**[Your organisation’s headed paper]**

**Address line 1**  
**Address line 2**  
**Postcode**  
**Contact details**

Dear [*name of person providing involvement*],

[*name of your organisation*] are committed to paying people who use service and carers for their involvement in our work.

We are aware that there can be particular complications when accepting a payment from [*name of your organisation*] for people who receive benefits.

For most benefits it is essential to inform Jobcentre Plus of any payment you have been offered. Some people may need prior permission from their Work Coach at the Jobcentre before they can agree to paid involvement.

It is important to be aware of how much you are allowed to accept. This can be complicated as there are different rates for different benefits. Information on the DWP earning limits and disregards and benefit procedures are set out on the SCIE website at: https://www.scie.org.uk/co-production/supporting/paying-people-who-receive-benefits

People who are in receipt of benefits because of health issues or disability must take care to prevent any misunderstandings with Jobcentre Plus. It is important to tell Jobcentre Plus that **service user involvement** is different to work and cannot be used to determine capacity for work.

If you receive a benefit such as Disability Living Allowance or Personal Independence Payment or Attendance Allowance it is important to explain about the support provided for you mobility and/or care needs. This is so that DWP do not misunderstand and think that you have recovered from your mobility needs and/or care needs.

Below we have included a template letter that you can show to your Work Coach at the Jobcentre or post to the Jobcentre when you are advising about your plans for involvement or asking for permission.

If you receive a benefit for mobility and/or care needs you should also post the letter to the DWP office that administrates the relevant benefit.

[name of your organisation] wishes to confirm that we will not communicate with Jobcentre Plus or DWP directly about your personal involvement.

Yours faithfully,

[*Signed by member of staff*]