

Sure Start Maternity Grant

from the Social Fund

jobcentreplus

Part of the Department for
Work and Pensions

Can you get a Sure Start Maternity Grant?

You may be able to get a Sure Start Maternity Grant if

● **you or your partner are getting**

- Income Support, or
- income-based Jobseeker's Allowance, or
- Pension Credit, or
- Working Tax Credit which includes a disability or severe disability element, or
- Child Tax Credit at a rate higher than the family element. From April 2005 to April 2006 this means a Child Tax Credit rate of £548 a year or more, or £1096 a year or more if you have a baby under one.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

and

● **you need help with buying things for a baby that**

- has recently been born, or
- is expected to be born in the next 11 weeks, or
- you have recently adopted, or
- is the subject of a parental order under section 30 of the Human Fertilisation and Embryology Act 1990.

● **But you must**

- be the mother or expectant mother of the baby and you must be aged 16 or over, **or**
- be the partner of the mother or expectant mother, **or**
- have adopted the baby, **or**
- be getting benefit for the mother or expectant mother if she is aged under 19, **or**
- have been granted a parental order with your husband or your wife under section 30 of the Human Fertilisation and Embryology Act 1990.

When to claim

- **You must claim in the period from 11 weeks before the week your baby is due until 3 months after your baby is born.**
- **If you are waiting for a decision on a qualifying benefit or entitlement you must still claim within the time limit.**
- **If you are adopting a baby**
You must claim up to 3 months after the time you adopted the baby. The baby must not be more than one year old when you claim.
- **If you have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990**
You must claim up to 3 months after the time you were granted the order.

Help and advice

If you want more information

- Get in touch with your local office. You can find the phone number and address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus** or **Social Security**.
See also
 - leaflet **GL18** *Help from the Social Fund* available from any of our offices, and
 - **SB16** *A guide to the Social Fund*. which can be found on our website. The address is **www.dwp.gov.uk**
- Get in touch with an advice centre like the Citizens Advice Bureau.

The Sure Start Programme

In some parts of the country there are local Sure Start Programmes offering help to the parents of children aged under four. These bring together a range of services including health, learning through play and family support.

The Sure Start Maternity Grant is different because it is paid direct to parents who qualify, no matter where they live in Great Britain.

How we collect and use information

The Department for Work and Pensions collects information for the purposes of dealing with social security, child support, vaccine-damage issues, employment and training, private pensions policy and retirement planning. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private-sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Work and Pensions is the Data Controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet **GL33** *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website. The address is **www.dwp.gov.uk**

Part 1 About you and your partner

Page 3 of 15 of this pdf

- Please use this form to claim a Sure Start Maternity Grant from the Social Fund. Fill in this form in ink and sign and date any alterations you make.

Make sure that you read the notes before you fill in this form.

- Tell us about yourself and your partner, if you have one. We use *partner* to mean
 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.
- Fill in the form fully by answering all the questions and requests for information. Your application may be delayed if we do not have all the information we need.
- Remember, you must claim in the period from 11 weeks before the week your baby is due until 3 months after your baby is born
 - If you are waiting for a decision on a qualifying benefit or entitlement you must still claim within the time limit
 - If you have adopted the baby, you must claim within 3 months of the adoption.
 - If you have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990, you must claim within 3 months of being granted the order.

	You	Your partner
Surname or family name	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
All other names in full		
Date of birth	/ /	/ /
Your address Please tell us your address. Tell us your partner's address, if different.		
	Postcode	Postcode
National Insurance (NI) number	Letters Numbers Letter [][] [][] [][] [][] [][]	Letters Numbers Letter [][] [][] [][] [][] [][]
	You can find the number on your National Insurance (NI) numbercard, letters about your benefit or payslips	You can find the number on their National Insurance (NI) numbercard, letters about your benefit or payslips

Sure Start
Maternity
Grant
from the
Social Fund

Part 1 About you and your partner – continued

Page 4 of 15 of this pdf

If you do not know your NI number, have you ever had one or used one at any time?

