



If you get in touch with us tell us this reference
number **BB787878A**

We need to see
your NI number

Our address
Dla Portfolio
Disability Benefit Centre 4
Post Handling Site B
Wolverhampton
WV99 1BY

Mr A Smith
Smith Road
Smith Town

We need to see
your name and
address

Our phone numbers

03457 123456
08457 123456

If you have a
textphone

Website: www.gov.uk

Date **29 January 2015**

We need to see
the date of the
award letter. If it is
more than 12
months old, we
need to see your
annual up-rating
letter dated within
the last 12 months.

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Please keep this safe as you may need it in the future.

Dear Mr Smith

This letter is about your claim for Disability Living Allowance.

Disability Living Allowance is made up of two components, mobility for help with getting around and care for help with your personal care.

Mobility

We need to see that you have
been awarded the Higher rate

I have awarded you the **Higher Rate** of £56.75 a week from 01/01/2015 to **31/12/2020** (both dates included) as you are unable or virtually unable to walk.

We need to see when
the award ends

Care

I have awarded you the Middle Rate of £54.45 a week from 01/01/2015 to 31/12/2020 (both dates included) as you need help with your personal care from someone several times right through the day.

I have only awarded you until 31/12/2020 as treatment may change how much help you need.

We will write to you before 31/12/2020 about your Benefit.

How I made my decision

I made my decision using the information about your illnesses and disabilities from:

- your claim form
- the extra information you gave us

including details about any:

- current treatment
- medication
- test results
- symptoms

I consider this information to be the most suitable available and enough to decide how much help you need.

Having considered all the information I have decided the following:

Help with getting around outdoors

Physical difficulties walking

You are unable or virtually unable to walk, so you are entitled to the higher rate of mobility.

Help with personal care

During the day

Day Attention

You need help to:

- get in and out of bed

You need help with your personal care from someone several times right through the day.

This means you are entitled to middle rate care.

What happens next

We will contact you again before 31/12/2020 to check if your award is still correct.

However, if you have less walking problems or you need more or less help with personal care you must tell us.

You must tell us straight away if anything changes that may affect your Disability Living Allowance. You need to read the leaflet 'Notes for people getting Disability Living Allowance' with this letter.

Carer's Allowance

If you have someone looking after you for at least 35 hours a week, they may be entitled to Carer's Allowance.

If you want more details phone us on 0800 88 22 00 or go online at www.gov.uk

Carer's Credit

If the person looking after you is not entitled to Carer's Allowance, they may be entitled to Carer's Credit. This is a National Insurance credit for those under State Pension age who provide care to one or more disabled people for a total of 20 hours or more a week. Carer's Credit may help the person providing care to build up entitlement to a better basic or additional State Pension.

If you want more details phone us on 0800 88 22 00 or go online at www.gov.uk

What to do if you think this decision is wrong

If you think the decision is wrong, please get in touch with us by telephone or in writing, **within one month of the date of this letter**. If you do not contact us within one month of the date of this letter we may only be able to change the decision from the date you contact us. Our telephone number and address are on the front page of this letter.

You can appeal against this decision, but you cannot appeal until we have looked at the decision again. We call this a **Mandatory Reconsideration**.

You, or someone who has the authority to act for you, can:

- ask us for an explanation of the decision, or
- ask for a written statement of reasons for the decision, if we have not already sent one
- ask us to look at the decision again, to see if it can be changed.
There may be some facts you think we have overlooked, or you may have further information that affects the decision.

When we have looked at the decision again, we will send you a letter explaining what we have done. We call this a **Mandatory Reconsideration Notice**. This will include the information you need to be able to appeal.

Disability Living Allowance and work

Disability Living Allowance is paid to help you live an independent life. You can receive Disability Living Allowance and be in work or training.

It is your responsibility to tell us immediately of any changes to the amount of help you have told us you need for personal care or getting around. Your award can be looked at again and a new decision made, if needed. Your money may stay the same, go up or go down.

If you need advice on work or training you can contact Jobcentre Plus. Jobcentre Plus has specialist Personal Advisers who can help disabled people or people with health conditions back to work or training. They can make sure you are claiming all the benefits you are entitled to.

For more information contact Jobcentre Plus on 0845 606 0234 or textphone 0845 605 5255 or go online at: www.gov.uk.

Yours sincerely

Zoe Worth

Entitlement Summary

Please keep this safe as you may need it in the future.

Mr A Smith is entitled to Disability Living Allowance at the following rates:

Mobility:

Higher Rate of £56.75 a week from 01/01/2015 to 31/12/2020 (both dates included).

Care:

Middle Rate of £54.45 a week from 01/01/2015 to 31/12/2020 (both dates included).

The rates of Disability Living Allowance payable are available at www.gov.uk. You can use this letter to prove your entitlement to Disability Living Allowance to a variety of organisations.



Department
for Work &
Pensions

CERTIFICATE OF ENTITLEMENT TO DLA. Serial Number 0787878

This certificate confirms that Mr A Smith is in receipt of the Higher Rate Mobility Component of Disability Living Allowance (DLA) from 01/01/2015 to 31/12/2020 (both dates included) and is eligible to apply for a free vehicle tax disc.

IMPORTANT. Please keep this certificate safe. You will need it to renew your free vehicle tax disc each year.

What to do next

Please read the enclosed Driver and Vehicle Licensing Agency (DVLA) leaflet. It explains how to use this certificate to apply for your free vehicle tax disc and how to renew the tax disc each year.

IMPORTANT. Do not return this certificate to the Department for Work and Pensions.

IMPORTANT. If your entitlement to the Higher Rate Mobility Component of Disability Living Allowance stops **you must return your free vehicle tax disc and this certificate to DVLA at Swansea, SA99 1AL.**