



## **Access To Work – General**

Employers have a legal obligation to make “reasonable adjustments” for their disabled employees under the Equality Act 2010. Access To Work (ATW) is a government funded scheme run by Department for Works and Pensions. ATW covers the financial cost of disability solutions that go beyond “reasonable adjustments.”

### **How does ATW work?**

ATW provides funding for additional expenses incurred by disabled people to overcome work-related obstacles, depending on their needs. It might also be mental health support or advice to an employer on changes to line management style to support an individual employee.

### **Who is ATW for?**

ATW provides support for people who are in paid employment or about to start or return to it with a disability or long-term physical or mental health condition.

### **How can NATTC help employers?**

We understand how to navigate the ATW process to help our clients manage their claims without delays and complications.

### **Who is eligible for ATW?**

Anyone with a disability or health condition which affects their ability to perform a job, whether:

- Employed in a paid job
- About to start or return to paid employment within 12 weeks
- Self-employed



## **The ATW Process:**

1. Contact ATW either by phone or by completing the online form. By phone, you will be asked a few eligibility questions. If you are eligible, an ATW 1 form will be completed over the phone and sent to you. Check it, sign it, and return it to them. If you apply online the eligibility criteria are explained on the webpage.
2. When ATW receive your form, you will be assigned an ATW Adviser. Your Adviser will contact you by phone to assess your needs and situation and will assign an ATW Assessor to you. Your Assessor will produce a report about your difficulties and the support they suggest.
3. Your confidential assessment report will be sent to your ATW Adviser. Suitable adjustments, equipment or support you may need will be suggested. It will also provide costs and some suggested suppliers. You and your employer will receive copies. After discussing this with your Adviser, an approval letter detailing the agreed funding will be sent to you and your employer.
4. The final stage is your employer purchasing the agreed solution and then claiming the approved grant back from ATW. The claim form is included with the approval letter.

NOTE: If you are self-employed, you act as the employer.

## **Employer Contribution:**

- 1 to 49 employees: no contribution
- 50 to 249 employees: pay the first £500 and 20% of costs up to £10,000.
- 250 or more employees: pay the first £1,000 and 20% of costs up to £10,000.

## **How much will ATW provide?**

The amount of help you'll get depends on:

- Length of employment
- The support you need
- Whether you are self-employed



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## **ATW can pay up to 100% of the approved costs if you are:**

- About to start or return to paid employment within 6 weeks.
- Self-employed
- Working for an employer for less than six weeks

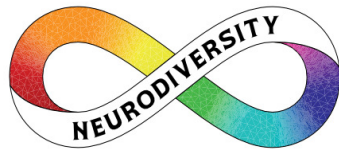
Examples of support ATW will provide and pay up to 100% of the approved costs of help with include:

- Assistive Technology, Training and Workplace Coaching
- Mental Health Support
- Support workers
- Additional travel to work and travel in work costs
- Communication support in interviews

## **How to apply**

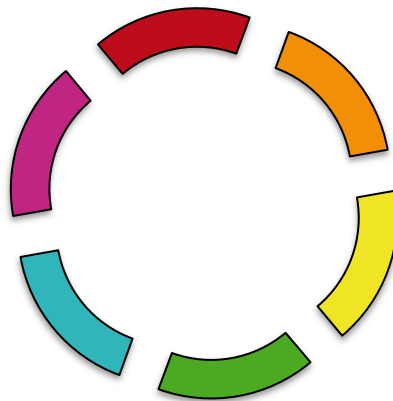
See the online form and the eligibility criteria, and find the phone number, at:

<https://www.gov.uk/access-to-work/apply>



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**Contact us to find out more about how NATTC works to support neurodiverse people in the workspace:**



- **Access to Work Needs Assessment**
- **Workplace Needs and Progress Assessment**
- **Support for Applications for Access to Work Funding**
- **Sourcing and Installing Correctly Assistive Technology**
- **Expert Assistive Technology Training and Workplace Coaching**
- **Neurodiversity Awareness Training**

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