

**Carers**  
**First**



**Attendance Allowance**

**Form**

# Attendance Allowance Form Walkthrough

Filling out all the different financial forms and paperwork when you first become a carer can often become confusing and challenging to navigate. This guide has been created to help you understand some uncommon terminology used in the government's Carer's Allowance Form.

**Disclaimer:** This resource is not a substitute for the official Attendance Allowance form available on the GOV.UK website.

## What is Attendance Allowance?

Attendance Allowance is a benefit that helps pay for your care needs if you have a disability or a long-term illness and have reached State Pension age. Attendance Allowance can be paid regardless of your income, savings or National Insurance contribution record and is tax-free.

Claiming Attendance Allowance may help carers to qualify for certain benefits (such as Carer's Allowance). Attendance Allowance may also entitle you and/or your carer to further help with Council Tax.

Please see the [Carers First Website](#) for more information on whether you are eligible for Attendance Allowance.

# Glossary

The following words and phrases are defined below:

Question	Term	Definition / Explanation
7	European Economic Area (EEA)	You are a <b>European Economic Area (EEA)</b> national if you are a citizen or national of one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic (Czechia), Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
13	Power of Attorney	A <b>power of attorney</b> is a legal document that appoints someone – your 'attorney' – to make decisions on your behalf. There are a number of reasons why you may need someone to make decisions on your behalf. It may be a temporary measure, if you're going into hospital and need help with everyday financial tasks like paying your bills.
13	Curator bonis	In Scottish and Roman-Dutch laws, a <b>curator bonis</b> is a legal representative appointed by a court to manage the finances, property, or estate of another person unable to do so because of mental or physical incapacity.
13	Corporate Appointee or Acting Body	A <b>Corporate Appointee</b> or <b>Acting Body</b> can be an individual or an organisation who manages the property, finances or estate of another person unable to do so because of mental or physical incapacity.

Question	Term	Definition / Explanation
18	Department for Work and Pensions (DWP)	The <b>Department for Work and Pensions (DWP)</b> is a governmental department in the United Kingdom responsible for welfare, pensions, and child maintenance policy. The DWP is tasked with administering various benefits, including state pensions, disability benefits, unemployment benefits, and housing benefits, among others. Additionally, it oversees policies related to employment and provides support to help people find work and improve their financial security.
32	Statutory Sick Pay (SSP)	A <b>Falls Clinic</b> is a specialised medical facility or program focused on assessing and addressing falls, especially in older adults. It typically involves a team of healthcare professionals who evaluate risk factors, conduct assessments, and develop personalised plans to prevent future falls.
47	Constant Attendance Allowance (CAA)	<b>Constant Attendance Allowance (CAA)</b> is an extra allowance which has 4 different levels which link to the amount of care needed for the condition a War Pension is being paid for. You may be able to get this allowance if your War Pension is 80% or higher and you need regular care because of the conditions you receive a War Pension for.
47	Industrial Injuries Disablement Benefit (IIDB)	You might get <b>Industrial Injuries Disablement Benefit (IIDB)</b> if you became ill or are disabled because of an accident or disease either at work on an approved employment training scheme or course.

The remainder of the document will provide an in-depth examination of the Carer's Allowance forms, focusing on the terms previously explained in the glossary and their relevance to the questions within the form. This analysis aims to offer clarity and guidance on navigating the form effectively.

## Attendance Allowance for people of State Pension age or over

Before you fill in this form, read page 3 of the notes booklet that came with this form.

### About you

Please tell us your personal details. If you are filling in this form for someone else, tell us about them, not you.

<b>01 Surname or family name</b> <input type="text"/> All other names in full <input type="text"/> Title For example, Mr, Mrs Miss, Ms. <input type="text"/>	<b>06 Daytime phone number</b> Please include dialling code <input type="text"/> Mobile phone number if different <input type="text"/> If you have speech or hearing difficulties and want us to contact you by textphone, please tick this box <input type="checkbox"/> Textphone number <input type="text"/>
<b>02 National Insurance (NI) number</b> <input type="text"/>	<b>07 What is your nationality?</b> <input type="text"/> If you are a Swiss or a European Economic Area (EEA) national, were you living in the United Kingdom (UK) before 1 January 2021? For a list of EEA countries, please see <b>page 7</b> of the notes. <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Do not know
<b>03 Date of birth</b> DD/MM/YYYY <input type="text"/>	<b>08 Do you normally live in Great Britain?</b> Great Britain is England, Scotland and Wales. For more information please read <b>page 7</b> of the notes. <input type="checkbox"/> No <b>Go to question 9</b> <input type="checkbox"/> Yes If you live in Wales and would like us to contact you in Welsh in future, tick this box. <input type="checkbox"/>
<b>04 Sex</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	
<b>05 The full address where you live</b> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	

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### 07 What is your nationality?

