

## Completing your PIP form – top tips

- It is a long form. You will probably need at least 2-3 hours. You may wish to fill it in a bit at a time over several days.
- You will need to write down details of any health professionals you see (e.g. doctors, consultants, therapists), but DWP does not always contact them. If you have any letters or medical records from your GP or anyone else you see in connection with your health, it's a good idea to send copies with your form.
- More is more! For each question, explain exactly what you have difficulty with and why in detail. Don't assume that the person reading the form will know about your condition(s) and how you are likely to be affected. Sometimes you may feel that you are repeating yourself on the form. It's better to repeat yourself than leave information out.
- To score points for an activity (e.g. cooking a meal), you have to show that you have difficulty on more than half of the days in a week or month. Therefore, if you have good days and bad days, explain this and how many good or bad days you normally have. If you are affected by things like tiredness and low mood even on your "good" days, write this down. If you are not sure how many good days and bad days you have, it's a good idea to keep a diary and include this with your form.
- Cooking a meal means making a meal from raw ingredients, not just heating up a ready-meal or tinned food. Therefore, if you can heat up your dinner but you can't peel or chop vegetables, write that down.
- If you can do an activity (e.g. reading), but there are times of day that you can't do it (e.g. due to a dry eye condition), write that down. You should score points if you are unable to do something for a few hours every day, even if you are able to do it for most of the day.

- If you cannot do an activity safely, to an acceptable standard, repeatedly or within a reasonable time period, you should score points. For example, if you can walk but are not safe because you often fall over, or you can eat a meal but you spill most of it because your hands shake, write this down. If it takes you a long time to do something, for example having a shower or getting dressed, write down why it takes you a long time and how long it takes.
- If you are in a lot of pain or it makes you very tired to do something, for example, cooking a meal, write that down, as DWP should take this into account.
- If you use an aid or appliance to help you do something (for example an aid to help you put on socks or a seat to sit on in the shower), write this down. If you don't have an aid but you think having an aid would help you, write this down.
- If you are physically able to do something like get dressed, wash or cook a meal, but can't face it because of a mental health problem like depression or anxiety, write that down. You can score points for needing to be prompted to do things.
- If a family member or carer normally helps you look after yourself, write down any examples you have of what has gone wrong at times they weren't there, for example, you didn't get dressed or have anything to eat. This helps to show that you need this help.
- The difficulties that you write about must be related to a disability or long-term health condition. Therefore, if your partner normally cooks or pays the bills because they are better at it or enjoy it more, this doesn't count, so don't write it down.
- Ask a family member or carer who knows you well to read the form for you. There is an 'additional information' section that they can fill out to say how they help you.
- We can check the form if you would like us to before you send it and we can give you advice if your PIP claim is turned down or you didn't get the award you were expecting.