

## Claim form for people who need to buy things for a baby

# 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 2007 to April 2008 this means a rate of £546 a year or more, or £1091 a year or more if you have a baby under one. These figures are for a whole year and will be less for part-years. Your tax credits award notice will include a breakdown of your award. If your Child Tax Credit total is greater than the amounts shown as the family elements you may qualify for a Sure Start Maternity Grant.

Note, your tax credit award is based on your previous year's income. If your income reduces you can ask for your tax credit award to be reviewed.

**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 residence order, or
- is the subject of a parental order under section 30 of the Human Fertilisation and Embryology Act 1990.

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.

### 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**
- have been granted a residence order for the baby, in certain circumstances, **or**
- be getting benefit for the mother or expectant mother if she is aged under 20, **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, or you have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits.**
- **If you are adopting a baby**  
You must claim within 3 months of the date of the adoption order. The baby must not be more than one year old when you claim.
- **If you have been granted a residence order for a baby**  
You must claim within 3 months of the date you were granted the order. 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 within 3 months of the date you were granted the order.

These notes give general guidance only and should not be treated as a complete and authoritative statement of the law.

## 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.

## Help and advice

If you want more information

- get in touch with Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.  
You can also get more information from our website. The address is **[www.dwp.gov.uk](http://www.dwp.gov.uk)**  
**or**
- get in touch with an advice centre like the Citizens Advice Bureau.

## Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. The standard of service you can expect from us is explained in the leaflet **OSSA5JP** *Our service standards*.

You can get this leaflet from our website at **[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)**

If you prefer you can ask for a copy from any of our offices.

## How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us, but we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may obtain information from others to check the information you provide and to improve our services, and may give information to other organisations as the law allows, for example to safeguard against crime.

To find out more about how we use information, ask for leaflet **GL33** *DWP and Your Personal Information* at any of our offices, or visit our website **[www.dwp.gov.uk/privacy.asp](http://www.dwp.gov.uk/privacy.asp)**

**Keep this page for your information**

# Part 1 About you and your partner

- 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, or you have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits
  - if you have adopted the baby, you must claim within 3 months of the adoption
  - if you have been granted a residence order for a baby, you must claim within 3 months of being granted the order
  - 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.

**Surname or family name**



**All other names** in full



**Date of birth**



**Your address**

Please tell us your address.  
Tell us your partner's address, if different.



**National Insurance (NI) number**

Letters   Numbers   Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You can find the number on your National Insurance (NI) numbercard, letters about your benefit or payslips

Letters   Numbers   Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

	You	Your partner
If you do not know your NI number, have you ever had one or used one at any time?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
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.	<input type="text"/>	<input type="text"/>
Daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? Please tick	Home <input type="checkbox"/> work <input type="checkbox"/> mobile <input type="checkbox"/> fax <input type="checkbox"/>	Home <input type="checkbox"/> work <input type="checkbox"/> mobile <input type="checkbox"/> fax <input type="checkbox"/>

**Part 2 About benefits and entitlements**

	You	Your partner
Are you or your partner getting Income Support?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for Income Support?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about an application for Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Working Tax Credit which includes a disability or severe disability element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

## Part 2 About benefits and entitlements – continued

	You	Your partner
Are you or your partner waiting to hear about a claim for Working Tax Credit which includes a disability or severe disability element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Child Tax Credit at a rate higher than the family element? From April 2007 to April 2008 this means a rate of £546 a year or more, or £1091 a year or more if you have a baby under one.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for Child Tax Credit at a rate higher than the family element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a review of your Child Tax Credit award?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you receiving benefit for the mother of the baby, or an expectant mother, because she is under 20 years of age?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us her name <input type="text" value="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 <input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="text" value=" / /"/>

# Part 3 If a baby is expected

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

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 or your partner been granted a residence order for the baby or babies?

No

Yes  What date were you granted the residence order?

Please send the order 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**

**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 have been granted a residence order for the baby, in certain circumstances, 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 & Customs.  
Phone **0845 302 1444** or visit  
**[www.hmrc.gov.uk](http://www.hmrc.gov.uk)**



## Part 6 Making payments to you

**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, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. 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 some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

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### A – Payment direct into an account

#### How you will be paid

Your Social Fund will be paid into the account stated in Section 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 usually show your National Insurance (NI) number next to payments that are from us. 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 other account provider such as the Post Office® or a Credit Union.

#### 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 may 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.

#### What to do now

To tell us about the account you want to use for your Social Fund, **go to Section B**

**or**

if you do not already have a suitable account, **go to Section C.**

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### 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 Section 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, building society, or other account provider.

## Part 6 Making payments to you – continued

### 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.

#### Whose 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, building society or other account provider

**Sort Code** – of the bank, building society or other account provider

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 directly into an account. 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 both the names of you and your partner
- In the name of the person acting on your behalf
- In both the names of you and the person acting on your behalf



<input type="text"/>	<input type="text"/>	–	<input type="text"/>	<input type="text"/>	–	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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The roll or reference number 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.**

## Part 6 Making payments to you – continued

### 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 available from all major banks and offer free banking with no overdraft facility. 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.

- **Other accounts**

Alternatively, you can be paid into some Credit Union accounts or a Post Office® card account. These accounts may have restrictions on the services provided.

### What to do now

Tick the box that applies to you.

I intend to open an account.

**Box 1**

Any bank, building society or other account provider 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

## 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

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

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 **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 Jobcentre Plus. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.

- **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 or have been granted a residence order, you must claim within 3 months of the date of adoption or residence order. But the baby must not be more than one year old when you claim.

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.

# Health professional's statement

# SSMG (cert)

## 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 or boxes and delete any which do not apply.

maternal health and the health and welfare of the child – pre-confinement consultation

the health and welfare of the new child – post-confinement consultation

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.