

Access to Work – The Grant

Access to Work provides grants towards the total cost of approved support. How much the grant will be depends on a number of factors.

The level of grant

The level of grant will depend on: Whether the customer is employed or self-employed;

How long they have been in their job; and the type of help required

Access to Work will consider paying grants of up to 100% for:

- Unemployed people starting a job;
- All self-employed people;
- People who have been working for less than 6 weeks when they first apply for Access to Work, and for:
 - Support Workers;
 - Communication Support at Interview.
- Applicants must contribute their normal travel to work costs. Access to Work will contribute up to 100% of the additional Travel to Work costs
- Travel in work, will require an employer contribution based on their standard costs. Access to Work will contribute up to 100% of the additional Travel in Work costs

Cost share

Applies to customers who are employed and have been in their job for more than 6 weeks. It applies to support requested under

- Special Aids and Equipments (SAE)
- Adaptations to Premises & Equipment (APE);

It does not apply to self-employed applicants.

The level of cost share

When cost sharing applies Access to Work will contribute up to 80% of the approved costs above a statutory threshold.

The amount of the threshold is determined by the number of employees employed by the organisation the customer is working for.

0 - 9 employees attract no cost share

10 – 49 employees, first £300 plus 20% of remainder

50 - 249 employees, first £500 plus 20% of remainder

Over 250 employees, first £1000 plus 20% of remainder

Costs above £10,000 will normally be met by Access to Work.

If there is a general business benefit a contribution will be sought in addition to any compulsory cost share.

How to apply

The application process is simple, a telephone call to our customer service centre.

020 8426 3110

and speak to one of our

Customer Service Team

Access to Work is available across the country.

Call us on **020 8426 3110**

www.direct.gov.uk

jobcentreplus

Department for
Work and Pensions