

Getting Access to Work funding.

01

**IDENTIFY THAT
ADJUSTMENTS IN
THE WORKPLACE
ARE NEEDED**

The best way to do this is to have an in depth discussion, with the individual, about their needs.

1 question during an interview is not enough!

Access to work can only be provided to people in employment or given an offer of work.

We are on hand to assist with any applications made.

02

**APPLY FOR
ACCESS TO
WORK**

03

**ASSESSMENT
MAY BE
ARRANGED**

There may be an assessment booked with a DWP ATW specialist. You may be asked for a quote for support. We can facilitate an assessment and provide a quote if needed.

Once agreed, any support or equipment should be put in place and adjustments can be made.

We can signpost or offer support where needed.

04

**RECEIVE
FUNDING OR
MATERIALS**

05

**REASSESS IN
THE FUTURE**

Some support needs change over time. If reassessment is recommended it will be agreed at the start. We will be happy to be part of the process.

WHAT DOES ACCESS TO WORK COST YOUR COMPANY?

Most costs will be covered by Access to Work.

You will only have to share the cost for:

- Special aids and new equipment
- Adaptations to premises or current equipment

Employer financial contributions only apply if the application is made after the first six weeks of employment. This timeframe also applies to newly disabled or ill CURRENT employees.

Financial contributions are based on the size of the employer.

- Small Employer (0-49): No cost to the employer
- Medium Employer (50 to 249): Up to £500 & 20% beyond £500*
- Large Employer (250+): Up to £1000 & 20% beyond £1000*

***ANY costs above £10,000 are met by Access to Work**

NB. If the equipment is of benefit to the company besides the access to work purpose for the individual employee then there will still be a 20% cost share.