

# Access to Work Information

How to get fully funded ADHD coaching + more through access to work. Q&A

Did you know that there's a way to get fully funded (free for you!) ADHD coaching if you're working in England, Scotland & Wales?

It's through a scheme called Access to Work. This is an amazing scheme which helps thousands of people a year get access to life-changing ADHD coaching from specialists like me.

And it is helping to support people who are waiting for diagnosis, have been diagnosed and don't know what to do, or people who are self-diagnosed and struggling with ADHD at work.

Here I tell you everything you need to know - to get this support.

## What is it?

Access to work is a government grant which funds support for anyone with a disability or condition that means you need support to do your job - this includes ADHD!

AND you do not need a formal diagnosis to be eligible or receive support.

If you live in England, Scotland & Wales There is up to £66,000 of govt funding available **per year per person** for people with ADHD and other neurodevelopmental and mental health conditions to fund ADHD coaching, equipment and assistance like a virtual assistant.

This means the govt pays for ADHD coaching, equipment and more for anyone who needs it including people who are both employed, and self-employed.

This sounds too good to be true - do people actually get the money? Yes, they do! But **only 1% of people who are eligible apply, because this service isn't always widely publicised.**

This is absolutely game-changing for anyone with ADHD who is affected by ADHD at work. Or who has just been diagnosed with ADHD and isn't sure what to do next.

## Who gets funding? (Eligibility)

Eligibility: you must have a disability, illness or health condition that means you need support to do your job.

[The full eligibility criteria is here.](#) It covers physical disabilities and learning differences including ADHD, dyslexia and Autism and mental health conditions, for example anxiety & depression.

**Important to note: you do not need to be diagnosed with a condition to apply for mental health support. You can be self-diagnosed or waiting for diagnosis.**

**There is no means test for Access to Work you can get support** ‘however much you earn or have in savings, at the same time as most benefits, as long as you work more than 1 hour a week at minimum wage.’

## What can I get from Access to Work?

**Things you can ask for in your application in answer to the question:  
Do you know what you need to help you with this?**

Access to work funds:

**1:1 Coaching** - normally around 12-20 sessions are fully funded

Coaching can help with working out coping strategies for working with ADHD and build general self-awareness of ADHD and how it affects you at work.

Coaching also helps with:

**Organisation, time management, self-awareness:** working on unique strategies to help you with this and trying out systems.

**Goal setting, accountability:** coaches help support you to follow through with actions and move forward.

**Stress reducing, anxiety & burnout:** talking through work situations with a coach who understands ADHD helps with reducing mental load and preventing burnout.

**Using a support worker and delegating tasks** - this can be more helpful with a coach who can help with decision making and processes.

**Procrastination & decision making** - coaching helps you to understand your own strategies for managing distractions, planning and prioritising your workload and reducing overwhelm.

**Motivations & impulsivity:** coaching helps you to understand motivation and manage impulsive distractions with an expert ADHD lens.

**Amount of coaching:** I need constant support to keep me on track to give long term value.

### ***Equipment:***

- Noise cancelling headphones: to reduce distractions.
- Electronic scribing tablet: remarkable or similar to write notes down and capture digitally so you don't lose them.
- second screen - so you can visualise your work better and see everything you need.
- Laptop docking station/keyboard/mouse - to assist with comfort at desk all day.
- Office chair - one which supports your needs, i.e. rocking office chair, or one which allows for multiple positions.
- Clock/visual timers - to help visualise time.
- Phone jail - to reduce distractions.
- Standing desk: so you can move.
- Under desk treadmill for hyperactivity
- Voice to text to keep meeting notes: otter.ai or read ai.
- Grammarly spelling/grammar checker
- Mind mapping software for visual thinkers.
- Co-working space to reduce distractions.

### ***'Support Worker' Virtual assistants:***

People are awarded VA support in areas they struggle with ADHD e.g. time management, attention to detail, diary management etc.

