



Access to Work Grants

An Easy Read Guide



Access To Work



There is Government funding called Access to Work (ATW).

ATW helps employers and freelancers with the cost of reasonable adjustments.



A reasonable adjustment means a change an employer can make to help a Disabled person do their job.



The application for ATW can only be made by the Disabled person.
Asking an employer to help with the application can make sure the best reasonable adjustments are asked for.



The costs covered by Access to Work are for things a Disabled person needs to do their job well.

This could be:



Money for taxis if they cannot use public transport.

Payment for British Sign Language interpreters.



Special equipment for use at work like a higher or lower desk.

There are lots of things ATW might help to pay for including PAs.



There are five steps a Disabled person will need to do to apply to Access to Work for funding.



Stage 1: Application
Apply through the [Access to Work website](#). An employer or Access Coordinator can help. An Access Coordinator is someone who helps arrange reasonable adjustments.



There can be quite a long wait for the application to be sorted.

Not hearing for a long time does not mean you have been unsuccessful.



Stage 2: Assessment
If ATW says yes to your application, they will do an assessment. An assessment helps find out what support you need. This can happen over the phone or face-to-face.



Stage 3: Recommendation

Recommendation means to suggest something. ATW sends a letter to the Disabled person. The letter also goes to their boss. The letter suggests what the scheme will pay for.



The recommendation might suggest ideas for support and equipment that you might not have thought about.



If a Disabled person is freelance, only they will get the letter.

Because they are freelance there is no permanent employer to also send it to.








Stage 4: Claim

Sometimes the Disabled person must pay for things and claim the cost back. This might happen for things like paying for a support worker or taxis to work.



Disabled people in permanent jobs do not need to worry about paying for equipment. Their employer does this and makes a claim with Access to Work afterwards.

	<p>Stage 5: Renewal</p> <p>Renewal means to refresh or to begin again.</p> <p>Some Access to Work grants are for a single payment for example to buy a piece of equipment.</p>
	<p>Some Access to Work grants cover costs over a long time such as personal assistants or interpreters.</p> <p>This grant needs to be renewed.</p>
	<p>A grant letter will tell the Disabled person when their grant needs to be renewed.</p>
	<p>Sometimes a grant might include a Social and Domestic Contribution.</p> <p>This happens when equipment will be used by the Disabled person outside of their job.</p>
	<p>The Disabled person will have pay part of the cost of the equipment.</p>



For example:

A Disabled person works three days a week and Access to Work have paid for screen reading software



The Disabled person also uses the software on their days off.



Access to Work will pay for the three days the software is used for work.

The Disabled person pays the rest of the cost. This is the Social and Domestic Contribution.



If the Disabled person uses a wheelchair, scooter or a special car then they can also apply for a [Motability Access to Work Grant](#).



The [Creative Diversity Network](#) has three useful [Access to Work in TV guides](#) for more information.