



Top Ten Tips for parents and carers on completing Disability Living Allowance (DLA) and Personal Independence Payments (PIP) application forms

Request a form by calling Freephone 0800 121 4600. Alternatively, you can [download a DLA form](#) or [information about PIP](#).

1. Don't be scared of the form, take your time and read the questions properly. Familiarise yourself with the eligibility criteria for DLA/PIP.
2. Don't worry about spelling or grammar, the Decision Maker will be more focused on what the issues are.
3. Avoid words like 'sometimes or occasionally'.
4. Base your answers on the worst day possible with your child. Be honest, don't overthink the question and don't assume the person making the decision will know about the disability or condition. You are comparing a child with a disability to one without a disability so focus on what extra you have to do.
5. Keep a diary. You will find this useful as you will underestimate what you do to help your child and the time it takes. Remember it is not only physical help; it is prompting, encouraging, explaining and supervision too.
6. Don't just tick boxes but give explanations wherever possible and add additional pages if necessary.
7. Ask a friend to look over the form once you have completed it
8. Include good supporting evidence. Maybe ask family/friends to write a short supporting letter stating how things are, not what they want it to be.
9. Keep a copy of your completed form
10. Look at local and national websites as you will find dedicated information and advice for DLA/PIP claims for specific advice including:

West Sussex Local Offer	https://westsussex.local-offer.org
West Sussex Parent Carer Forum	http://www.wspcf.org.uk
Government Website	https://www.gov.uk
Citizens Advice	https://www.citizensadvice.org.uk
Turn 2 Us	https://www.turn2us.org.uk
Reaching Families	http://www.reachingfamilies.org.uk

Once completed, return the form in the pre-paid envelope included in the pack, by the date requested on the form and the claim will start from the date it was posted by the Department for Works and Pensions (DWP).