

# Employment and Support Allowance

## Hardship payments

### Important Information

We have given you this form to apply for a hardship payment if you have a sanction and your income-related Employment and Support Allowance is reduced. You don't need to fill this form in until we've told you that you have a sanction and when your sanction begins.

Before you fill this form in, please take a few minutes to read these notes. They contain important information to help you understand what a hardship payment is.

If you need help understanding this form or help to fill it in please speak to your work coach.

This form is available in Welsh.

### Asking for a hardship payment

You can ask for a hardship payment if you get income-related Employment and Support Allowance.

If your income-related Employment and Support Allowance is reduced and you don't have enough money to live on, you may be able to get a hardship payment. You can ask for a hardship payment if you can't pay for rent, heating, food or other basic needs for you and your family, if you have one. This is a reduced amount of benefit payment.

Your payments could have been reduced for one of the following reasons:

- you didn't attend or take part in a meeting with your work coach
- you didn't do a work-related activity that your work coach told you to
- you have a fraud penalty.

If you do get a sanction you'll get less Employment and Support Allowance until:

- you take part in the meeting, or do the work-related activity you were asked, or
- you come to an agreement with your work coach about the meeting or work-related activity.

Please contact your work coach to talk about ending your sanction.

If you want to ask for a hardship payment and you only get contribution-based Employment and Support Allowance or if you're not sure which benefit you get, contact your work coach.


### Getting a payment

We will tell you if we can pay you, when you will be paid and how much you will get. This will depend on your circumstances.

You **don't** have to pay this money back.

### Housing Benefit or Council Tax Reduction

If you get Housing Benefit or Council Tax Reduction, keep in touch with your local council. Tell them about any changes to your circumstances including if you get a sanction. They'll tell you if you need to do anything else.

 **Your application may be delayed if we don't have all the information we need.**

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Department for  
Work and Pensions

ESA10 06/17

## How to apply

You must:

- answer all the questions on the form that apply to you and your partner, if you have one, and
- give us the completed claim form along with all the documents we ask for including a current bank statement, minibank statement or your building society book.

## Part 1: About you and your partner

Please use **BLACK INK** and **CAPITAL LETTERS**

**Your surname or family name**

Mr / Mrs / Miss / Ms

**All other names**, in full

**Address**

Postcode

**Your date of birth**

/ /

**Your National Insurance (NI) number**

Letters Numbers Letter

□ □ □ □ □ □ □ □ □ □

You can find the number on a National Insurance (NI) numbercard, letters about benefit, or payslips.

**A phone number we can contact you on.**

**Do you have a partner?**

We use *partner* to mean:

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

No

Yes  Tell us about your partner below.

Full name

Mr / Mrs / Miss / Ms

Date of birth

/ /

National Insurance number

Letters Numbers Letter

□ □ □ □ □ □ □ □ □ □

Are you or anyone else you are claiming for pregnant?

No

Yes  Who is pregnant?

When is the baby due?

/ /

## Part 2: About health

**Do you or a member of your household have a disability, illness or health condition which means you have more costs to meet on a daily basis?**

If you can, please give us proof of the disability, illness or health condition you or a member of your family has, that means you have extra costs to pay.

Only send us **copies** of medical or other information if **you already have** them. **Don't** ask or pay for new information or send us original documents. Please write your national insurance number on each piece of information you send to us.

No

Yes  Please answer the questions below.

Who has the disability, illness or health condition?

What is the disability, illness or health condition?

How long have they had the disability, illness or health condition?

**Has the disability, illness or health condition been diagnosed and treated by a medical professional?**

No

Yes

**What extra costs related to the person's disability, illness or health condition are paid to meet their needs?**

For example do they have:

- a special diet
- extra hygiene products
- extra travel costs.

**What will happen if these extra costs are not paid?**

## Part 3: About money and savings

**Do you, or anyone you are claiming for, have any money owed to you or coming to you in the near future?**

For example:

- money you have lent to someone
- money from part-time work
- payments for board from other people who live with you.

No

Yes  How much is this?

£

Why will you get this money?

When will you get this money?

 /  / 

How often will you get this money?

- Weekly
- Monthly
- One off payment



**Please bring a bank statement, minibank statement or your building society book to the interview.**

## Part 3: About money and savings continued

### Do you, or anyone you are claiming for, have any savings?

Savings include:

- cash
- money in a bank, building society or Post Office® account
- shares
- money in a trust fund.

These are just a few examples.

No

Yes  How much is this?

£

What is the earliest date you could get this money?

/  /

How much could you get on this date?

If you can't get this money immediately, tell us why.

### Do you or anyone you are claiming for get any other benefit payments?

We don't need to know about any money you get for children in your household.

No

Yes  Name of benefit?

Who gets the benefit?

How much do they get?

£

What is the date of your next benefit payment?

/  /

How often do you get this payment?

Name of benefit?

Who gets the benefit?

How much do they get?

£

What is the date of your next benefit payment?

/  /

How often do you get this payment?

## Part 4: About why you need a hardship payment

### Please tell us what will happen if you don't get a hardship payment.

Tell us how this would affect paying for:

- food
- clothing
- heating
- accommodation
- anything else you think is essential.

You don't need to tell us about anything you have already told us in **Part 2** of this form.

## Part 5: Declaration

**I declare** that the information I have given on this form is correct and complete as far as I know and believe.

**I understand** that if I knowingly give false information, I may be liable to prosecution or other action.

**I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.

**I understand** that the Department for Work and Pensions may use the information it has now or may get in the future to decide whether I am entitled to:

- the benefit I am claiming
- any other benefit I have claimed
- any other benefit I may claim in the future.

You can find out more about how DWP uses personal data in our Personal Information Charter online at [www.gov.uk](http://www.gov.uk)

**This is my claim for Employment and Support Allowance under the Employment and Support Allowance hardship provision.**

**Signature**

**Date**

## For our use

### Declaration

The answers I have given to the questions on this form have been read back to me.

I agree they are correct and complete as far as I know and believe.

**Claimant's signature**

**Date**

**Interviewing officer's signature**

**Interviewing officer's name**

**Date**

**For office use only**

Office code

Office name

Issue date







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