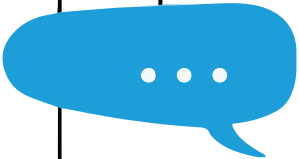


Requesting Adjustments to Claimant Commitment

Supporting you to adapt your Journey to Work



The first thing you need to know is that this form is to start a conversation between you and your Work Coach.

This is to help him/her understand any life circumstances that are having a negative impact on you being able to fulfil your Job Centre Plus (JCP) claimant commitment. It may also help to identify any other areas of support you may need to help you on your journey to employment.



The following information is to help you understand the process of completing this form:

- ① You can have help to complete this form by an advocate. This could be a Support Worker, friend or relative.
- ② When filling out this form please only put details about your barriers to work or fulfilling your claimant commitment for example Social Anxiety, Depression etc.
- ③ Make sure your contact details are added on this form so that in the event of a query we can easily contact you to keep you updated on your agreement with us.
- ④ This form will only be used to share information between you, your work coach and your advocate.
- ⑤ This information will be used to inform discussion with your Work Coach at your next appointment and help you access any support you need while you are a JCP claimant. You can ask your advocate to attend with you.
- ⑥ At the appointment, the agreed changes can be incorporated into your claimant commitment. For example, a reduction in job search hours to focus on other areas of personal development to support your journey to employment.
- ⑦ Finally, once changes have been agreed the original Requesting Adjustments to Claimant Commitment (RACC) Form will be destroyed.
- ⑧ Information shared on the form will not be shared with other organisations unless at your request.



Requesting Adjustments to Claimant Commitment

Adapting your Journey to Work

Name of Work Coach:

Name: Date of Birth:

Address: Postcode:

Secondary addresses:

National Insurance No:

Telephone No:

Email Address:

This is where YOU can add in details of YOUR barriers, training needs or any other information that YOU feel may impact on YOUR claimant agreement. This section is to generate discussion and identify any support you may need and help YOUR Work Coach to help YOU. If they aren't aware of these details, then they can't make the required adjustments for YOU.

(i.e. mental health, disability, long term health issues, social anxiety, housing etc.)

DWP and JCP will treat your information with care and consideration. To find out more about your rights and how we use your information, visit our information charter at Gov.uk.

I agree to the information on this form being shared with JCP to help me move towards employment.

Customer Signature: Print Name:

Advocate Name: Contact Details:

..... Date:

