Application form for Carer's Benefit

Social Welfare Services



How to complete application form for Carer's Benefit.

- Please read information booklet SW 49 before filling in this application form.
- Please use **BLACK** ball point pen.
- Please tear off this page and use as a guide to filling in this form.
- Please use BLOCK LETTERS and place an X in the relevant boxes.
- Please answer **all questions** that apply to you. If you fail to do so, the form may be returned to you. If a question does not apply to you, please leave the answer area blank.
- The Department may use any of your contact details to get in touch with you.
- Please apply for Carer's Benefit as soon as you start caring duties. You could lose payment if you don't.
- Part 1 Please fill in all details, following the instructions for the first page. Please sign declaration when form is completed.
- Part 2 Please have your most recent or current employer complete this section.
- Part 3 to 5 Please fill in all details.
- Part 6 Please fill in all relevant details.
- Part 7 Please tick all boxes that apply to you. Note that you must only include a birth certificate or marriage certificate if you were born or married outside the Republic of Ireland.
- Part 8 Please have the person or people receiving care fill in Section A. Please have their doctor fill in and sign Section B.

If you need any help to complete this form, please contact your local Social Welfare Office or the Carer's Benefits Section at Longford (043) 34707 or (043) 35578.

How to fill in first page of this form

- Print letters and numbers clearly.
- Complete the boxes from left to right starting with the first box.
- Use one character per box.
- Please see example below.

1. Please state your PPS No:	1	2	3	4	5	6	7	Τ											
Title: (insert an 'X' or specify)	Mr.]	Mrs	5. X	(Ms	5.			(Othe	er						
2. Surname:	Μ	U	R	Ρ	Η	Y													
3. First name(s):	Μ	Α	R	Y															
4. What is your birth surname?	Μ	C	D	Ε	R	Μ	0	Τ	Τ										
5. What is your mother's birth surname?	0	S	U	L	L	I	V	Α	Ν										
6. What is your date of birth? (Please attach your birth certificate if born outside the Republic of Ireland)	2 D	8		0 M	2 M		1 Y	9 Y	7 Y	0 Y									
Contact Details:																			
7. What is your address?	1		Ν	E	W		S	Т	R	Ε	Ε	Т							
	0	L	D		Т	0	W	Ν											
	С	0		D	0	Ν	Ε	G	Α	L									
8. What is your telephone	0	1	7	0	4	3	0	0	0										
number?	L	Α	N		D	L	I	Ν	E										
	0	8	6	1	2	3	4	5	6	7									
	Μ	O) E	3		L	Е												
9. What is your email	Μ	Μ	U	R	Ρ	Н	Y	@	W	Ε	L	F	Α	R	Ε	•	I	Ε	
address?																			
SAMPLE																			

Application form for Carer's Benefit

Social Welfare Services



Part 1		٦	Yo	ur	OW	'n	det	ail	S											
1. Please state your PPS No:										1										
Title: (insert an 'X' or specify)	Mr.]	Mrs	5.		Ms	5.]	(Oth	er							
2. Surname:																				
3. First name(s):																				
4. What is your birth surname?																				
5. What is your mother's birth surname?																				
6. What is your date of																				
birth? (Please attach your birth certificate if born outside the Republic of Ireland)		D		Μ	Μ	1	Y	Y	Y	Y	1									
Contact Details:																				
7. What is your address?																				
8. What is your telephone		•		•	·	· ·				•										
number?	L	Α	ľ		D	L		Ν	Ε						1					
	Μ	С		3		L	Е								-					
9. What is your email																				
address?																				
			De	ecla	ara	tic	n ł	by '	yO 1	u	•	•	•	•	•	•				
All the information I have given	on ti										De	par	tme	nt a	IS SO	on	as p	ossi	ble	if
my means or circumstances chan I declare the person(s) named in full-time care and attention.	•	t6	requ	uire	(s) f	ull-1	ime	car	e ai	nd a	itter	ntio	n. I a	am 1	the	pers	son	prov	vidir	١g
lf you cannot sign your name, m	ake	a m	ark,	suc	ch a	s ar	ι X, а	and	hav	/e a	wit	ness	s sig	n th	eir	nan	ne b	esic	le it.	,
								Da	te:						A			Y	Y Y	
Signature		(N		block	lette	ers)				_				-				-	_	

Warning: If you make a false statement or withhold information, you may get a fine, a prison term or both.