You
No

Yes

Your partner

No

Yes

Any other surnames or family names you have been known by or are using now.

Include maiden name, all former married or civil partnership names and all changes of family name.

--

--

Daytime phone number

You
Code _____ Number _____

Home work mobile fax

Your partner
Code _____ Number _____

Home work mobile fax

What is this number? Please tick

Part 2 About benefits and entitlements

Are you or your partner getting Income Support?

You
No

Yes

Your partner
No

Yes

Are you or your partner waiting to hear about a claim for Income Support?

No

Yes

No

Yes

Are you or your partner getting income-based Jobseeker's Allowance?

No

Yes

No

Yes

Are you or your partner waiting to hear about a claim for income-based Jobseeker's Allowance?

No

Yes

No

Yes

Are you or your partner getting Pension Credit?

No

Yes

No

Yes

Are you or your partner waiting to hear about an application for Pension Credit?

No

Yes

No

Yes

Are you or your partner getting Working Tax Credit which includes a disability or severe disability element?

No

Yes

No

Yes

Part 2 About benefits and entitlements – continued

Page 5 of 15 of this pdf

Are you or your partner waiting to hear about a claim for Working Tax Credit which includes a disability or severe disability element?

No

Yes

No

Yes

Are you or your partner getting Child Tax Credit at a rate higher than the family element?

From April 2005 to April 2006 this means a rate of £548 a year or more, or £1096 a year or more if you have a baby under one.

No

Yes

No

Yes

Are you or your partner waiting to hear about a claim for Child Tax Credit at a rate higher than the family element?

No

Yes

No

Yes

Are you receiving benefit for the mother of the baby, or an expectant mother, because she is under 19 years of age?

No

Yes Please tell us her name

Mrs / Miss / Ms

Are you or your partner involved in a trade dispute?

We use trade dispute to mean a strike, a walkout, a lockout or another dispute at work.

No

Yes How long have you or your partner not been working because of a trade dispute?

If this is less than 6 weeks, we cannot make a payment.

/ /

Part 3 If a baby is expected

Page 6 of 15 of this pdf

Please tell us the date the baby is expected

So that we can consider your application for a Sure Start Maternity Grant, **the certificate (SSMG cert) which is on the back page of this application form must be filled in by a health professional.** For example, your midwife.

Is more than one baby expected?

No

Yes

How many babies are expected?

Please make sure that the document you are sending with this claim form tells us the number of babies that are expected.

For office use

SSMG cert received No

Yes

Other approved docs No

Yes

Initials

Date / /

Part 4 If the baby has already been born

Page 7 of 15 of this pdf

Please tell us the date the baby was born

So that we can consider your application for a Sure Start Maternity Grant, **the certificate (SSMG cert) which is on the back page of this application form must be filled in by a health professional.** For example, your midwife.

In case of a still birth you do not have to send the certificate (SSMG cert) but, so that we can consider your application, you must provide us with evidence of the birth.

Was more than one baby born?

No

Yes How many babies were born?

Have you, or your partner, adopted the baby or babies?

No

Yes What was the date of adoption?

Please send the adoption papers with this claim form.

Have you and your husband or your wife been granted a parental order under section 30 of the Human Fertilisation and Embryology Act?

No

Yes What date were you granted the order?

Please send the order with this claim form.

For office use

SSMG cert received No

Yes

Other approved docs No

Yes

Initials

Date / /

Part 5 **General information**

Page 8 of 15 of this pdf

Has a Sure Start Maternity Grant from the Social Fund already been paid to either you or someone else for this baby or babies?

No

Yes Who was it paid to?

We can only make another Sure Start Maternity Grant if you

- are adopting the baby, or
- you and your husband or your wife have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990.

Are you or your partner already getting Child Benefit?

