

# REMTEK WORKPLACE

## Access To Work – General

Access To Work (ATW) is a government scheme run by Jobcentre Plus. ATW covers the financial cost of disability solutions that go beyond “reasonable adjustments.” Employers have a legal obligation to make “reasonable adjustments” for their disabled employees under the Equality Act 2010.

## How does ATW work?

ATW is a grant offered for additional expenses incurred by disabled people to overcome workrelated obstacles.

## Who is ATW for?

Disabled people either entering paid employment or already employed. It also applies to unemployed and self-employed people in any job: full time, part-time, temporary or permanent.

## How can we help employers?

We understand how to navigate the ATW process to help our clients manage the claims without delays and complications.

## Who is eligible?

Anyone with a disability or health condition which affects their ability to perform a job, whether:

- In a paid job
- Unemployed or about to start a job
- Unemployed or about to start a Job centre Plus arranged work trial
- Self-employed

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## The ATW Process:

### 1. Contact ATW

Contact the ATW operational support unit for your area. They will ask you a few eligibility questions. If you are, an ATW 1 form will be completed over the phone and sent to you. Check it, sign and return it to them.

### 2. Assessment

Upon receipt of the form you will be assigned an ATW Adviser. Your Adviser will contact you by phone to assess your needs and situation. Your Adviser will also speak with your employer.

### 3. Report & Recommendations

A confidential report will be sent to you by the ATW advisor. Suitable adjustments, equipment or support you may need will be suggested. It will also provide costs and suppliers.

ATW can pay up to 100% of the approved costs if you are:

- Unemployed and starting a new job
- Self-employed
- Working for an employer for less than six weeks whatever your employment status
- ATW will also pay up to 100% of the approved costs of help with:
  - Support workers
  - Fares to work
  - Communicator support at interviews

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## Employer Contribution:

- 1 to 9 employees: no contribution
- 10 to 49 employees: pay the first £300 and 20% of costs up to £10,000
- 50 to 249 employees: pay the first £500 and 20% of costs up to £10,000
- 250 or more employees: pay the first £1,000 and 20% of costs up to £10,000

## How to apply:

You can apply for Access to Work online or by phone.

## You'll need to give:


- your contact details
- your workplace address and postcode
- the name of a workplace contact who can confirm you work there (they will not be contacted without your permission)
- the email address or work phone number of your workplace contact
- your Unique Taxpayer Reference (UTR) number (if you're self-employed)
- information about how your condition affects your work and what support you think you need
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[For more information or to apply click here](#)

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