

FREE PRINTABLE · DLA FOR A CHILD UNDER 16

Evidence tracker

for a DLA claim

Letters, reports and statements can support what you write on the DLA form for your child. Use this tracker to ask for evidence, keep track of it and send copies the right way.

FROM THE DWP BOOKLET

What you can send

The booklet that comes with the form (DLA1 Child Notes, 10/25) lists the kinds of evidence that help:

- Reports or care or treatment plans from occupational therapists, GPs or consultants, social workers, learning disability support teams, district nurses or physiotherapists
- Reports, statements or diaries from carers or family members
- Hospital discharge or outpatient clinic letters about your child's condition or diagnosis
- Test results from scans, diagnostic tests and hearing or vision tests
- Your child's current repeat prescription list, and a certificate of visual impairment if they have one
- A copy of any plan or statement your child has from the list at question 37 of the form, such as an Educational Health Care Plan (EHCP) or an Individual Education Plan (IEP)

HOW TO SEND IT

Send copies, never originals: the DWP cannot return them. Do not send a CD, DVD, memory stick or any other electronic media, because the DWP cannot open them.

Write your child's full name, date of birth and National Insurance number (if they have one) at the top of each page, so the DWP can link it to the claim.

Do not hold the form back while you wait. Say at question 89 what you are waiting for, send what you already have with the form and post the rest later to Freepost DWP DLA Child.

This sheet follows the DLA claim form for a child under 16 used in England and Wales (DLA1 Child, dated 10/25). In Scotland, new claims for children are Child Disability Payment from Social Security Scotland (mygov.scot), not DLA. In Northern Ireland, DLA for children is run by the Department for Communities (nidirect).

What not to send

- Appointment cards or letters
- Letters arranging hospital admissions
- General information or fact sheets about your child's condition
- Fact sheets about your child's medication
- Information about tests your child is going to have
- Bus or train tickets
- Directions or maps for appointments your child has attended

The claim form also asks you not to send information from the internet.

ASK FOR FUNCTION, NOT DIAGNOSIS

The form says the DWP does not pay DLA for a child having a particular health condition or disability, but for the impact it has on them. A letter that only names a diagnosis says little about the help your child needs.

When you ask a professional for evidence, ask them to describe what your child needs help with, how often, how long it takes, what happens without it and how this compares with other children of the same age.

Key dates

WHAT HAPPENED	DATE
You phoned the helpline for a claim pack (if you did)	
You posted the form	
The letter confirming your claim arrived	
The decision letter arrived	

- Your claim starts on the date the form is received, or on the date you phoned for the claim pack if you return it within 6 weeks. DLA cannot be backdated.
- After you apply, gov.uk says you should get a letter within 3 weeks confirming your application.
- If you disagree with the decision, you can ask for a mandatory reconsideration, usually within one month of the date of the decision.

Your evidence

[illegible]

More evidence

[illegible]

Ready to fill in the form? DLAexpert can write one area of it for your child free, question by question, in the form's own order: www.dlaexpert.co.uk