

APPLYING FOR AN ACCESS TO WORK GRANT FOR COACHING

What is it?

“Access to work” is a grant from the DWP to help you return to work if you have a physical or mental health condition or a disability.

In your case, your cancer diagnosis means you might be eligible for the grant which can fund up to twelve 1-hour coaching sessions with a Working With Cancer Coach.

Either you or your employer can apply for this, and the DWP encourages employers to apply because the grant is a benefit both to both to the employer and the employee. If you are happy to speak to your employer about this, please do so.

Application criteria if you are applying.

You must be in a paid work (employment), about to start work or going back to work. This includes being self-employed.

You are **not** eligible if you are a Civil Servant or live in The Channel Islands or The Isle of Man or Northern Ireland.

How the grant works

You can make your application for the grant online or by phone. The date on which your application is made is termed your Initial Date of Contact (IDOC). It's important you keep a record of your IDOC because any coaching sessions held after this date but before the grant is approved will be covered by the grant from this date onwards.

Once your application for a grant is acknowledged, you must provide email confirmation to Working with Cancer (WWC) including a copy of the email you receive from Access to Work, and we will then arrange for you to have your coaching.

Once you receive the funding please let us know as soon as possible and we will invoice you for your coaching. You are eligible for a maximum of 12 one-hour sessions for a fee of £1980 plus VAT. You can of course have fewer sessions, if you wish. Individual sessions cost £165 plus VAT.

Because DWP has a backlog of claims it may take several months for your claim to be processed and approved. Where this is the case, rather than wait, you may prefer to pay for your sessions whilst waiting for your funding to be approved. Our fees are £125 per hour + VAT or £350 + VAT for 3 hours support if paid up front and in advance. This will be reimbursed once the grant is approved.

Applying for Access to Work grant

You can apply for Access to Work online or by phone.

The online application takes around 10 minutes to complete. You can apply [here](#).

When making your application you will need to give:

- Your personal details
- Information about your job, how your cancer affects your work and what help you need, i.e. a Working With Cancer Coach.
- The details of a contact at your workplace, e.g. Line Manager or HR.
- If you are self-employed, your Unique Taxpayer Reference (UTR)

The online application consists of 12 questions to complete, within 4 categories.

1. About you
2. Employment
3. Support from Access to work
4. Any additional information

When completing category 3. “Support from Access to Work” you must select **Support Workers** and detail your requirements for a Working With Cancer coach for up to 12 x 1-hour coaching sessions (screenshot below).

3. Support from Access to Work

[Specialist equipment](#)

[Mental health support](#)

[Support workers](#)

[Travelling to and from work](#)

[Travelling during work](#)

[Changes to your workplace](#)

[Adaptations to a vehicle](#)

Applying by phone

You can also apply by calling the Access to Work helpline. You will need to give the same information as above.

Access to Work helpline

Telephone: 0800 121 7479. This is a free number.