No

Yes

If you want to claim Child Benefit, claim forms are available direct from HM Revenue and Customs. Phone **0845 603 200** or visit **www.hmrc.gov.uk**

Part 6 Making payments to you

Page 9 of 15 of this pdf

We normally pay Social Fund directly into an account. This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank or building society. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them will charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with banks and building societies so that you can collect cash from some of their accounts at your Post Office® branch. The Post Office® also provides a bank account that we can pay benefits and entitlements into. With this account you can only collect your money in cash from Post Office® branches during opening hours.

A – Payment direct into an account

How you will be paid

Your Social Fund will be paid into the account stated in Part B.

Finding out how much is paid into the account

We will tell you when the payment will be made and how much it is for. You can check your Social Fund payment on your account statements. Your statements will show your National Insurance (NI) number next to payments that are from us. A Post Office® card account statement shows your payment details but not your National Insurance (NI) number. If you think your payment is wrong, get in touch with the office that pays you.

Getting someone to collect your Social Fund payment

You may be able to get someone else to collect your payment for you if you wish. For help with this please contact your bank, building society or the Post Office® if you have a Post Office® card account.

If not enough money is paid into the account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

Sometimes we pay too much money into the account and you may be overpaid

If this is because of the way the system works for payments direct into an account, we have the right to recover any money you are not entitled to. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount already sent out. We will contact you first if we propose to recover any money.

Please go to

Part B if you want to tell us about the account you want to use for your Social Fund payment.

or

Part C if you are unable to tell us about the account now or want information about how your payments can be made by other means.

B – About the account you want to use

Tick this box if you agree to be paid directly into an account and understand the information in Part A about being overpaid.

Please give your account details on the next page. You must fill in ALL the boxes including the building society roll or reference number if you have one.

You can find the account details on the cheque book, passbook or statements. If you are not sure about the details, ask the bank or building society, or the Post Office® if it is a Post Office® card account.

B – About the account you want to use – continued

Whose name or names is the account in?

Please note:

- A Post Office® card account can only be in your name.
- We use *partner* to mean
 - a person you are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.
- By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them, or you are an appointee acting on behalf of the customer.

What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank or building society

For a Post Office® card account write **Post Office**.

Sort Code – of the bank, building society or Post Office® card account

Please tell us all six numbers, for example: 12-34-56.

Account number. This is seven to ten numbers long.

More information if it is a building society account

Building Society roll or reference number – some building societies accounts use a roll or reference number. The number is on the passbook.

You may be getting other benefits and entitlements that are not paid direct into an account at the moment. If you now agree to have them paid into this account, please tell us the names of the benefits or entitlements.

Please tick one box.

- In your name
- In the name of your partner
- In the names of you and your partner
- In the name of the person acting on your behalf
- In the names of you and the person acting on your behalf

Text input field for account name

Text input field for full name of bank or building society

Sort code input field: three pairs of boxes separated by dashes

Account number input field: ten boxes

Building Society roll or reference number input field: 18 boxes

The roll or reference can contain letters and numbers and can be up to 18 characters long. **If you are not sure if the account has a roll or reference number, ask the building society.**

Text input field for other benefits and entitlements

C – If you did not complete section B

Please read the notes below then tick Box 1 or Box 2.

If you have an account but you do not wish to use it, for example, a joint account, any bank or building society will help you open an account that suits you better. Remember to ask whether their accounts allow you to get your money from the Post Office®, if this is important to you.

- **Basic bank account**

If you have had problems opening a current account, or if you are worried about being overdrawn, you could ask any bank or building society about opening a basic bank account. These are sometimes called introductory or starter accounts and are available from all major banks. These accounts offer free banking but overdrafts are not available. You can use these accounts to pay money in, pay bills automatically and get cash out. Many basic bank accounts also allow you to get cash from Post Offices®.

