

# Sure Start Maternity Grant

## from the Social Fund

### Important information

Before you fill in this claim form, please take a few minutes to read these notes. They contain important information and help explain some of the questions we ask you and why we are asking them.

### What is a Sure Start Maternity Grant?

A Sure Start Maternity Grant is a one off payment to help towards the cost of having a child.

### Can I get a Sure Start Maternity Grant?

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

- your new baby is the only child under 16 years of age in your family, or
- you already have a child or children under 16 years of age in your family and you are having a multiple birth, for example twins or triplets, and
- you or your partner are getting one of the following benefits:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-based Employment and Support Allowance
  - Universal Credit
  - Pension Credit
  - Working Tax Credit which includes a disability or severe disability element
  - Child Tax Credit that includes an individual or disability element.

If you receive Universal Credit, we'll make a decision on your Sure Start Maternity Grant claim after your next Universal Credit payment.

#### **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 and you are the mother or expectant mother or their partner, or you are getting benefit for the mother or expectant mother and they are under 20 years of age, or
  - was recently born and you have become responsible for that child but you are not the mother (for example you are the child's father, grandparent etc.), or
  - is the subject of an adoption or residence order, or
  - is the subject of a parental order in respect of a surrogate birth, or
  - has been placed with you for adoption, or
  - you have been appointed the child's guardian, or
  - you have adopted overseas, or
  - you have been granted a parental order with your partner under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54 of the 2008 Act.

We use *partner* to mean:

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

jobcentreplus

Department for  
Work and Pensions

SF100 04/17

## When can I claim a Sure Start Maternity Grant?

- **If you, your partner, or dependent child, are expecting a baby or have just had a baby**  
claim in the period 11 weeks before the week your baby is due until 3 months after your baby is born
- **If you are not the mother but have become the responsible parent of a baby**  
claim within 3 months of becoming responsible. The baby must not be more than one year old when you claim.
- **If you have been granted an adoption order or residence order for a baby**  
claim within 3 months of the date on the order. The baby must not be more than one year old when you claim.
- **If you have been granted a parental order with your partner for a baby**  
claim within 3 months of the date on the order. The baby must not be more than one year old when you claim.
- **If you have been appointed guardian of a baby**  
claim within 3 months of the date the guardianship takes effect. The baby must not be more than one year old when you claim.
- **If you have had a baby placed with you for adoption**  
claim within 3 months of the date the baby is placed with you. The baby must not be more than one year old when you claim.
- **If you have adopted a baby overseas**  
claim within 3 months of the adoption taking effect or being recognised. The baby must not be more than one year old when you claim.
- **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.**

## Filling in the form

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.**

# Part 1: About you and your partner

Please fill in this form with **BLACK INK and in CAPITALS** signing and dating any changes you make.

## 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 may not be able to make a payment.

## Is your new baby the only child under 16 years of age in your family, or if you already have a child or children under 16 years of age are you having a multiple birth, for example twins or triplets?

No

Yes

## Has a Sure Start Maternity Grant already been paid for this baby or babies?

No

Yes  Who was it paid to?

We can only pay another Sure Start Maternity Grant if:

- you are not the mother but have become the parent who cares for the baby
- you have been granted an adoption or residence order, or
- you and your partner have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54 of the Human Fertilisation and Embryology Act 2008
- you have been appointed the guardian
- you have had a baby placed with you for adoption by an agency
- you have adopted overseas within section 66(1)(c)–(e) of the Adoption and Children Act 2002.

## Your surname or family name

Mr / Mrs / Miss / Ms

## All other names, in full

## Your date of birth

## Your current address

  
  
  
 Postcode

## Your National Insurance (NI) number

Letters   Numbers   Letter

You can find the number on a National Insurance (NI) numbercard, letters about benefit, or payslips.

Please also provide the same details on the Health Professional's Statement on **Page 10**.

## Daytime phone number, if you have one.

We may need to contact you by phone to get more information or to let you know when we have made a decision on your claim. Please note that our number may show as 0800, unknown or withheld.

## Part 1: About you and your partner continued

Mobile phone number if you have one.

Your email address, if you have one

### Do you have a partner?

We use *partner* to mean

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

No

Yes  Tell us about your partner below.

Full name

Mr / Mrs / Miss / Ms

Date of birth

National Insurance (NI) number

Letters Numbers

Letter

## Part 2: About benefits and entitlements

### Are you or your partner getting any of the following:

- Universal Credit?
- Income Support?
- income-based Jobseeker's Allowance?
- income-related Employment and Support Allowance?
- Pension Credit?
- Working Tax Credit which includes a disability or severe disability element?
- Child Tax Credit that includes an individual or disability element?

