

# **A Guide to Completing a PIP Form**

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## Introduction

Being faced with completing a PIP form can seem like a daunting task but it needn't be. You are reading this guide because one of our Advisers has communicated with you about your PIP application and we believe that you have the capability to successfully complete it.

If you have any issues when completing the form move on to the next question and just try to complete as much as you can. We can then provide some targeted advice to assist you finish the form and get it sent off.

**Remember you have a deadline to return the form. It is important to make sure this is met. If this is going to cause you issues contact DWP on 0800 121 4433 and ask for an extension.**

## Step 1 - Principles

There are a few guiding principles that should be kept in mind at all times when answering the questions on the PIP form.

1. PIP is based on how your health condition affects you in your day to day life. It's not based on your particular illness or disability, or your medication
2. The DWP decision maker, the person making the decisions about your application in the first instance, has never met you and will not necessarily have had any experience of your illness or disability and how it affects your life. The only information they will have is the form you are filling out and the report from your assessment (yet to happen). It is therefore very important to be detailed in your explanations and not assume they will know about how you are affected
3. Never just answer a question "Yes" or "Sometimes" and then move on. Always include as much explanation as possible. Do not be afraid to repeat yourself if the same problem/explanation relates to more than one of the questions
4. Do not be afraid you use additional pages if there is not enough space on the form to write what you want to say. There is an example template you can use in appendix A of this document, please just ask if you want more copies
5. If you use aids, for example a walking stick to walk or a stool to enable you to use the hob, make sure you refer to these when it asks about aids in the various questions. Anything you need to use that someone without your illness or disability would not need to use is an aid
6. Consider how often you work around your illness or disability, or need help to do something safely. Working around something or requiring help means you can't do it unaided and therefore it is affecting your day to day (and/or night to night) life
7. Don't answer the questions based solely on a good day or a bad day, answer them based on how much something normally affects you over a period of time. For example, how many good and bad days (or nights) do you have over the course of a week

## Step 2 – Preparation

It can be very useful to keep a diary for a week before you attempt to complete the form. This will allow you to record how your day or night was and the issues you experienced, which in turn will assist you when you are explaining how these issues affect your day to day (and/or night to night) life. Remember, if you don't do something because you couldn't do it on that day (or night), or you needed help to do it, that should be recorded. We have included a sample diary layout in Appendix B

Getting a list of your diagnoses and medications from your GP can be very helpful when completing question 2. It can also be useful to include with the form as additional medical evidence.

## Step 3 – The Questions

The Citizens Advice public website has excellent guidance on each question. We have included the links below to the pages which explain each question.

When looking at each question it is also sensible to understand how the question will be scored by DWP. We have therefore included in Appendix C of this document the PIP table of activities, descriptors and points. Make sure you review this in relation to each of your answers to consider what you may score based on what you have said.

Q1 – Listing your health professionals

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/PIP/help-with-your-claim/fill-in-form/1-your-health-professionals/>

Q2 – Listing your conditions, medications and treatments

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/PIP/help-with-your-claim/fill-in-form/2-your-conditions/>

Q3 – Preparing and Cooking a meal

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/PIP/help-with-your-claim/fill-in-form/3-prepare-and-cook-meal/>

Q4 – Eating and Drinking

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/PIP/help-with-your-claim/fill-in-form/3-prepare-and-cook-meal/>

Q5 – Managing Treatments

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/PIP/help-with-your-claim/fill-in-form/5-managing-treatments/>

Q6 – Washing and Bathing

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/6-washing-and-bathing/>

#### Q7 – Managing Toilet Needs

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/7-managing-toilet-needs/>

#### Q8 – Dressing and Undressing

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/8-dressing-and-undressing/>

#### Q9 – Communicating verbally

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/9-communicating-verbally/>

#### Q10 – Reading

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/10-reading/>

#### Q11 – Mixing with people

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/11-mixing-with-other-people/>

#### Q12 – Making decisions about money

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/12-making-decisions-about-money/>

#### Q13 – Going out

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/13-going-out/>

#### Q14 – Moving around

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/14-moving-around/>

#### Q15 – Additional information

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/fill-in-form/15-additional-information/>

## Step 4 – Additional Evidence

It is useful to try and include additional evidence in support of your claim. In particular medical evidence. However doctors often charge if you ask for a letter to specifically support your application. If your doctor does charge a fee a letter is not essential. This page from the public website provides information about what is helpful evidence:

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/your-supporting-evidence/>

## Step 5 – Send the Form

This page from the public website provides information about points to consider when sending the form back:

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/send-in-form/>

**It is very important to take a copy of everything you send.**

## The Next Step

The next step is that you will probably be asked to attend an assessment to complete the application. This page from the public website provides information about preparing for your assessment:

<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/help-with-your-claim/your-assessment/>

## Appendix A – Additional information template

Copy and Paste this into a blank page before using it:

### **PIP claim form: additional sheet**

Use this additional sheet if you need more space to answer a question.

Print it out and attach it to your claim form. Always write your name, National Insurance number and the relevant question number.

**Name:**

**National Insurance number:**

**Question number:**

**Additional information:**

## Appendix B – Template daily diary

[https://www.citizensadvice.org.uk/Documents/Advice%20\(public\)/pip-diary.pdf](https://www.citizensadvice.org.uk/Documents/Advice%20(public)/pip-diary.pdf)

## Appendix C – PIP activities, descriptors and points

How the DWP makes a decision on PIP claims (EWS) § The descriptors  
<https://www.citizensadvice.org.uk/benefits/sick-or-disabled-people-and-carers/pip/appeals/how-decisions-are-made/#h-the-descriptors>