complete this section if your child attends a nursery, school or specialist setting. Any educational assessments or reports do not need to be sent if you feel they do not represent your child.

4 Do you have any let health conditions o	ters or assessment reports about the chi r disabilities?	ld's
manage their health	nealth professionals or specialists who help condition or disabilities. For example, doct nal therapists and councillor or support wo	tors, health
No Go to que	stion 25	
report or Certific things like appoi	rts you have. For example, educational psys ate of Vision Impairment (CVI). Please do no trment letters or general information about like fact sheets or information from the into	ot include t the
a decision on you	ou send us this information as it will help us ur claim more quickly. Please do not send o not return them.	

Does the child have any health	About the child's GP
professionals, who are not their who supports them with their hi condition or disabilities? No <u>Go to question 26</u> Yes Health professional's name in ful	ealth 26 Child's GP's name If you do not know the GP's name, tell u the name of the surgery or health centr
	27 Surgery address in full
Their relationship to the child? For example, neurologist or physiotherapist	Postcode
Their address, in full	28 Surgery phone number, if you know it
Postcode A phone number we can contact on, if you know it	29 Tell us the date the child last had contact with their GP about their health condition or disabilities DD/MM/YYYY
The child's hospital record numbe can find this on their appointmer or letter	
Which condition or disability did the child about?	they see 30 Name of the school or nursery the child attends
What date did the child last have with them about their health con or disabilities? DD/MM/YYYY If the child has any other health professionals, who are not their Gi tell us at question 89 'More inform	P, please Postcode

Questions 38 - 40



Question 38

The statement can be completed by anyone who knows your child and their needs. This can be a neighbour, family friend, teacher or sports coach. You do not need to complete this section.



Ensure what has been written here supports what is written on the rest of the claim form.

Question 40

Write the date that the problems or concerns first started and not the date of diagnosis. If your child does not have a diagnosis you can put a general description e.g. feeding problems.

Try to list all of your child's health conditions and disabilities. Use a separate sheet if necessary.

their diffi	nyone else who knows the child and can tell us about	
difficulties	filling in this form, it may help us to understand the child's by providing additional information from someone who child. This should tell us:	
 how the 	ing around, or	
 informat 	ion about any support they may provide for the child.	
	e filled in by someone who supports you or who helps care for For example, a health professional, a social worker, teacher	
No	Go to question 39	
	Please ask them to fill in their statement and then they must fill in the declaration on page 11.	
This state	ment is about:	
need to us	not enough space, please use the 'More information' box at q ie a separate sheet of paper, please write the child's full name	and National

 a health condition speech, learning ai do not have a diag if they have diffact put 'learning diffici when we ask 'how when the health c day life, not the da treatment may be and therapies like or counselling how often they ha child's medication 	or disability may la r developmental a nosis, still tell us a lity learning new th ulty' olong' we mean w condition or disabili ate of diagnosis r medications such speech, occupatio we each treatmen has the name, do	th condition or disabilities: be a physical, sight, hearing, or a mental-health difficulty. If t about their difficulties. For exam- hings and you do not know why hen did the difficulties start. Tel ities started affecting their day- n as tablets, creams or injection nal or play, physiotherapy t and for how long. The label or see and how often to take it. iption list send it to us with this	nplé, y, -to- is
Health condition or disability	How long have they had it?	What treatment do they have for it?	How often do they have treatment?
Example 1 ADHD.	Problems started aged 4.	Cognitive behaviour therapy. Ritalin 30 Milligrams (mg).	One hourly session a week. One tablet a day.
Example 2 Eczema.	About 1 year.	Promethazine 5mg. 1% Hydrocortisone cream. E45 Emollient bath oil.	One before bed. 3 times a day. Daily.
Example 3 Visually impaired.	From birth.	Play therapy.	Every day.
		ut their health condition or 89 'More information'.	

Questions 40 - 42



Question 41

Include any aid or adaptation that your child uses to help them with their daily life or mobility. This can include hand grips, fidget toys, calming tools, bath seats or adapted cutlery.

Also include limitation of the aid or adaptation such as pain, tiredness or discomfort caused by using the aid.

TOP TIP:

Include the extra time and effort it takes to manage the aids or adaptations. E.g. checking and changing batteries, cleaning and washing equipment, making sure the child is safe whilst using the aid. Write down how often you do this and how long it takes.

