



## What to bring to East Kilbride Citizens Advice Bureau for the following appointments:

- Benefit check
- Adult Disability Payment
- Pension Age Disability Payment
- Blue Badge
- Debt / Money Advice
- Employment & Support Allowance ESA50
- Housing Application
- Universal Credit UC50

## Benefit check appointment

It would be helpful if you bring the following information to your appointment:

- Details of your household - your partner, children, anyone else who lives in your property
- Housing costs - rent/mortgage, council tax band
- Full current household income from all sources e.g. wages, pensions, maintenance
- Details of any existing benefit awards: which benefit(s) you receive, how much you receive
- Details of household savings, investments, etc
- Any health issues in the household and any benefits received because of these
- Details of whether anyone in your household provides care for someone: who is cared for, which benefits they receive

If it is easier, you could bring with you a wage slip for everyone in the household who is in employment, the most recent award letters for each benefit received, council tax bill, etc.

## Adult Disability Payment form appointment

Please bring as many of the things on this list as you can:

- Names of your GP and any other healthcare workers you see (e.g. consultants, nurses, physiotherapists).
- A list of the medication you take including names and doses. If you have a spare repeat prescription slip you could bring this, but remember that it may not include all of your medication.
- A list of any other treatments or therapies you are having, e.g. physiotherapy, CBT, etc.
- A list of any aids or adaptations you use, e.g. a walking stick or frame, handrails in the bathroom or at the front door, stair lift, etc.
- The contact details of anyone who provides regular care or assistance, e.g. a family member friend or neighbour.
- Any letters you have received from the hospital or from a specialist service.

If possible, please read through the form before your appointment and have a think about how you would answer the questions. It may help to discuss the questions with someone who knows you well e.g. a family member or friend. If you want to make some notes, please use a separate sheet of paper.

It would be helpful if you keep a diary for a week or two before the appointment. You could note down the things you have found difficult or needed help with; how long it took you to do things like get washed or dressed; how you felt afterwards, etc.

## Pension Age Disability Payment form appointment

Please bring as many of the things on this list as you can:

- Names of your GP and any other healthcare workers you see (e.g. consultants, nurses, physiotherapists).
- A list of the medication you take including names and doses. If you have a spare repeat prescription slip you could bring this, but remember that it may not include all of your medication.
- A list of any tests you have had, when these were carried out and what they showed. This includes things like x-rays, MRI/CT scans, blood tests, etc.
- A list of any aids or adaptations you use, e.g. a walking stick or frame, handrails in the bathroom or at the front door, stair lift, etc.
- The contact details of anyone who provides regular care or assistance, e.g. a family member friend or neighbour.
- Any letters you have received from the hospital or from a specialist service.

If possible, please read through the form before your appointment and have a think about how you would answer the questions. It may help to discuss the questions with someone who knows you well e.g. a family member or friend. If you want to make some notes, please use a separate sheet of paper.

It would be helpful if you keep a diary for a week or two before the appointment. You could note down the things you have found difficult or needed help with; how long it took you to do things like get washed or dressed; how often things happened such as toilet trips during the night, etc. A sample page of a diary is included.



## Blue Badge appointment

To complete your application, you will need to have:

- your National Insurance number or child reference number if you're applying for a child
- the number, expiry date and local council on your current Blue Badge, if you have one

Please bring with you:

- your decision letter from the DWP if you receive DLA/PIP
- your Certificate of Entitlement or decision letter from Social Security Scotland if you receive ADP/CDP
- details of your medical condition - if you're not automatically eligible for a badge
- details of your medication – name and dose of any medication you take, whether this is prescribed or bought over the counter. If you have a repeat prescription slip please bring this
- proof of identification - for example a birth or marriage certificate, passport or driving licence
- proof of your address from the last 12 months - for example, a council tax bill, driving licence or letter from a government department
- a recent digital photograph or passport-sized photo of the person the badge is for

## Debt/money advice appointment

Please bring as many of these documents as possible:

- A list of your debts: who you owe money to, how much you owe, your account or reference number, whether the creditor has taken any action so far and if so, what has happened. It may be easiest to bring the most recent letter and/or statement you have received about each debt.
- Proof of your income over the last 3 months: wage slips, benefit award letters, UC statements, etc.
- Bank statements for each of your accounts for the last 3 months
- Your council tax bill for the current year
- Your tenancy agreement if you rent your property

## ESA50 form appointment

Please bring as many of the things on this list as you can:

- Names of your GP and any other healthcare workers you see (e.g. consultants, nurses, physiotherapists).
- A list of the medication you take including names and doses. If you have a spare repeat prescription slip you could bring this, but remember that it may not include all of your medication.
- A list of any other treatments or therapies you are having, e.g. physiotherapy, CBT, etc.
- A list of any aids or adaptations you use, e.g. a walking stick or frame, handrails in the bathroom or at the front door, stair lift, etc.
- The contact details of anyone who provides regular care or assistance, e.g. a family member friend or neighbour.
- Any letters you have received from the hospital or from a specialist service.

If possible, please read through the form before your appointment and have a think about how you would answer the questions. It may help to discuss the questions with someone who knows you well e.g. a family member or friend. If you want to make some notes, please use a separate sheet of paper.

## Housing application form appointment

It would be helpful if you bring the following information with you:

- your National Insurance number
- proof of ID (such as driving licence or passport)
- proof of your current residency (this can be a recent utility bill, council tax bill, mobile phone bill) if you are living with friends or relatives, a letter from them to confirm this

if you are a private rented tenant then you must upload a copy of the page of your current lease agreement that shows your name, address and type of lease, in order for your application to be assessed in accordance with the council's allocation policy.

if you have suffered a relationship breakdown, you are required to upload evidence of this (such as a letter from a solicitor or your ex-partner), it is essential in order for us to assess your application in accordance with the Council's allocation policy.

## UC50 form appointment

Please bring as many of the things on this list as you can:

- Names of your GP and any other healthcare workers you see (e.g. consultants, nurses, physiotherapists).
- A list of the medication you take including names and doses. If you have a spare repeat prescription slip you could bring this, but remember that it may not include all of your medication.
- A list of any other treatments or therapies you are having, e.g. physiotherapy, CBT, etc.
- A list of any aids or adaptations you use, e.g. a walking stick or frame, handrails in the bathroom or at the front door, stair lift, etc.
- The contact details of anyone who provides regular care or assistance, e.g. a family member friend or neighbour.
- Any letters you have received from the hospital or from a specialist service.

If possible, please read through the form before your appointment and have a think about how you would answer the questions. It may help to discuss the questions with someone who knows you well e.g. a family member or friend. If you want to make some notes, please use a separate sheet of paper.