- **Post Office® card account**

This is a simple bank account that can only have benefit, pension, entitlement, allowance or tax credit payments paid into it. You can only collect payment from it in cash at a Post Office® branch during opening hours. You will not have a cheque book and cannot withdraw money at a cash machine. You will not be able to run up an overdraft, pay bills by Direct Debit or Standing Order, or have your salary or any other money paid in. The account can only be in your name. You may be able to arrange with the Post Office® for someone else to collect your benefit regularly from this account.

What to do now

Tick the box that applies to you.

I intend to open an account.

Box 1

Complete the claim form and send it to us now.

Do not wait until you have opened an account.

Any bank or building society will help you open an account. If you want to get your money at the Post Office®, check that the account allows you to do this. **If you want us to pay into an account, tell us your account details as soon as you have them.**

I would like information about how I can be paid by other means.

Box 2

We will contact you about your payment.

Complete the claim form and send it to us now.

Do not wait until you have opened an account.

Part 7 **Other information**

Page 12 of 15 of this pdf

Post Office® details

Please provide details of your local Post Office®

Postcode

You can use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and National Insurance (NI) number on it.

Part 8 For people filling in and signing this form for someone else

Page 13 of 15 of this pdf

Have you filled this form in for someone else?

No Go to **Part 9**.

Yes Please tell us about yourself

Please tell us why you are filling in and signing this form for someone else.

I am sending a letter signed by the customer with this form. The letter tells you that they agree to me making the claim for them. Now sign this form in **Part 9**.

I am their appointee

I have power of attorney

Full name

Mr / Mrs / Miss / Ms

Date of birth

/ /

Address

Postcode

Phone number

Code Number

What is this number?
Please tick

Home work mobile fax

Now sign this form in **Part 9**.

Part 9 Declaration

Page 14 of 15 of this pdf
I declare that the information I have given on this form is correct and complete as far as I know and believe.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I agree to my award being paid directly into the account I have chosen, if I have given account details on this form.

I understand if I have given account details on this form, that the Department has the right to recover overpayments caused by the way the system works for direct payment, as described on page 7 of this form.

I understand that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, any award.

This is my claim for a Sure Start Maternity Grant.

Signature

Date

Part 10 What to do now

- Look through this form and check that you have answered all the questions and given all the information requested. Your application may be delayed if we do not have all the information we need.
- Check that you have signed this form.
- Check that the health professionals' statement has been completed by your midwife, or other health professional.
- Check that you are sending all the documents we have asked for. Please send the originals as we cannot accept photocopies. But do not delay sending in this form.
- Send or take this form to your local office. You can find the phone number and address on the advert in the business numbers section of the phone book. Look under **Jobcentre Plus** or **Social Security**.
- If you do not have an envelope, you can get one from your local Post Office®. It will not need a stamp.

- **You must send this claim form to us from 11 weeks before the week your baby is due. But remember, you must claim before the baby is 3 months old.**
If you are adopting the baby, you must claim up to 3 months after the date of adoption. But this must be before the baby is one year old.
If you have a parental order under section 30 of the Human Fertilisation and Embryology Act 1990, you must claim within 3 months of the date of that order.

Part 11 What happens next

- We will look at your claim as soon as we can. If we can pay you a Sure Start Maternity Grant, we will send a payment to the account you have chosen. If we cannot pay you a Sure Start Maternity Grant, we will write to you to tell you why.

To be completed by the health professional only

I certify that (insert name of parent)
consulted me in respect of (insert words and number e.g one – 1) **expected child or children**

Tick and complete as appropriate.

expected in the week that includes / / (health professionals only)

born on / / ,

has received advice, as appropriate, on aspects of

Tick the appropriate box(es) and delete any which do not apply.

maternal health

the health of the unborn child

the health and welfare of the new child.

Date of consultation

Date of signing

Health professional's signature

Health professional's name (please print or use a stamp)

Authentication stamp or, for midwives/health visitors who do not have an authentication stamp, details of surgery/office address, contact telephone number and UKCC PIN.