If you are a Swiss or a European Economic Area (EEA) national, were you living in the United Kingdom (UK) before 1 January 2021? For a list of EEA countries, please see **page 7** of the notes.

- No  
 Yes  
 Do not know

You are a **European Economic Area (EEA)** national if you are a citizen or national of one of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic (Czechia), Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.

The United Kingdom left the EEA when it left the EU on 31 January 2020.

The next explained term is on question 13 of the form.

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## Signing the form for someone else

You can fill in the form for someone else, but they must still sign themselves unless:

- you have already been legally appointed to receive and deal with their benefits. That is, you are a benefit appointee, a deputy or hold a Power of Attorney for Property and Finance (this does not include Power of Attorney for Health and Welfare)
- the person you are claiming for is either too ill or disabled to claim for themselves or lacks the mental capacity to manage their own affairs. You wish to be appointed to deal with their benefits, or
- you are completing this form in their absence and/or without their knowledge.

### 13 Are you signing the form for someone else?

- No **Go to question 14**
- Yes

Ensure you sign consent **question 18** and the declaration **question 62**.

Why are you signing the form for them? Please select one of the following:

- I am claiming for them under the special rules for people nearing the end of life. You may wish to tell the person you have claimed for that you have made a claim to this benefit on their behalf. This is because we will send letters about Attendance Allowance to them. There is no mention of end of life or the special rules in our notifications
- I am an appointee, appointed by the Department for Work and Pensions

I hold Power of Attorney for Property and Finance

Do you have an online account?

- No  
Please send us your full registered Property and Finance documents (original or certified copy). This could cause delays if these documents are not sent. We will send these back to you.

- Yes  
We will contact you about this to request the access code

I am a Deputy

I am a Tutor (under Scottish law)

I am a curator bonis or judicial factor (under Scottish law)

I am a Corporate Acting Body or Corporate Appointee

### Please tell us the name of your organisation

For example, an organisation appointed to act on behalf of the person the benefit is for, such as a local authority or firm of solicitors.

Unless we have already seen this authority we will need to see it before we can process the claim. Please send us your power of attorney or the relevant documents with this claim. You can send the original or a certified copy.

I hold Power of Attorney for Property and Finance

Do you have an online account?

- No  
Please send us your full registered Property and Finance documents (original or certified copy). This could cause delays if these documents are not sent. We will send these back to you.

- Yes  
We will contact you about this to request the access code

I am a curator bonis or judicial factor (under Scottish law)

I am a Corporate Acting Body or Corporate Appointee

A **power of attorney** is a legal document that appoints someone – your 'attorney' – to make decisions on your behalf.

There are a number of reasons why you may need someone to make decisions on your behalf. It may be a temporary measure, if you're going into hospital and need help with everyday financial tasks like paying your bills.

In Scottish and Roman-Dutch laws, a **curator bonis** is a legal representative appointed by a court to manage the finances, property, or estate of another person unable to do so because of mental or physical incapacity.

A **Corporate Appointee or Acting Body** can be an individual or an organisation who manages the property, finances or estate of another person unable to do so because of mental or physical incapacity.

The next explained term is on question 18 of the form.

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Their relationship to you

How often do you see them?

If more than one person helps you, please tell us their name and how they help you at **question 61 Extra information.**

**17 About your GP**  
The GP only gives details of medical fact, they do not decide if you can get Attendance Allowance.

**Their name**  
If you do not know your GP's name, please give the name of the surgery or health centre.

**Their full address**  
  
  
  
Postcode

**Their phone number**  
Including the dialling code.

**When did you last see them because of your illnesses or disabilities?**  
DD/MM/YYYY

**Consent**

**18 Do you agree to DWP contacting the people or organisations described?**  
For more information please read **page 9** of the **notes.**

We may want to contact your GP, or the people or organisations involved with you, for information about your claim. This may include medical information. You do not have to agree to us contacting these people or organisations, but if you do not agree, we may be unable to make sure you qualify for the benefit you are claiming. We, or any health care professional working for an organisation approved by the Secretary of State, may ask any person or organisation to give them or us any information, including medical information, which we need to deal with:

- this claim for benefit, or
- any appeal or other request to reconsider a decision about this claim.

