

SUPPORTED BY

**MAYOR OF LONDON**

## **Ten tips for filling in the Disability Living Allowance form for your child**

Filling in the Disability Living Allowance (DLA) form for your child can take a lot of your time and energy. And because you're concentrating on the things your child can't do it can be stressful too.

Make sure that once you've filled in the form you reward yourself!

- You can find the form on the Department for Work and Pensions (DWP) website. Visit [www.gov.uk](http://www.gov.uk) and search for 'DLA form for children'. But it is best to call them on 0800 121 4600 and ask for the form to be posted to you. Then the form will be stamped with the date of your phone call, and any DLA you get will be paid from that date. This is helpful because the form is long and can take time to fill in.
- The form is long and needs lots of information. Take your time and do not try to fill it in all in one go.
- Get help filling in the form from an advice agency. Call Contact's helpline on 0808 808 3555 to find someone near you that can help.
- Keep a diary of the care your child needs during the day and night for 1 week before filling in the form. This will be useful when you fill in the form and can be used as evidence.
- Provide as much information as possible about your child's extra care and mobility needs. Include what it is like for your child on a bad day to make sure whoever reads your application has a true idea of the extra help your child needs. Ask yourself – have you included enough detail to convince someone who hasn't met your child?

- If your child's condition fluctuates or changes day to day use the terms 'bad days' and 'better days' to describe these changes. Using the word 'normal' can imply that your child does not need any extra help on those days. Include what it is like for your child on a bad day to make sure whoever reads your application has a true idea of the extra help your child needs.
- Try to use real life examples and anecdotes to describe your child's needs wherever possible. Don't just rely on the tick boxes.
- Include evidence with your form like medical or psychological reports, speech and language assessments and an Education, Health and Care plan if you have one – anything that supports what you have said on the DLA form.
- Read the form carefully before you send it back. Have you sent enough information? Have you answered all the relevant questions? Are your contact details correct? Have you missed anything?
- Keep a copy of the form and any supporting evidence for your records.

For some more tips visit Contact's website: [www.contact.org.uk/dla](http://www.contact.org.uk/dla)