Part 1 continued	Your own details							
10.What country were you born in?								
11.Are you?	Single Married Separated Remarried Widowed Cohabiting Divorced							
12. When did you get married?	D D M M Y Y Y Y							
13. Have you ever claimed Carer's Benefit or Carer's Allowance before?	Yes No							
If 'Yes', please state: Your claim or reference number:								
Your address when you claimed:								
14.Please give details of your	Employer's name							
most recent or current employer:	Address							
	Telephone number							
Please complete either question 15	5 or 16							
15. When did you start working with your current employer (if relevant)?	Day Month Year							
16.When did you start caring?	Day Month Year							
17.Do you have a second employer?	Yes No							
If you have resigned from employm	nent, please enclose your P45.							
18.If you are currently employed, when do you intend to take leave for caring purposes?	Day Month Year							

Part 2

To be completed by your most recent or current employer

Important note: Your current or last employer must complete this part even if you have left work. A P60 or P45 is not enough.

19.Please state your employee's name:		
	Figures	Letter(s)
20.What is your employee's PPS No.?		
21.ls this employment part-time or full-time?	Part-time Full-time	
22.(a) Please state number of hours worked by employee before commencing carer's leave:	Weekly Fortnightl	у
22.(b) If the employee is awarded carer's leave do they intend to leave work or reduce their hours?		
leave employment from	From To	
reduce their hours	From To	
If your employee is reducing the	r hours please state number of hours to be w	orked per

If your employee is reducing their hours please state number of hours to be worked per week ______ and gross weekly wages ______

24. Please answer a) or b) below.

a) Please give details of employee's PRSI record for the 12 month period immediately before their carer's leave starts.

	of employn	nent	-			Number of weeks	PRSI
From			10			of weeks	Class
Day	Month	Year	Day	Month	Year		

or

b) Please give details of employee's PRSI record immediately before they left your employment.

Period of	Number	PRSI					
From			То			of weeks	Class
Day	Month	Year	Day	Month	Year		

Part 2 continued	To be completed by your most recent or current employer
If less than 52 weeks applies,	

5	

25. If less than 52 weeks applies, state the number of weeks the employee worked at 16 hours or more in the previous 26 weeks. Please note the relevant 26 week period will be the last 26 weeks actually worked by the employee.

Signed by or for employer

Signature (Not block letters)	Employer's Official Stamp
Position in company or organisation	
Employer's Registered Number	
E-mail address	Date
Telephone number	Date
Code Number	

Part 3	Your spouse's or partner's details
Please state:	Mr. Mrs. Ms. Other
26.What is your spouse's or partner's full name?	Surname First name(s)
27.What is their birth surname (their surname before they were married), if different?	
28.Where do they live?	Address
29. What is their date of birth?	Day Month Year
30.What is their PPS No.?	Figures Letter(s)
31.Is your spouse or partner getting any payment from this Department or the Health Service Executive?	Yes No
If 'Yes', please state:	
Name of payment:	
Claim or reference Number:	
32. Are they in employment?	Yes No
33. Are they self-employed?	Yes No
34. Are they getting an occupational pension?	Yes No
If 'Yes', please state:	
Name of person or company that pays pension:	
Address:	

Р	art	4

Qualified child details

No

Yes

35.Do you have any children under age 18 or between 18 and 22 in full-time education?

> If 'Yes', please give details here of each child you are maintaining, starting with the eldest child, indicating whether or not they live with you.

Attach a letter from the school or college for any child aged between 18 and 22 to confirm that they are in full-time education.

Child's full name		Date c	of birth	PPS No.	Relationship to you	Is this child	
	Day	Month	Year		to you	Is this child living with you?	

