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Tuesday 15th November 2016

Dear Sir/Madam,

I am writing to request a reconsideration of the AtW award I have just received which does not meet my needs.

I previously received support from a MRSLI for 65 hours a month at a rate of up to £45 per hour, plus reasonable travel costs. When my advisor contacted me to renew my award, I said that the support was meeting my needs, and would like it to continue. The adviser said that I had not used all of the hours over the past three years, and that he could only offer me what I had previously used. I disagreed, and explained that I had been unable to use all of the hours because I had been away from work sick for two months.

On 20th October 2016 I received an award for 45 hours a month at up to £40 per hour inclusive.

This new offer does not meet my needs for two reasons:

* I work in central London where interpreter rates are more than £40 per hour inclusive of travel. I will not be able to use fully qualified interpreters at this rate;
* I need 65 hours’ support a month to be able to meet the expectations of my job role. If I have a much lower level of support, I will not be able to participate in the workplace to the same level as before and my performance at work will suffer.

The adviser has not explained why he thinks the lower award will meet my needs, and has ignored my explanation about why I used fewer hours in the previous award period.

I would like a fresh assessment of my current needs that takes account of my job role, and takes account of the reasons I have given for why I used less of the support awarded in the previous award period.

Yours faithfully,

Jane Smith