**Prioritising tasks** and working out to do list.

**Attention to detail** - proofreading for typos etc.

**Checking emails** to make sure you've understood things correctly.

**Self-care** - reminding you to eat drink water, take breaks.

**Verbal processing** - if you think out loud support workers can help with verbal processing.

**Sense checking** - double checking if you've understood things correctly.

**Overwhelm & planning and prioritising** - breaking down tasks into smaller chunks.

## FAQs

- **Do I need a formal diagnosis to apply?** No ATW is available for anyone who is self-diagnosed or waiting for a diagnosis. You just need to explain how ADHD affects you at work.
- **This feels too good to be true, do people actually get funding?** Yes, they do! Around 90% of my clients have their coaching paid for by the govt. And I see new people every day who have been awarded support via Access to Work.
- **How long does it take to get support?** The current waiting list for Access to Work is 12 weeks to be contacted but its normally 4-6 months from applying to receiving support.
- **Can I get Access to Work support if I'm self-employed?** Yes, you just need to provide a UTR and business plan.
- **I've been given an award back from Access to Work** which doesn't cover coaching. Can I appeal? Yes! If you can justify why you need support, you can appeal and they often will review the offer.
- **Do I have to go with their list of providers?** No, you can choose your own provider. I give coaching through Access to Work: if you want to know more book an intro call here.
- **My caseworker was awful what do I do?** You can ask for a new caseworker if you do not feel comfortable with yours, and you aren't feeling heard. It can be hit and miss!

## What's the catch?

- **The current waitlist from sending the form in to being contacted is 12 weeks.** But it normally takes around 5-6 months to access coaching.
- **The process itself isn't ADHD friendly with lots of emails and forms** so do get support if you need it! This can be from a friend or HR at work.
- **You will need to tell work you're applying.** They won't be involved in the assessment but will need to be aware you're getting support as they'll need to confirm you work there.
- **Coaching is fully funded,** but if you pay for coaching it can take 3-4 weeks for money to be reimbursed. It's through an online system.
- **Support awarded varies depending on your caseworker,** so you may not always be awarded what you want. However, it's important to note you can negotiate what's offered based on your needs. I support people with this process.

So many of my clients get the support they need after being diagnosed and overwhelmed with what to do about it. So, it is worth advocating for. However, it's not an easy process.

If you want to find out more about coaching with me and need support with applying for Access to Work then book a [FREE intro call here.](#)

## **Coaching through Access to Work works: step-by-step.**

1. People apply [using this form](#) & get on the waiting list (for about 12 weeks)

**REALLY IMPORTANT: You are NOT fully assessed by what you write on the form; it doesn't need to be perfect.**

2. **Access to Work do an assessment** - normally a phone call with a support worker, you'll need to talk through anything you want like ADHD coaching.

You may be asked to supply quotes for Access to Work from a coach or be given some options. You can choose who you would like to work with as a coach or VA.

3. **Access to Work award** you a certain amount of coaching hours/VA support/equipment
4. You may be asked get quotes from coaching suppliers (this can be before or after your award)
5. **Access to work approve a quote** from a coach/VA.
6. **Client gets coaching.**
7. **Coaching is billed** to the client and reimbursed or sometimes billed directly to Access to Work by the coach.

## **How to apply for Access to Work?**

1. Fill out the form here: <https://www.gov.uk/access-to-work/apply>

**Important to note: the form shouldn't take too long to complete, and you will not be assessed only by what's on the form. The most important thing is to submit the form and get in the queue.**

## **Questions in the form**

*(Feel free to copy and paste these questions into a google doc)*

**Are you a civil servant?** *If you are not sure whether you are classed as a civil servant, your employer will be able to tell you.*

**What are your conditions or disabilities?**

**Do you want some help to get to work?**

### **Does your condition make it harder for you to do your job?**

*Tell us how it is harder: (examples)*

- *Diary management*
- *Procrastination*
- *Memory*
- *Focus issues/hyperfocus.*
- *Time management*
- *stress/overwhelm.*
- *Planning and prioritising*

### **Do you do anything to get around these problems at the moment?**

*Tell us what you do:*

- *E.g. using a calendar, to-do list, writing things down, support from colleagues etc.*
- *Using project management software reminders etc.*

### **Do you know what you need to help you with this?**

*Tell us what would help you:*

- *I have been recommended ADHD coaching by my therapist/psychiatrist/employer.*
- *I have heard that ADHD coaching can help with organisation strategies etc.*
- *I think a standing desk might be helpful because I'm hyperactive and prefer to stand.*

### **Your job details:**

Your employment status

Where you work,

Job title

How long have you been in your role,

How many hours do you work per week.