Note:

A qualified child need not be your own child. If you maintain a child and get Child Benefit for them, you may apply for a Qualified Child Increase for them.

36. Does each child live with you?

No

Qualified children who live in rented accommodation while at college are regarded as living with you.

Yes

If 'No', please state:

Name of the person(s) with whom the child(ren) live(s):	
Address:	
Amount of maintenance paid by you, if any:	€ a week or month*

*delete as appropriate

You can get Carer's Benefit direct to your current or deposit savings account in a financial institution or at your local post office.

Direct payment to your account in a financial institution

Name of financial institution:	
Address:	
Name of account holder:	
	The account must be in your name or jointly held by you.
Type of account:	
Sort code (you can get this from your branch):	
Account number (8 digits):	
Post office payment	

Name of post office: Address:

	Part 6	Details of person(s) you are caring for
		Person 1
37.WI	nat is their full name?	Surname
		First name(s)
38.W	hat is their birth surname?	
39.W	here do they live?	
40.WI	nat is their date of birth?	Day Month Year
41.WI	nat is their PPS No.?	Figures Letter(s)
	nat type of payment are	
une	ey getting, if any?	
		Please name only the social welfare payment(s) from Ireland or another country.
	nat is their claim or erence number?	
44.a)	What date did caring commence?	
44.b)	Has anyone paid you for looking after this person since this date?	Yes No
	Domiciliary Care Allowance ing paid for them?	Yes No
lf s	o, please supply evidence of p	ayment from the Health Service Executive.
Do	not, has anyone applied for miciliary Care Allowance them?	Yes No
46.a)	Is the person named at Question 37 attending a day care or rehabilitative centre?	Yes No
46.b)	Does the person stay overnight in any of these centres	Yes No

Person 1 continued

Note: A person is regarded as receiving full-time care while attending a day care centre during the daytime only. If the person stays overnight at the care facility, you must state this clearly.

If 'Yes' to 46(a) or 46(b) on previous page, please state:					
Name of centre:					
Address:					
T 1 1 1 1 1					
Telephone number of centre:	Code				
	Number				
Number of days they attend:				da	ys a week
Number of hours:				hc	ours a day
	(Please attac	ch letter of conf	irmation fror	m day care ce	entre.)
47.Does the person you are caring for live with you?	Yes	No			
If 'No', please state:					
How many hours a week do you provide care:				hou	urs a week
Distance between households:					
If there is a direct phone link?	Yes	No			
If 'No", is there any other type of direct link?	Yes	No			
Details of direct link:					

Note

Please answer the above question fully if the person you are caring for does not live with you.

If you are caring for one person only, please go to Part 7

	Part 6 continued	Details of person(s) you are caring for	
		Person 2 (if applicable)	
48.Wha	t is their full name?	Surname	
		First name(s)	
49.Wha	at is their birth surname?		
50.Whe	ere do they live?		
51.Wha	it is their date of birth?	Day Month Year	
52.Wha	nt is their PPS No.?	Figures	Letter(s)
	t type of payment are getting, if any?		
		Please name only the social welfare payment(s) from la another country.	reland or
	t is their claim or rence number?		
	Vhat date did caring ommence?		
l.	las anyone paid you for ooking after this person ince this date?	Yes No	
	omiciliary Care Allowance g paid for them?	Yes No	
If so,	please supply evidence of p	payment from the Health Service Executive.	
Dom	ot, has anyone applied for niciliary Care Allowance hem?	Yes No	
	s the person named at Question 48 attending a day care or rehabilitative centre?	Yes No	
C	Does the person stay overnight in any of these centres	Yes No	

Person 2 continued (if applicable)

Note: A person is regarded as receiving full-time care while attending a day care centre during the daytime only. If the person stays overnight at the care facility, you must state this clearly.

lf 'Yes' to 57(a) or 57(b) on previous page, please state:				
Name of centre:				
Address:				
				