Question 42

If your child's condition fluctuates, you can explain about that here. Explain how much help your child needs when their health is worse and when it's better. Try to estimate how many days in a week or month their health is worse or better.

Use the terms 'bad days' and 'better days' to describe your child's day. Using the term 'good days' implies your child needs no extra help on these days.

TOP TIP:

Keep a diary for over a period of a week or longer to illustrate your child's needs.

Aids such as hand rails, per	ching stools, walking sticks or v	vheelchairs.
No Go to question 4	2	
Yes Yes		
 what help they need to us or assistance. 	ave been assessed for or are v se it. This could be supervision,	
See page 8 of information		
Aids and adaptations	What help do they need to use the aid or adaptation	Was this aid or adaptatio prescribed by a healthcar professional? For example, an occupational therapist or assessment.
Example of aid: Picture Exchange Cards	Prompting to use cards to communicate	No Yes
Example of adaptation: Hand rails	No help needed	No Ves
		No
		Ves No
		Yes
		Ves No
		Yes
		No
		Yes
		No
	tell us about their aids or adap	Yes

<form><form><form><form><form>

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Questions 43 - 52



Mobility

If your child is under 3 years of age you will not be able to claim the mobility component and do not need to complete these questions.

Question 43 - 52

If your child has physical problems which affect their walking outdoors, you should answer questions 43-48 and question 51.

If your child can physically walk without major problems but needs guidance or supervision in places they are unfamiliar with, you should answer questions 49-53

Questions 48

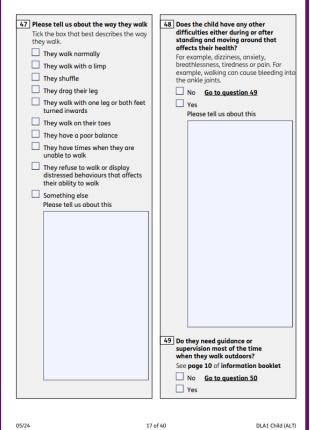
Use the box to add additional information. E.g. your child may have breathing difficulties which are made worse by walking, your child may have hypermobility and walking can lead to joint pain and stiffness or they may experience extreme exhaustion after physical activity and may need to rest or lie down.

Question 51

Write down the age at which you first noticed your child's mobility difficulties.

Question 52

Complete this question if you would like to receive information about the Motability scheme and how it works.



Questions 53 - 60



Question 53

Use the box to add additional information about your child's mobility needs. This can include -

- Encouragement, prompting or emotional support needed due to fear, sensory overload, anxiety or panic attacks. Explain how your child reacts and what you do to help.
- Extra supervision needed to help keep them safe as they are likely to hurt themselves or are unaware of dangers.
- Incontinence issues which may require you to guide your child to the nearest toilet and help with toileting needs.
- Additional supervision needed due to seizures or balance problems which could lead to falls.

Care Needs

Questions 54 - 72

These questions are about the extra help that your child needs with their day to day care.

Note – If you are applying under the Special Rules, you do not need to complete these questions.

Question 54 - 60

Explain what help your child needs. This can include any persuasion, prompting, reminding or reassurance as well as physical help or assistance.

TOP TIP:

Include preparation and cleaning up time. E.g. time taken to wrap and take used pads to the bin, putting on and removing protective equipment such as gloves or aprons and cleaning spills.

	else we need to know about their dif	
standing and mo	oving around or how their needs char	ige from day to day.
If you need more	space, please continue at <u>question 8</u>	• 'More information'.

About the child's care needs If you are claiming under special rules, for a child who is nearing the end of life, please go to **question 73**.

About help needed during the day

We need to know about any difficulties the child has with their daily living care needs due to a cognitive, learning or physical health condition or disability. When making decisions an entitlement to Disability Living Allowance, we look at the child's ability to manage their day to day care needs and activities. We do not pay Disability Living Allowance for a child having a particular health condition or disability, but for the impact it has an their everyday life.

