BENEFITS AND MONEY ENGLAND

DLA Claim Planner Pack

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A planner to help you gather care and mobility examples before you complete a Disability Living Allowance claim for a child.

Disability Living Allowance (DLA) for children is administered by the Department for Work and Pensions. Entitlement depends on care and/or mobility needs, not on a diagnosis alone. Rules, rates and processes can change. Scotland has a different child disability payment. This pack does not decide entitlement and is not a claim form. Check current guidance on GOV.UK before you apply or ask a welfare-rights adviser or a SENDIASS or Citizens Advice service.

Who this is for

Parents and carers preparing a DLA claim for a child in England, Wales or Northern Ireland, or wanting a structured place to collect examples. Scotland uses Child Disability Payment — check the current Scottish system.

What is inside

- How DLA is organised, in plain English
- Care and mobility example sheets
- A documents checklist
- A "before you send" review

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

How this planner should be used

DLA is about the extra care or supervision a child needs, and, for some children, mobility needs, compared with a child of the same age without the same difficulties. A diagnosis can help to explain things, but it is not the claim. The official claim form and current GOV.UK guidance are what you must follow. This pack is a place to collect examples so you are not starting the form from a blank page.

Rules, rates, qualifying periods and the form itself can change. Do not copy old rates from memory. If you live in Scotland, do not use this as if it were a Child Disability Payment application.

> **Get advice if you can**
> A welfare-rights service, Citizens Advice, Contact, or some SENDIASS services can help you check a draft. This pack cannot predict an award.

The child and the claim I am preparing

Child's name and date of birth

Today's date

Who is completing this planner

Whether this is a first claim or a renewal

The main conditions, needs or diagnoses I will describe, in the child's everyday terms

Professionals or settings who already know the child and may have useful evidence

Care needs — daytime examples

Think about a typical day and a difficult day. Be specific: what happens, how often, how long it takes, what would go wrong without help or supervision, and how this compares with other children of the same age, as you see it. Do not exaggerate, and do not minimise because you have already adapted.

Getting up, washing, dressing, and using the toilet — what help or supervision is needed, and what happens on a hard day

Eating, drinking, medication, and health needs during the day

Moving around the home, safety, and supervision (including if the child cannot be left)

Communication, understanding, and managing feelings or behaviour during the day

Play, learning, social time, and any need for another person to be present

Care needs — night-time examples

What happens at night: waking, safety, care, settling, and how often in a typical week

What a parent or carer has to do, and how long it usually takes

Mobility needs

Mobility rules are specific. Check the current official guidance for the child's age and for the difference between needing guidance or supervision outdoors and other mobility tests. Use this page to collect facts, not to apply a test.

Walking outdoors, distances, and what happens without guidance or supervision

Road safety, getting lost, sudden running or freezing, and how another person has to help

Any aids, pain, fatigue, or other mobility issues I should describe carefully

Documents I can gather

- [ ] A recent professional report or letter (for example from school, paediatrics, CAMHS, therapy, or social care)
- [ ] An EHCP, SEN support plan, or similar, if one exists
- [ ] A school or setting letter about care or supervision needs
- [ ] A diary of a typical and a difficult week
- [ ] A list of medication or equipment, if relevant
- [ ] The current official claim form and notes from GOV.UK

Anything I still need to request, and who I will ask

Before I complete the official form

The three strongest examples I do not want to forget

Anything I am unsure about and will check with an adviser or on GOV.UK

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Disability Living Allowance (DLA) for children
- GOV.UK: Personal Independence Payment (PIP)
- GOV.UK: Carer's Allowance and related carer support, if relevant
- A local welfare-rights service, Citizens Advice, or Contact
- Your local SENDIASS service, for SEND-related questions

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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