



St Ann's School
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Head Teacher: Ms. Gillian Carver

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Dear Parents/Carers,

I am writing to the families of all our Year 12,13 & 14 students to let you know that your young person should be entitled to receive Universal Credit on leaving St Ann's School at 19.

Please follow the bullet points below in order to make a claim:

- Obtain a fit note from your GP on your young person's behalf
- Make contact with the Jobcentre Plus Helpline on 0800 055 6688
- Explain that your young person has complex needs and severe learning disabilities
- Say that you wish to make a "credits only" claim for New Style Employment and Support Allowance (NESA)
- If Jobcentre Plus says that they will not be entitled to receive New Style Employment and Support Allowance because they have not paid National Insurance contributions, explain that the reason you want to make a credits only claim is so that their limited capability to work can be assessed
- Explain that you wish the limited capability for work assessment to take place in time for your young person to claim Universal Credit when they leave school.
- Jobcentre Plus should then send you an ESA50 form to complete
- Let me know when you receive the form and I shall be happy to help you complete it
- Once your young person's limited capability for work has been agreed an application for Universal Credit can be made
- Universal Credit will only be payable when your young person leaves school and their limited capability for work has been agreed
- You should allow at least eight months for the limited capability for work assessment to be completed by the DWP



CHEFS IN SCHOOLS
REVOLUTION IN SCHOOL FOOD



If your young person's limited capability for work has not been established by the time they start a college placement on leaving school, they will not be able to apply for Universal Credit at college. Provided their limited capability for work has been established before the college course commences, they should be able to claim UC for the duration of the course (and afterwards).

The process of applying for Universal Credit is the same even if your young person is unlikely to be attending a college course on leaving St Ann's.

Please bear in mind that any payments you receive for your young person (e.g. Child Benefit, Tax Credits, payments of Housing Benefit etc.) will cease as soon as an application for Universal Credit is made on her/his behalf. Please contact the Community Benefits Team advice line on 020 88258555 for further information about this. The advice line operates between 10:00 a.m. and 4:00 p.m. Monday to Friday (except Bank Holidays). You can also ask them to complete a "better off" calculation to make sure that you are receiving all of the benefits to which you are entitled at the appropriate rates.

At the bottom of this letter is a link to some guidance from Contact (formerly Contact a Family) about applying for Universal Credit for young people in full-time non-advanced education which you may find helpful.

Please do not hesitate to contact me if you have any questions about claiming Universal Credit on your young person's behalf.

Best wishes,

John Lyons

John Lyons
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<https://contact.org.uk/help-for-families/information-advice-services/benefits-financial-help/benefits-and-tax-credits/universal-credit/universal-credit-for-young-people/https://contact.org.uk> >

