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**Your Access to Work Personal Budget**

Receiving your Access to Work award by means of a Personal Budget brings a new flexibility in how you manage your award to best meet your needs and support you in work. Small, regular amounts paid in advance will enable you to budget effectively and have the money to meets costs up front. The money that you spend must be fully receipted, and these receipts sent to us after each four week period. If you do not send us your receipts on time this may result in you no longer being able to receive your Access to Work award by way of a Personal Budget. You will still be eligible to receive your Access to Work award but payment will be made in arrears when your receipts are accepted and strictly for agreed costs only.

Your Personal Budget is to help you meet the upfront costs of either:

* Travel to work
* A Support Worker

As long as you stay within 1/13th of your award for each four week period and use it for those specific purposes, you can use it as you reasonably see fit.

 During the trial, you will receive a 1/13th of your annual award every 4 weeks **as long as you continue to remain eligible by returning your receipts to us on time.** Your award can only be paid into your sole bank account; we cannot pay into a joint or business account. You might find it helpful to set up a separate account to help you keep track, particularly if you don’t have a sole named account. Your bank will be able to advise you further on this.

We have provided you with a simple spreadsheet that we recommend you use to enable you to record the details of your Personal Budget transactions and keep track of your receipts. If you use this, please return a copy along with your receipts after each 4 week period. If you do not continue to provide your receipts on time this may result in the withdrawal of your Personal Budget at any time and the payments of your Access to Work award will then be made in arrears when your receipts are accepted and strictly for agreed costs only.

**Where can I get further support?**

* You can get additional advice on budgeting from the Money Advice Service – visit [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk) to find out how.
* You can also contact the CAB – [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)
* Your local council may also be able to offer advice.

**Arrangements for your award period**