About you - your name address etc

## **ATW for Self-employed people**

People who are self-employed as sole-traders, or as directors of companies can claim ATW funding.

- You will need to supply your tax UTR.
- A business plan
- Accounts records (if you have them)
- Sometimes a CV/UTR (unique tax reference number) for

Start-up period (3 years)

- You cannot claim ATW funding for costs setting up a business.
- The minimum earnings threshold - doesn't count.

Business viability

- Businesses need to meet a minimum earnings threshold of £6,396 per year (but can be less if within the first 3 years of operating)

What is self-employment?

Applicants need to show they are self-employed by providing:

- a **Unique Taxpayer Reference (UTR)**. This is a ten-digit number issued by HM Revenue & Customs
- **accounts for an established business**
- a **business plan** of a standard acceptable to a bank or other financial institution

### **Business viability**

13. It's a requirement for a self-employed person or business owner/director seeking ATW support, **to demonstrate that the business is a viable and legitimate concern.**

14. To be considered viable, **a business should achieve a minimum level of turnover each year** in the course of normal operations.

### **Start-up period and down-turns**

16. **Any new application must be accompanied by a business plan.** Advisers may decline any self-employment award if, in their judgement, the plan is unlikely to have any prospect of becoming viable.

17. **New businesses or periods of sole trading may have an initial 3-year period of "test trading"** where they do not have to achieve turnover at the LEL threshold.

18. Awards must be reviewed after the end of year 3 (when the first 2 years' accounts would be available) with the view to achieving LEL in year 3.

Note: Subject to satisfying all other criteria Case Managers should agree a 3-year award for a new business. When renewing after 3 years, customers will need to submit their accounts or tax returns so case managers can check turnover achieved in the second year of trading to determine continued business viability. Viable businesses should then have annual reviews to determine continued business viability.

22. An award must be terminated if self-employed trading or, a business previously not satisfying the viability test, fails to achieve turnover of the LEL in between annual review periods

## **Civil Servants:**

### ***Identifying civil servants and public servants in government departments, agencies and public bodies***

6. *Civil servants work in government departments and are employed by Government Ministers to deliver Ministerial or government objectives. Note: Customers working in Devolved Governments in Scotland and Wales are also no longer eligible for Access to Work support as they are usually Civil Servants.*

7. *Public servants work for government agencies and public bodies that perform a public function, but they are not directly working for the Crown or State.*

8. *There are some organisations, occupations and job roles where it is very clear whether a customer is a civil servant or a public servant.*

*Note: the lists below are not exhaustive.*

9. *A list of government departments can be found here: [Government Departments, agencies and public bodies](#) Note: This list is not exhaustive and can help you identify that a customer is a government employee, but it cannot be used to identify if a customer is a civil servant or public servant.*

10. *While there is no definitive list available to confirm whether a customer is a civil servant or a public servant, you can access a collection of documents which can help you to identify the type of government organisation the customer works for:*

*Step 1. select this link: [Public bodies publications](#)*

Step 2. select the link to the most recent Public Bodies Report. e.g. Public bodies 2020.

Step 3. select and open the Excel version of the report.

identify the customer's employer from the 'Legislated Body Name' in column A and check the Classification entry in Column D

**Arm's-Length Bodies (ALBs) are executive agencies, non-departmental public bodies, and non-ministerial departments.**

The classification in column D can tell you which type of organisation an employee works for: Non-Departmental Public Bodies (NDPB), mainly employ public servants. Note: some historical NDPB organisations employ civil servants:

- Executive Agencies employ civil servants.
- Non-ministerial departments employ civil servants.

**11. Where a customer states they are a civil servant or a public servant, their answer can be accepted as the customer is responsible for informing the Case Manager (CM) about their employment type. CMs can use the information available to help determine this, but where possible the customer must declare whether they are appointed as a civil or public servant.**

12. If a customer working for a government department is unsure about their status as a civil servant or a public servant, and you are unable to identify it from the information available, you must contact the customer's manager by email to confirm their status before their application can continue.

13. Where the customer's status is disputed or their status as a civil servant or public servant cannot be confirmed, the CM must ask their Line Manager for support