Please tick one of the consent options then sign and date.

No  
 Yes

**Signature**

**Date**  
DD/MM/YYYY

Please make sure you also sign and date the declaration at **question 62.**  
If you are claiming under the special rules, please go to **question 45.** You do not have to answer any more questions until then.

**18 Do you agree to DWP contacting the people or organisations described?**  
For more information please read **page 9** of the **notes.**

The **Department for Work and Pensions (DWP)** is a governmental department in the United Kingdom responsible for welfare, pensions, and child maintenance policy. The DWP is tasked with administering various benefits, including state pensions, disability benefits, unemployment benefits, and housing benefits, among others. Additionally, it oversees policies related to employment and provides support to help people find work and improve their financial security.

The next explained term is on question 32 of the form.

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Is there anything else you want to tell us about the difficulty you have or the help you need with moving around indoors?

For example, you may hold on to furniture to get about or it may take you a long time.

No **Go to question 32**

Yes

Tell us about this.

**32** Do you fall or stumble because of your illnesses or disabilities?

For example, you may fall or stumble because you have weak muscles, stiff joints or your knee gives way, or you may have problems with your sight, or you may faint, feel dizzy, blackout or have a fit.

No **Go to question 33**

Fall

Stumble

What happens when you fall or stumble?

Tell us why you fall or stumble and if you hurt yourself.

Have you been referred to a Falls Clinic?

No

Yes

Do you need help to get up after a fall?

Tell us if you have difficulty getting up after a fall and the help you need from someone else.

No

Yes

Tell us about this.

When did you last fall?

If you do not know the exact date, tell us roughly when this was.

DD/MM/YYYY

When did you last stumble?

If you do not know the exact date, tell us roughly when this was.

DD/MM/YYYY

How often do you fall?

Tell us roughly how many times you have fallen in the last month.

Tell us roughly how many times you have fallen in the last year.

Have you been referred to a Falls Clinic?

No

Yes

A **Falls Clinic** is a specialised medical facility or program focused on assessing and addressing falls, especially in older adults. It typically involves a team of healthcare professionals who evaluate risk factors, conduct assessments, and develop personalised plans to prevent future falls.

The next explained term is on question 47 of the form.

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## About time spent in hospital, a care home or a similar place

### 45 Are you in hospital, a care home or similar place now?

For example, a residential care home, nursing home, hospice or similar place.

No **Go to question 46**

Yes

Tell us when you went in  
DD/MM/YYYY

Please tell us the full name and address of the place where you are staying.

  
  

Postcode

If you are in hospital, why did you go into hospital?

Does a local authority, health authority, education authority or a government department give you, or the place where you stay, any money towards the costs of your stay?

No **Go to question 46**

Yes

Which authority or government department pays?

### 46 Have you come out of hospital, a care home or similar place in the past six weeks?

No **Go to question 47**

Yes

Tell us when you went in  
DD/MM/YYYY

Tell us when you came out  
DD/MM/YYYY

Please tell us the full name and address of the place where you were staying.

  
  

Postcode

If you have been in hospital, why did you go into hospital?

## Constant Attendance Allowance

### 47 Constant Attendance Allowance

Please tick the box if you are getting or waiting to hear about:

War Pension Constant Attendance Allowance

Industrial Injuries Disablement Benefit Constant Attendance Allowance

### 47 Constant Attendance Allowance

Please tick the box if you are getting or waiting to hear about:

War Pension Constant Attendance Allowance

Industrial Injuries Disablement Benefit Constant Attendance Allowance

**Constant Attendance Allowance (CAA)** is an extra allowance which has 4 different levels which link to the amount of care needed for the condition a War Pension is being paid for. You may be able to get this allowance if your War Pension is 80% or higher and you need regular care because of the conditions you receive a War Pension for.

You might get **Industrial Injuries Disablement Benefit (IIDB)** if you became ill or are disabled because of an accident or disease either at work on an approved employment training scheme or course.

# **Carers**

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## **Stay in touch**

Helpline: **0300 303 1555**

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