**ESA50/UC50 WRITE-UP TEMPLATE – HEADINGS/TEXT TO BE INCLUDED WHERE APPROPRIATE IN BLACK; INFO/GUIDANCE IN RED**

CLIENT CONSENT:

Done at Gateway but check consents etc up to date and correct boxes ticked

Make sure clients give their consent to our use of special category data, and specifically the client’s health condition(s).

Make a note in the Case record:

Client provided consent for the use of their special category data.

If you have not done this, or client refuses, do not say in your notes that you have! If the client refuses, consult ASS as we cannot complete a disability benefits form without this consent.

EXPLORATION:

General background on client’s situation.

Brief description of medical conditions and their impact. eg client has depression which affects motivation to take care of himself; or, client has severe arthritis in knees and hips which means he cannot walk without pain.

Need to know which benefits client is currently receiving and for disability benefits at what level eg PIP Standard DL; ESA Support Group.

Clarify which form is being completed - is it a new claim or a review.

State the deadline. If deadline is close, may need to phone DWP to extend.

Check and record any issues relating to these points; seek ASS advice on what may be needed to further assist client where any of these apply.

RESEARCH:

Looked at Adviser Net (Ref. )/Disability Rights Handbook (page numbers)/CPAG (page numbers) and discussed with client.

Consulted with ASS (name)

Limited capability for work assessment:

Estimated points – (delete any that do not apply, for those that do apply give estimated points and brief reason eg pain, breathlessness, lack of motivation etc etc)

Physical disabilities:

Mobilising

Standing & sitting

Reaching

Picking up

Manual dexterity

Making self understood

Understanding communication

Navigation

Bowel/bladder control

Consciousness

Mental, cognitive & intellectual functions:

Learning tasks

Awareness of hazards

Initiating & completing personal action

Coping with change

Getting about

Coping with social engagement

Appropriateness of behaviour

Estimated total score of…. sufficient for LCW/not sufficient for LCW (delete as appropriate)

Do any of the exceptional circumstances apply eg pregnancy, terminal illness? If so, specify.

Does the substantial risk regulation apply?

Confirm estimated total number of point/exceptional circumstances/substantial risk and whether sufficient to be found to have Limited Capability for Work.

Limited capability for work related activity assessment:

Identify if any of the descriptors for LCWRA apply and if so, which one(s) and brief reasons.

Do any of the exceptional circumstances apply eg pregnancy, terminal illness? If so, specify.

Does the substantial risk regulation apply?

Confirm if client meets the requirements for LCWRA.

OPTIONS:

1) Do nothing - client will not receive ESA/UC/will lose existing award.

2) Complete and return form within deadline - client estimated to meet conditions to be found to have LCW/LCW & WRA (delete as appropriate)

ACTION:

Completed form; client signed. Attached medical evidence. Form and evidence scanned to casebook and hard copy given to client.

(If applicable – delete if not) Added wording on home visit and client will take letter to GP requesting evidence for this. Client will seek Bureau assistance if necessary with sending this in.

Requested copy of decision to be sent to Bureau and attached client’s signed FOA.

Client will post and obtain proof of posting/Posted from Bureau .

Client informed appointment for assessment usually in next 6-8 weeks and decision 4-6 weeks after that and will return to Bureau once decision received for advice as necessary and/or to update Bureau on outcome.

Any other action eg further appointment for another issue.

OUTCOME:

Estimated points and estimated financial level of award.

Add AICs and expected outcome; funder is Watford Disability Forms

SOCIAL POLICY:

Check and record any research and campaigns issues which arise.