BENEFITS AND MONEY ENGLAND

DLA Mandatory Reconsideration Prep Pack

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A preparation pack if you disagree with a DLA decision and are considering a mandatory reconsideration.

This is not a reconsideration form and it does not calculate a deadline. Check the date on the decision letter and current GOV.UK guidance, and get advice quickly. 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

Families in England, Wales or Northern Ireland who have a DLA decision they think is wrong, or who have been paid at a rate they believe does not reflect the child's needs.

What is inside

- A caution about time limits
- A decision-and-reasons sheet
- A points-to-raise organiser
- A model covering note

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.

Time limits and advice first

Do not miss the date on the letter
There is usually a time limit for asking the Department for Work and Pensions to look at a DLA decision again. Check the decision letter and current official guidance the day you open it. This pack cannot work out your deadline or submit the request. Seek advice from a welfare-rights service, Citizens Advice, or Contact if you can.

Date of the decision letter

Date I received it

Deadline I have noted from the letter or GOV.UK

Date I asked for advice

What was decided, and why I disagree

What the decision says, in their words (care, mobility, period of award, or refusal)

The reasons given, if any, and what I think they have missed or misunderstood

New evidence I can now send, or examples that were not clear on the form

Model covering note, to adapt

How to use this letter
Replace anything in [square brackets] with your own details. Delete lines that do not apply. Keep the letter factual and in your own words. This is a starting point, not a required form of words, and sending it does not guarantee a particular outcome.

Model wording (adapt this):

I wish to ask for a mandatory reconsideration of the Disability Living Allowance decision dated [date] for [child's name], date of birth [DOB], National Insurance or reference [if you have it].

I disagree with the decision because [short factual reasons]. I enclose [list of evidence]. Please confirm receipt and let me know if you need anything else.

Yours faithfully, [Name]

The two or three points I will keep at the top of my request

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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