Daytime is any time before the child's parents For example: • the child wakes up at 7am and goes to bed of • the child's parents get up at 7am and go to l • daytime would be 7am till 11pm. Any help n as help during the night.	it 8pm bed at 11pm
 54 Does the child need encouragement, prompting, or assistance to settle in bed during the day? Such as: waking up lifting their legs into or out of bed sitting up from lying down, or settling in bed ready to go to sleep. See page 11 of information booklet. No Go to question 55 Yes Tell us how often they need help each day and help for a certain activity, please write '0'. How often each day do they need encouragement, prompting or assistance to help them get out of bed? 	How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to help to get into bed? How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to help settle in bed? How many minutes does this take each time? How many minutes does this take each time?
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Questions 60 - 68



Question 60

This question is about the help your child needs with medication and therapy, this includes any prompting or reminding your child needs to take their medication, physical help needed to take their medication safely and any reassurance and comforting that may be needed.

TOP TIP:

Include time taken to monitor your child's condition and checking for warning signs prior to giving medication e.g. checking body temperature, blood sugar levels and oxygen saturation.

Question 61 - 67

These questions are about your child's sight, hearing, communication and development.

Question 68

These question relates to help your child needs at school or nursery.

How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to use a spoon? How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to cut up food on their How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to drink using a cup?	plate?	Do bo they need encouragement, prompting, or assistance with managing their medication or monitoring or managing any treatments carried out at home during the day? Such as: • monitoring pain, blood sugar and axygen levels • remninding or supervision to take medication • removing medication from the bilister packs • home treatments such as physiotherapy and home dialysis. See page 17 of information booklet. Mo <u>Go to question 61</u> Ves Tell us how often they need help each day and how long it takes each time. If they do not need help for a certain activity, please write '0'. How often each day do they need encouragement, prompting or assistance to take the correct medication?
How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to be tube or pump fee sasistance to be tube or pump fee How many minutes does this take each time? If you need to tell us more inform about their daily living or care nee us at question 72 .	12 12 2 ation	How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to know when to take their medication? How many minutes does this take each time? How often each day do they need encouragement, prompting or assistance to manage their therapy?
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Question 69



Question 69

Explain any help or support that your child needs to take part in any activities or hobbies. Remember to include any encouragement, motivation and supervision your child needs as well as any physical help preparing, packing away and during the activity.

Some examples -

Painting, drawing, arts and crafts, playing in the garden, riding a bike, baking, messy play, sensory play, board games, puzzles, playing with toys, playing instruments, watching films

When they go out...

This will be similar to above but also include the time getting to and from the activity, supervision needed whilst participating and any help with care needs e.g. reminding them to go to the toilet or help with communication.

Dance class, the play park, soft play, swimming, after school club, visiting friends, going to church, visiting family, going to the shops, library, play groups, brownies/cubs.

	information booklet.		
No <u>Go to</u>	About help needed during the night		
Yes			
Tell us:	, de environdel de 16 Merchael hele		
 what help 	y do or would do if they had help o they need or would need to do this		
	n they do it or would do it if they had the h they need or would need help each time.	elp, and	
At home			
Activity	Help needed	How often?	How long each tim
Example Art	Encourage to get art supplies. Motivate to keep interested. Help to wash hands afterwards	2 times a week	One hou
When they go o			
When they go o	Help needed	How often?	
,,,		How often?	each tim
Activity Example	Help needed To get changed, to get in and out of		each tim
Activity Example	Help needed To get changed, to get in and out of		How long each tim 45 minut
Activity Example	Help needed To get changed, to get in and out of		each tim

TOP TIP:

Don't forget to include any time spent planning that you need to do before the activity e.g. packing a bag with additional clothes, preparing feeds and medical supplies or checking out a venue for sensory issues and accessibility needs.

Question 70



Help needed during the night

Questions 70

These questions are about any help your child needs during the night.

Night time is classed as the hours when the adults in the house would go to bed, this is usually around 11pm. Any help before this time would be classed as day time care.

Examples of night time care include;

- Helping your child with toileting due to mobility needs or changing wet bedding.
- Monitoring oxygen saturation levels and re sponding accordingly.
- Repositioning or providing massage to limbs to help ease pain.
- Providing reassurance and comfort