Telephone number of centre:	Code			
	Number			
Number of days they attend:				days a week
Number of hours:				hours a day
	(Please attac	h letter of conf	irmation from d	ay care centre.)
58.Does the person you are caring for live with you?	Yes	No		
If 'No', please state:				
How many hours a week do you provide care:				hours a week
Distance between households:				
If there is a direct phone link?	Yes	No		
If 'No", is there any other type of direct link?	Yes	No		
Details of direct link:				

Note

If you are caring for more than 2 people, you may get Respite Care Grant for them. Please fill in CARB2 and send it to Carer's Benefit Section, Social Welfare Services Office, Ballinalee Road, Longford. You can get form CARB2 online at www.welfare.ie, by telephoning the Department's LoCall Leaflet Request Line at 1890 20 23 25 or from your local Social Welfare Office. If you do not send in all certificates and documents your application can not be processed and your payment will be delayed. If you are not sending in certain certificates or documents, please enclose a note stating that they will follow later. There is no need to send in certificates if the birth or marriage occurred within the Republic of Ireland.

If sending certificates or documents at a later date, please remember to state your full name, present address and your PPS No. or claim number on all correspondence. You will get your claim number shortly after you apply.

1.	Have you answered all the questions in this form, including those for your spouse or partner?	Yes	No
2.	Have you ticked all the relevant answer boxes?	Yes	No
3.	Have you enclosed the following certificates with your application?		
	• Your Birth Certificate (if born outside Republic of Ireland)	Yes	No
	 Your Marriage Certificate (if married outside Republic of Ireland) 	Yes	No
	 Certificate of Separation or Divorce (if relevant) 	Yes	No
	• Confirmation of Domiciliary Care Allowance (if relevant)	Yes	No
4.	Have you got your employer to complete part 2 of this form?	Yes	No

You must sign application form in Part 1

Send the completed application form and other documents to:

Carer's Benefit Section

Social Welfare Services Government Buildings Ballinalee Road Longford Telephone: Longford: (043) 34707 or (043) 35578 Dublin: (01) 704 3000 extn: 488270r 49678

Important: You could lose payment if you do not apply as soon as you start caring.

Data Protection and Freedom of Information

We, the Department of Social and Family Affairs, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies in accordance with law.

Explanations and terms used in this form are intended as a guide only and do not purport to be a legal interpretation. 45K 03-08 Edition: March 2008

Note to carer

Important

You do not need to send a medical report at this stage for a person for whom Domiciliary Care Allowance is being paid by the Health Service Executive.

The following medical forms are in two parts. Have Section A completed and signed by the person(s) being cared for.

You must then pass the entire medical form to the doctor of the person being cared for. The doctor may return the form to you in a sealed envelope to keep their patient's medical details confidential.

Please make sure you return the medical form along with your application.

Section A (Person 1)

Authorisation

I need **full-time care** and **attention** and the person named in Part 1 is providing full-time care and attention to me. I will tell the Department of Social and Family Affairs if this changes.

I permit my doctor to provide you, the Department of Social and Family Affairs, with medical information that you may need for this application for Carer's Benefit.

I understand that I may need to attend a medical exam from time to time and that my entitlement to care under the Carer's Benefit scheme may be reviewed at any time.

Your signature or mark

(not block letters)

If you cannot sign, make a mark and have it witnessed. A witness cannot be the carer or a member of the carer's household.

Signature of witness

Date

(not block letters)

Note

In signing the authorisation above, you allow your doctor to give us the medical information we need to decide if you qualify for care under the Carer's Benefit scheme.

One of our Medical Assessors will review the medical information and will treat it in strictest confidence. Although a confidential document, both medical and non-medical people will need to deal with this report.

Section B

Dear Doctor,

To enable us, on behalf of your patient, to accurately assess if they qualify for care under the Carer's Benefit scheme, please complete the medical report overleaf. The medical information provided will be reviewed by one of our Medical Assessors, who will treat it in strictest confidence. Although a confidential document, both medical and non-medical people will need to deal with this report.

You can get a special fee for completing and returning this report. To ensure payment, please enter your panel number in the box provided.

For reasons of medical confidentiality, you may wish the medical evidence for your patient to be passed to the Department's Chief Medical Adviser, without potential inspection by other people. If you have any questions on this matter, please contact the Department at the telephone number given below.