No

Yes  Please tell us which benefits you are getting

### Are you or your partner waiting to hear about a claim for any of the following:

- Universal Credit?
- Income Support?
- income-based Jobseeker's Allowance?
- income-related Employment and Support Allowance?
- Pension Credit?
- Working Tax Credit which includes a disability or severe disability element?
- Child Tax Credit that includes an individual or disability element?
- Maternity Allowance?

No

Yes  Please tell us which benefits you are waiting to hear about.

Now go to **Part 3**.

## Part 3: Expecting a baby

Please tell us the date the baby is expected

So that we can consider your claim for a Sure Start Maternity Grant, **the certificate (Health Professional Statement) which is at Page 10 of this claim 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?

## Part 4: If the baby has already been born

Please tell us the date the baby was born.

So that we can consider your claim for a Sure Start Maternity Grant, **the certificate (Health Professional Statement) which is at Page 10 of this claim 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 claim, you must provide us with evidence of the birth.

Was more than one baby born?

No

Yes  How many babies were born?

## Part 5: About a baby already born that you have become responsible for

Are you receiving benefit for the parent of the baby because they are under 20 years of age?

No

Yes  Please tell us their name.

Are you the parent, but not the mother, of a baby you now care for?

No

Yes  When did the baby start to live with you?

When did you get Child Benefit?

Who got Child Benefit before?

Have you or your partner been granted an adoption order or a residence order?

No

Yes  What is the date of the order?

For how many children?

Please send the order with this form

Have you and your partner been granted a parental order under section 30 of the Human Fertilisation and Embryology Act or section 54 of the Human Fertilisation and Embryology Act 2008?

No

Yes  What is the date of the order?

For how many children?

Please send the order with this form

Have you or your partner been appointed a legal guardian?

No

Yes  When did this take effect?

For how many children?

Please send the evidence of appointment with this claim form.

Have you or your partner had a child placed with you for adoption?

No

Yes  What date was the placement?

How many children were placed?

Please send the evidence of placement with this claim form.

Have you or your partner adopted a baby from overseas?

No

Yes  When did this take effect?

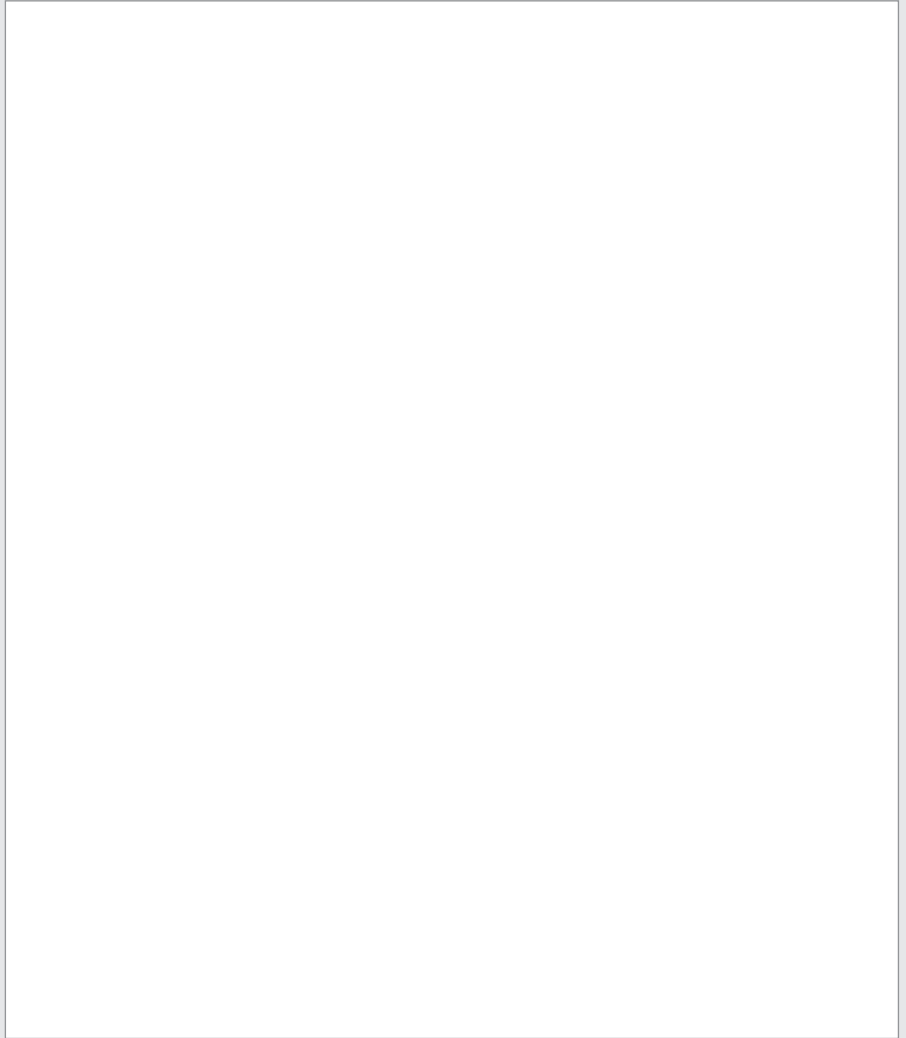
How many children were adopted?

