**Scottish Child Disability Payment (SCDP) is replacing Disability Living Allowance (DLA) for children living in Scotland from Monday 22nd November 2021.**

**The Scottish Social Security Agency may contact staff in HSCP, Education, etc, to ask for information about a child’s needs. The child’s parent will have given permission for them to contact you to seek further evidence about the child’s needs.**

**Guidance about this can be found at**

[**https://www.socialsecurity.gov.scot/guidanceresources/guidance/local-authorities-guidance-for-supporting-information-requests**](https://www.socialsecurity.gov.scot/guidanceresources/guidance/local-authorities-guidance-for-supporting-information-requests)

**Requests for information will be via a form sent from the** **Scottish Social Security Agency to Money Matters. The form will specify the nominated worker who is required to complete the form and have no more than 6 specific questions regarding the child. Money Matters will email the nominated worker e.g. Social Worker, Teacher, etc to complete and return the form to Money Matters.**

**Money Matters will return the completed form to** **the Scottish Social Security Agency. This process must be completed within 28 days.**

**Money Matters Guidance on completing the form G**

**The following points may be helpful to consider when completing any form:**

* **State all the child’s disabilities and health problems that you are aware of**
* **Describe the extra help needed with personal care tasks during the day and during the night. This may include such things as seeing, hearing, washing, dressing, getting in / out bed, using the toilet, dealing with incontinence, eating, drinking, taking medication or other treatment including emergency medications, if applicable etc.**
* **Describe why a child due to their physical or mental disablement needs to be supervised to avoid substantial danger to themselves or others during the day or night**
* **Describe any behavioural problems that the child has and what is done to help the child overcome them**
* **Describe any difficulties the child has with walking outdoors.**

**The most important thing is to use your knowledge of the individual child to make clear the extra help that they require compared to a non-disabled child.**

**What happens with the information provided**

**The Scottish Social Security Agency will use the supporting information you provide to:**

* **understand the child's current experienced symptoms**
* **understand the impact on their daily living**
* **to build a picture of the child or young person’s lived experience.**
* **to understand the child’s diagnosis**
* **currently experienced symptoms and how they affect the child**
* **the severity and impact of symptoms**
* **current care and mobility needs, including the impact on their everyday life**
* **any treatments, therapies, or adaptations the child or young person has**

**Older information or general information on the condition may not be as helpful, unless the impact of the child’s condition is stable. This is because the information:**

* **may not reflect the child’s current circumstances**
* **may be out of date.**

**Example of the form staff may receive** 

**Once the Scottish Social Security Agency gather all the evidence, they will decide to either award or refuse the application for the Scottish Child Disability Payment.**

**There is a right to request a redetermination of the decision and subsequently appeal to an independent appeal tribunal. Families should be referred to Money Matters for advice, assistance, and representation with any aspect of the Scottish Child Disability Payment.**

**If you need advice regarding the request for information on a child or need advice with this briefing, please contact:**

**Money Matter Advice Line: on 01294 310456**

**Email:** [**MoneyMatters@north-ayrshire.gov.uk**](mailto:MoneyMatters@north-ayrshire.gov.uk)

**Or**

**speak with the Welfare Rights Officer attached to your team.**

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