The format of this medical report has been agreed between the IMO and this Department. It is standard for all sickness schemes. However, Carer's Benefit differs from other schemes in that it is paid to the carer for providing full-time care and attention to the person with a disability.

If you feel that a bare outline of the disability does not adequately address the need for care, please feel free to add any additional observations on the caring situation at Question 6. You may also attach copies of any reports or other documents that you feel demonstrate the need for full-time care.

If you have any queries, please contact the **Carer's Benefit Section** directly at **(043) 34707 or (043) 35578.**

Note:

The carer should already have filled Parts 1 and 6 of the application form. The person(s) being cared for must have completed Section A of this medical report section.

THE COMPLETED MEDICAL REPORT FORM SHOULD BE RETURNED BY THE DOCTOR TO THE CARER WHO WILL SEND IT, ALONG WITH HIS/HER APPLICATION FORM, TO THE CARER'S BENEFIT SECTION.

Part 8 continued

	Section B - Person 1				
1.	Patient's full name and address:	Name			
		Address			
	Date of birth:	Day Month Year			
	Your patient since:	Day Month Year			
2.	Diagnosis (use BLOCK LETTERS):				
3.	Date incapacity started:	Day Month Year			
4.	How long do you expect	0-3 months 3-6 months 6-9 months			
	this incapacity to continue?	9-12 months 12-15 months indefinitely			
5.	If the answer to any of the quest provided.	tions listed below is Yes (Y), please give details in boxes			
•	Hospital admissions:	Y/N			
	Date of most recent admission:	Day Month Year			
	Date of discharge:	Day Month Year			
•	Attending a specialist:	Y/N			
•	On medication:	Y/N			
•	Other treatment:	Y/N			
•	Pregnant:	Y/N			
•	If 'Y', give EDD:	Day Month Year			
6.	If you have any additional information in this case,				
	give details here:				

Part 8

Medical report (Person 1)

Section B - Person 1					
Indicate the degree to which following areas.					
-	Norma	I Mild	Moderate	Severe	Profou
Mental health					
Learning/Intelligence ———					
Consciousness/Seizures ——					
Balance/Co-ordination ——					
Vision					
Hearing					
Speech	→				
Continence	→				
Reaching	→ _				
Manual dexterity ———	→				
Lifting/Carrying	→				
Bending/Kneeling/Squatting -	→				
Sitting	→ □				
Standing					
Climbing stairs ———					
Walking —					
A medical exam by one of our l the Carer's Benefit scheme.	Medical Ass	essors may be r	equired to dete	ermine eligibi	ility under
ls your patient fit to attend a medical exam?		/es] No		
If 'No', give details here:					
DSFA Panel Number:				Doctor's	
Address:				Official Stan	ıp
-					
Doctor's signature]	
		Date			

THEY WILL SEND IT WITH THEIR APPLICATION FORM FOR CARER'S BENEFIT TO CARER'S BENEFIT SECTION.

Section A (Person 2)

Authorisation

I need **full-time care** and **attention** and the person named in Part 1 is providing full-time care and attention to me. I will tell the Department of Social and Family Affairs if this changes.

I permit my doctor to provide you, the Department of Social and Family Affairs, with medical information that you may need for this application for Carer's Benefit.

I understand that I may need to attend a medical exam from time to time and that my right to care under the Carer's Benefit scheme may be reviewed at any time.

Your signature or mark

Date

(not block letters)

If you cannot sign, make a mark and have it witnessed. A witness cannot be the carer or a member of the carer's household.

Signature of witness

Date

(not block letters)

Note

In signing the authorisation above, you allow your doctor to give us the medical information that we need to decide if you qualify for care under the Carer's Benefit scheme.

One of our Medical Assessors will review the medical information and will treat it in strictest confidence. Although a confidential document, both medical and non-medical people will need to deal with this report.

