



Department for  
Work and Pensions

Dear Sir/Madam

This letter lets you, your employer or potential employer know that you're likely to be entitled to help from the Access to Work scheme.

Access to Work helps you overcome disability issues in the workplace by providing support and helping pay for work related costs.

This support can include:

- special aids, equipment or adaptations you need at work
- a support worker to help you do your job
- help with travel if you have difficulties using public transport
- a communicator at job interviews

### **What this means for your employer**

An Access to Work adviser will speak with the employer to agree what work related costs can be paid. Access to Work can cover all of the agreed costs to help overcome disability issues if the employee:

- is about to start paid employment
- has been employed for less than six weeks when they apply for help

If the employee has been employed for six weeks or more, the employer may have to help pay some of these costs. How much depends on the size of the company.

For more information about the help and support Access to Work can provide, please visit <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>

### **What happens next?**

When you have a start date for work, or if you are already in a job, you will need to get in touch with your nearest contact centre to apply for Access to Work. A list of contact centres can be found at: <https://www.gov.uk/access-to-work/how-to-claim>

As each case is different, an adviser will speak to you and your employer to help work out what support you need to help you do your job.

Yours faithfully

Access to Work