

## **Access to Work Grant – Applicant Guidelines**

### **Introduction**

The Access to Work grant has been set up to help support those with a long term health condition or disability who need funds for aids or equipment to enable them to start, return to, or remain in their place of work.

The key objectives are to:

- provide grants to fund aids or equipment required to help people start and sustain work
- promote financial independence
- help more people with health conditions move into work

Access to Work will be run and administered by the Social Security Department. This is a one-year pilot grant and the funding is limited to a maximum of £5000 per request, though additional requests can be made. Applicants must ensure their employer gives permission for the requested aids or equipment to be used in the workplace.

Any equipment provided through this grant belongs to the applicant and should remain with the applicant should they change jobs.

This is not a means-tested grant.

### **Part A – Types of support available within the fund**

- grants to buy equipment
- requests for other support can be submitted and will be considered on a case by case basis

### **Part B - Eligibility**

Applicants must:

- have Entitled or Entitled to Work status
- be either in a job, returning to a job, about to start a job, or be in a work placement with a high likelihood of having a job offered at the end of the placement period. The applicant must be able to show proof of this in the form of an employment contract or job offer letter from the employer
- be able to provide medical evidence to confirm there is a need for the equipment or aids requested

### **Part C - Exclusion factors**

- Applicants who are not registered as Entitled to Work or Entitled cannot apply for grants
- Any costs over £5000 per approved request will not be covered by this grant
- Requests for a grant for aids or equipment for unpaid work (unless a short-term placement moving to paid work) are not covered through this grant
- Requests for a grant for travel costs or adjustments to transport are not covered through this grant
- Requests for a grant for support worker assistance are not covered through this grant

- Requests for premises adaptations are not covered through this grant

#### **Part D – The application process**

- 1) Complete an application form online [here](#), and submit it with (a) supporting evidence of employment contract or job offer and (b) evidence of health condition or permission for Social Security to check health records held by the department
- 2) If the request does not meet the core conditions of eligibility for the grant or the required evidence is not provided, you will be notified by letter
- 3) You must ask your employer to confirm that you may use the requested aids or equipment in the workplace.
- 4) When all conditions have been met, the Access to Work co-ordinator may arrange for you to come to the Social Security Department to meet with the occupational therapist to be assessed for the requested equipment. If required, the occupational therapist will arrange to make a workplace visit.
- 5) When the occupational therapist assessment has been completed and approved, we will contact you to let you know how and when you will receive the approved aids or equipment.
- 6) When you receive the aids or equipment, you will be required to sign a release form to say you have received the equipment and will not hold the Department liable for maintenance costs, incorrect use or replacement costs if damaged. The equipment becomes the property of the applicant.

*Please note - A new application form must be completed for any subsequent/further requests and these will be considered on a case by case basis*

#### **Part E – Occupational therapist assessment**

Where expert knowledge and skills are required to assess the appropriacy of an application or the equipment requested, Social Security will consult with a qualified occupational therapist or associated specialist. Where required, the occupational therapist will visit your workplace to carry out a workplace assessment or meet with you to verify your requirements.

Some general equipment will be stored centrally by Social Security for assessment or trial purposes only. General equipment will include (but may not be limited to) the following:

- footstools
- gel wrist guards
- mouse mats
- document holders
- ergonomic mice
- ergonomic keyboards
- screen/monitor filters
- coloured overlays for documents
- screen magnifier

## Part F - Questions to ask before applying

Please consider the following questions when deciding whether to apply for equipment or adaptations from the Access to Work grant:

- Do you have work-related obstacles or difficulties that could be overcome through using specialist equipment?
- Is the equipment you need essential to help you do your current job?
- Have you asked your employer for permission to use the requested aids or equipment in your workplace?

## Part G - Equipment purchase and liability

Approved applications for workplace aids and equipment will be ordered through the approved States of Jersey supplier. It is the responsibility of the applicant to ensure that any equipment purchased through the grant is kept in good working order. The equipment is for the applicant's use only and is intended to remain with the applicant for use in the work environment.

A release form must be completed by the applicant once they are in receipt of the aids or equipment.

## Part H - Legal position of Access to Work

The Access to Work Grant is a one-year pilot and as such, the terms of the fund can be amended or withdrawn without notice at the discretion of the Minister for Social Security.

The Minister therefore reserves the right to:

- restrict or refuse applications
- request additional evidence from applicants
- request additional evidence from an applicant's employer
- recover equipment incorrectly claimed for by the applicant or not used in the current workplace
- use Social Security contributions data and benefit data to verify an applicant's specific disability or health issue

There is no right of appeal.

## Part I - Examples of equipment that could be applied for through the Access to Work grant (not exhaustive)

Example of condition	Example of aids or equipment that could be applied for through the Access to Work grant
Deaf or hard of hearing	<ul style="list-style-type: none"><li>• Hearing enhancement equipment such as amplified telephones and mobiles and conversation amplifiers</li></ul>
Blind or visual impairment	<ul style="list-style-type: none"><li>• Visual Impairment Screen Reader</li></ul>
Physical disabilities and mobility issues, including circulatory or degenerative conditions	<ul style="list-style-type: none"><li>• Footrests</li><li>• Leg rests/Footstools</li></ul>

	<ul style="list-style-type: none"> <li>• Adjustable toilet frame with seat</li> <li>• Portable ramps</li> <li>• Specialised seating</li> <li>• Height adjustable desk</li> </ul>
<p>Physical disabilities in the form of Repetitive Strain Injury (RSI) / Muscular Skeletal Disorders (MSD), including:</p> <ul style="list-style-type: none"> <li>• Tendinitis</li> <li>• Carpel Tunnel Syndrome</li> <li>• Tenosynovitis</li> <li>• Golfer's Elbow (Medical Epicondylitis)</li> <li>• Tennis Elbow (Lateral Epicondylitis)</li> </ul>	<ul style="list-style-type: none"> <li>• Ergonomic keyboards</li> <li>• Ergonomic mice</li> <li>• Ergonomic footrests</li> <li>• Mouse mats / Wrist supports</li> <li>• Footstools/Footrests/Leg rests</li> </ul>
<p>Sensory impairment including macular degeneration</p>	<ul style="list-style-type: none"> <li>• Reading aids such as magnifiers</li> <li>• Telephones (large dial)</li> <li>• Writing equipment (raised line paper)</li> <li>• Computer equipment, including keyboards with large keys and braille keyboards</li> <li>• Screens and software</li> </ul>