Part B

Dear Doctor,

To enable us, on behalf of your patient, to accurately assess if they qualify for care under the Carer's Benefit scheme, please complete the medical report overleaf. The medical information provided will be reviewed by one of our Medical Assessors, who will treat it in strictest confidence. Although a confidential document, both medical and non-medical people will need to deal with this report.

You can get a special fee for completing and returning this report. To ensure payment, please enter your panel number in the box provided.

For reasons of medical confidentiality, you may wish the medical evidence for your patient to be passed to the Department's Chief Medical Adviser, without potential inspection by other people. If you have any questions on this matter, please contact the Department at the telephone number given below.

The format of this medical report has been agreed between the IMO and this Department. It is standard for all sickness schemes. However, Carer's Benefit differs from other schemes in that it is paid to the carer for providing full-time care and attention to the person with a disability.

If you feel that a bare outline of the disability does not adequately address the need for care, please feel free to add any additional observations on the caring situation at Question 6. You may also attach copies of any reports or other documents that you feel demonstrate the need for full-time care.

If you have any queries, please contact the **Carer's Benefit Section** directly at **(043) 34707 or (043) 35578.**

Note:

The carer should already have filled in Part 1 Question 1 and Parts 6 and 8 of the application form. The person(s) being cared for must have completed Part A of this medical report section.

THE COMPLETED MEDICAL REPORT FORM SHOULD BE RETURNED BY THE DOCTOR TO THE CARER WHO WILL SEND IT, ALONG WITH THEIR APPLICATION FORM, TO THE CARER'S BENEFIT SECTION. Part 8 continued

Section E	3 - P	Person	2
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Security Terbolitz					
1.	Patient's full name and address:	Name			
		Address			
	Date of birth:	Day Month Year			
	Your patient since:	Day Month Year			
2.	Diagnosis (use BLOCK LETTERS):				
3.	Date incapacity started:	Day Month Year			
4.	How long do you expect this incapacity to continue?	0-3 months3-6 months6-9 months9-12 months12-15 monthsindefinitely			
5.	If the answer to any of the ques provided.	tions listed below is Yes (Y), please give details in boxes			
•	Hospital admissions:	Y/N			
	Date of most recent admission:	Day Month Year			
	Date of discharge:	Day Month Year			
•	Attending a specialist:	Y/N			
•	On medication:	Y/N			
•	Other treatment:	Y/N			
•	Pregnant:	V/N			
•	If 'Y', give EDD:	Day Month Year			
6.	If you have any additional information in this case,				
	give details here:				

Section B - Person 2

. Indicate the degree to which you	ur patient's	condition	has affected t	neir ability i	n each of the
following areas.	Normal	Mild	Moderate	Severe	Profound
Mental health ————					
Learning/Intelligence	•				
Consciousness/Seizures>	-				
Balance/Co-ordination>					
Vision					
Hearing					
Speech	-				
Continence					
Reaching	•				
Manual dexterity	-				
Lifting/Carrying	•				
Bending/Kneeling/Squatting					
Sitting					
Standing					
Climbing stairs —					
Walking					
A medical exam by one of our <i>M</i> the Carer's Benefit scheme. Is the care recipient fit to attend a medical exam?		ssors may b es [e required to d	etermine eli	gibility under
If 'No', give details here:					
DSFA Panel Number:				Doctor's Official Sta	20
Address:				Official Sta	imb
Doctor's signature					
		Date			
(not block letters)					
PLEASE SEND OR GIVE 1		I FTFD MF	DICAL REPOR		ARFR

THEY WILL SEND IT WITH THEIR APPLICATION FORM FOR CARER'S BENEFIT TO CARER'S BENEFIT SECTION.

For official use only (Person 1)

Suitable for CARB 1	
Review	
Examination required	
Further medical evidence required	
Signed	Medical Assessor
	Date

For official use only (Person 2)

Suitable for CARB 1	
Review	
Examination required	
Further medical evidence required	
Signed	Medical Assessor
	Date

Data Protection and Freedom of Information

We, the Department of Social and Family Affairs, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies in accordance with law.

Explanations and terms used in this form are intended as a guide only and do not purport to be a legal interpretation.

45K 03-08