Please send evidence that the adoption is recognised in Great Britain with this claim form.

## Part 6: Other information

**Please 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 number on each separate sheet of paper you use.



## Part 7: How we pay you

### **We will pay your money directly into the account where we normally pay your benefit**

Many banks and building societies will let you collect your money at the post office. We will tell you when your Social Fund payment will be made and how much it will be for.

### **Finding out how much we have paid into the account**

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think your payment is wrong, get in touch with the office that pays you straight away.

### **If we pay you too much money**

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account. For example, you may give us information which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

**We will contact you before we recover any money.**

## What to do now

Go to

- **Part 9** if you are filling in and signing this form for someone else, or
- **Part 10** if you have filled in this form for yourself.

# Part 8: Making payment if you are getting or waiting to hear about a claim for Working Tax Credit or Child Tax Credit

## About the account you want to use for this payment

- You can use an account in your name, or a joint account.
- You can use someone else's account if
  - the terms and conditions of their account allow this, and
  - they agree to let you use their account, and
  - you are sure they will use your money in the way you tell them.
- You can use a credit union account. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.

### Please tell us your account details below.

**It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.**

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

#### Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

#### Full name of bank or building society

#### Sort code

Please tell us all 6 numbers, for example: 12-34-56.

--	--	--	--	--	--

#### Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

--	--	--	--	--	--	--	--	--	--

#### Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### What to do now

Go to

- **Part 9** if you are filling in and signing this form for someone else, or
- **Part 10** if you have filled in this form for yourself.



## Part 9: For people filling in and signing this form for someone else

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

- I am sending a letter signed by the claimant with this form. The letter tells you that they agree to me making the claim for them.
- I am their appointee.
- I have power of attorney.

Your full name

Your date of birth

 / 

Your address

Your phone number

What is this number?  
Please tick

- Home  Work  Mobile  Fax

**Now sign this form in Part 10.**

## Part 10: Declaration

**Your application may be delayed if we do not have all the information we need, this includes the completed Health Professional Statement.**

**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, my benefit may be stopped and 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 11: Health professional's statement

## To be completed by the health professional only

Please complete the appropriate boxes below, the surgery or office address, contact telephone number and UKCC PIN.

I certify that ..... (insert name of parent)

National Insurance (NI) number

Letters		Numbers			Letter				

● consulted me in respect of ..... (insert words. For example: **one**) expected child or children:

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

● has received advice, as appropriate, on aspects of:

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 or health visitors who do not have an authentication stamp, details of surgery or office address and telephone number, contact telephone number if different, and UKCC PIN.

Surgery or office address

Postcode

Contact telephone number

UKCC PIN

## Part 12: What to do now

- Please read through this form again and check that you have answered all the questions.
- If you have made any alterations, please make sure you initial and date them.
- Check you have signed and dated the form.
- Check that the health professionals' statement has been fully completed by your midwife, or another 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.
- **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.**



**Your application may be delayed if we do not have all the information we need, this includes the Health Professional's Statement.**

---

## Where to send this form

- **Send it by post to:**  
Freepost DWP SSMG
- **Take it to your nearest Jobcentre Plus office.**  
You can find the address in the business section of the phone book. Look under **Jobcentre Plus**.

---

## Help and advice

If you want more information:

- get in touch with Jobcentre Plus. Phone **0345 603 6967**. Calls to **0345** numbers cost no more than a standard geographic call and count towards any free or inclusive minutes in your landline or mobile phone contract
- you can also get more information from **www.gov.uk**

---

## How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at **www.gov.uk/dwp/personal-information-charter** or contact any of our offices.