About help needed during How many minutes does this take the night each time Night is when everyone in the house is in bed For example, the child goes to bed at 8pm. How many times a night do they need the help? The child's parents or carer goes to bed at 11pm. Night would start at 11pm. On average how many nights each week Any help needed before 11pm would count as do they need encouragement, prompting or assistance to have treatment? help during the day. See page 24 of information booklet. 70 Due to a health condition or disability How many minutes does this take each time? do they wake and need assistance or supervision during the night? No Go to question 71 How many times a night do they need Yes the help? Tell us how often they need help, how long it takes each time and how many nights per week they need help . If they On average how many nights each week do not need help for a certain activity, please write '0'. do they need encouragement, prompting or assistance to settle or re-settle? On average how many nights each week do they need encouragement, prompting or assistance to get into, How many minutes does this take get out of or turn in bed? each time? How many minutes does this take each time? How many times a night do they need the help? How many times a night do they need On average how many nights each the help? week do they need supervision because they are unaware of danger or may harm themselves or others? On average how many nights each week do they need encouragement, prompting or assistance to get to and use the toilet, manage nappies or pads? How many minutes does this take each time? 32 of 40 DLA1 Child (ALT) 05/24

TOP TIP:

Keep a diary to show the care you provide throughout the night and include when and the minutes taken to complete the task. Include any comforting or reassurance your child needed to help them settle.

Questions 72 - 88



Question 72

Use this space to write down all the additional information about your childs daily living and care needs.

Include information on what a 'typical day' and a 'bad day' might be like for your child and the frequency of these days. You can also explain how their condition affects their mental health and their ability to join in with everyday activities.

It is important to explain what additional needs your child has to those of an other child of the same age.

Question 73 - 88

Thie following sections are about the adult completing the form. This includes a page to add the bank details of the account you wish to be paid into.

72 Tell us o their da day to o	anything else we need to know about their difficulties with ally living and care needs or how their needs change from day	
	10y.	
If you n	eed more space please continue at question 89 or use a	
separate	e piece of paper. Please put the child's name, National Insuranc mber and date of birth on any extra pieces of paper you send us	e

About you Use this page to tell us about your the child.	If you have speech or hearing difficulties do you want us to contact you by textphone?	
73 Your surname or family nan	Ves What is your textphone number?	
74 All other names in full	80 What is your relationship to the child:	?
Title For example, Mr, Mrs, Miss, M	81 What is your nationality?	
75 Your date of birth DD/MM/YYYY	About Income Support	
76 Your National Insurance nu	B2 Are you getting or waiting to hear about Income Support?	
	83 Is anyone within your household getting or waiting to hear about Income Support? No No	
Postcode 78 If you live in Wales do you v communicate with you in W		
 No Yes 79 A phone number we can cor 		
Including the dialling code.	Their relationship to you	
	1	
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Final Checklist



What to do now

the completed form to:

information

child maintenance
 employment and training
 investigating and prosecuting tax credits
 offences
 private pensions policy and

retirement planning.

Freepost DWP DLA Child

send to us

Send the claim form and your supporting

documents back to us straight away in the

envelope we have sent you. Make sure you add the child's name and National Insurance

number on any supporting documents you

If you do not have the envelope, please send

How DWP collects and uses

When we collect information about you

social security benefits and allowances

We may get information about you from

other parties for any of our purposes as the law allows to check the information you provide and improve our services.

We may give information about you to other organisations as the law allows, for

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your

www.gov.uk/dwp/personal-information-charter

example to protect against crime.

information, please visit

we may use it for any of our purposes. These include:

There is space at the end of the form to add any further information should you need to explain or provide more details.

Don't forget to read and check through the application form and make sure you have included enough information. Use the checklist to make sure you have completed the correct pages and signed the appropriate places.

TOP TIP:

Send the completed DLA form and any evidence using a recorded postal service and remember to record the tracking details as proof of postage. This will help locate your claim pack if it is lost in the post or mislaid

Checklist

To make sure we have all the information we need to process this form please check: You have included full details for

anyone else you have seen about the child at **question 25** You have included full details of your GP at **question 26**

The person who completed question 38 has signed the declaration on page 11

☐ You have ticked the relevant box about sharing information at **question 39**, and signed the statement about how DWP uses information

The person whose details are in About You on page 35 is the person who signs the consent and declaration on page 38

You have given us any extra information at **question 89**

☐ If your claim is going to be late getting to us, you have told us the reason at **question 89**

If you are waiting for some information, do not delay returning your form.

Only send copies of up-to-date supporting information you already have as we cannot return any originals.

Do not send a CD, DVD, memory stick or any type of electronic media, as we cannot access these.

Please do not include things like appointment cards or general information about the child's condition like fact sheets or information from the internet.

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Well Done - You Did It!

Completing the DLA form can take a long time and can feel upsetting when describing the tasks and activities your child finds difficult.