



Sure Start Maternity Grant

from the Social Fund

This publication is available in Welsh.

Claim form for people who need to buy things for a baby

Can you get a Sure Start Maternity Grant?

You may be able to get a Sure Start Maternity Grant if

- **apart from other babies from the same pregnancy**

- your new baby is the only child under 16 in your family, or
- your dependant's new baby is her only child under 16 in your family.

Please note that there is an exception to the child under 16 rule in the case of multiple births.

- **you or your partner are getting**

- Income Support, or
- income-based Jobseeker's Allowance, or
- income-related Employment and Support Allowance, or
- Universal Credit, or
- Pension Credit, or
- Working Tax Credit which includes a disability or severe disability element, or
- Child Tax Credit at a rate higher than the family element.

Your tax credits award notice will include a breakdown of your award. If your Child Tax Credit total is greater than the amounts shown as the family elements you may qualify for a Sure Start Maternity Grant.

and

- **you need help with buying things for a baby that**

- has recently been born, or
- is expected to be born in the next 11 weeks, or
- was recently born and you have become the responsible parent but are not the mother's partner, or
- is the subject of an adoption or residence order, or
- is the subject of a parental order in respect of a surrogate birth, or
- has been placed with you for adoption, or
- you have been appointed the guardian of, or
- you have adopted overseas.

Please turn over for more information ►

jobcentreplus

Department for
Work and Pensions

SF100 07/16



But you must

- be the mother or expectant mother of the baby and you must be aged 16 or over, or
- be the partner of the mother or expectant mother, or
- be getting benefit for the mother or expectant mother aged under 20 of a baby, or
- be the responsible parent (but not the mother) of a baby, and not be the mother's partner, or
- have been granted an adoption or residence order for a baby, or
- have been granted a parental order with your partner under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54 of the Human Fertilisation and Embryology Act 2008, or
- have had a baby placed with you for adoption by an agency, or
- have been appointed the guardian of a baby, or
- have adopted a baby overseas and this falls within section 66(1)(c)–(e) of the Adoption and Children Act 2002.

We use *partner* to mean

- a person you live with who is your husband, wife or civil partner, or
- a person you live with as if you are a married couple.

When to claim

- **If you are waiting for a decision on a qualifying benefit or entitlement, or you have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits.**
- **If you are expecting a baby or have recently had a baby, you must claim in the period from 11 weeks before the week the baby is due until 3 months after the baby is born.**
- **If you are not the mother but have become the responsible parent of a baby, you must claim within 3 months of becoming responsible. The baby must not be more than one year old when you claim.**
- **If you have been granted an adoption order or residence order for a baby**
You must claim within 3 months of the date on the order. The baby must not be more than one year old when you claim.
- **If you have been granted a parental order with your partner for a baby**
You must claim within 3 months of the date on the order. The baby must not be more than one year old when you claim.
- **If you have been appointed guardian of a baby**
You must claim within 3 months of the date the guardianship takes effect. The baby must not be more than one year old when you claim.
- **If you have had a baby placed with you for adoption**
You must claim within 3 months of the date the baby is placed with you. The baby must not be more than one year old when you claim.
- **If you have adopted a baby overseas**
You must claim within 3 months of the adoption taking effect or being recognised. The baby must not be more than one year old when you claim.

Part 1: About you and your partner

- Use this form to claim a Sure Start Maternity Grant from the Social Fund. Sign and date any alterations you make.
- Fill in this form with BLACK INK and in CAPITALS.
Make sure that you read the notes before you fill in this form.
- Tell us about yourself and your partner, if you have one. We use *partner* to mean
 - a person you live with who is your husband, wife or civil partner, or
 - a person you live with as if you are a married couple.
- Fill in the form fully by answering all the questions and requests for information. Your claim may be delayed if we do not have all the information we need.

National Insurance (NI) number

If you do not know your NI number, have you ever had one or used one at any time?

Surname or family name

All other names, in full

Any other surnames or family names you have been known by or are using now
Include maiden name, all former married or civil partnership names and all changes of family name.

Date of birth

Current address

Please tell us your current address, and tell us your partner's current address, if it is different.

Date you or your partner moved into this address

Tell us if this address is

You	Your partner
Letters Numbers Letter	Letters Numbers Letter
<div></div> <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div> <div></div>
You can find the number on a National Insurance (NI) numbercard, letters about benefit, or payslips.	
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<div>Mr / Mrs / Miss / Ms</div>	<div>Mr / Mrs / Miss / Ms</div>
<div></div>	<div></div>
<div></div>	<div></div>
<div>/ /</div>	<div>/ /</div>
<div></div> <div>Postcode</div>	<div></div> <div>Postcode</div>
<div>/ /</div>	<div>/ /</div>
<input type="checkbox"/> temporary.	<input type="checkbox"/> temporary.
<input type="checkbox"/> permanent.	<input type="checkbox"/> permanent.

Part 1: About you and your partner continued

Previous address

Please tell us your previous address, and tell us your partner’s previous address, if it is different.

Daytime phone number, if you have one

Mobile phone number

Your email address, if you have one

You	Your partner
<div></div>	<div></div>
<div></div>	<div></div>
<div></div>	<div></div>
<div>Postcode</div>	<div>Postcode</div>
<div>CodeNumber</div>	<div>CodeNumber</div>
<div></div>	<div></div>
<div></div>	<div></div>

Part 2: About benefits and entitlements

Are you or your partner getting Universal Credit?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner waiting to hear about a claim for Universal Credit?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner getting Income Support?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner waiting to hear about a claim for Income Support?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner getting income-based Jobseeker’s Allowance?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner waiting to hear about a claim for income-based Jobseeker’s Allowance?

No ☐

Yes ☐

No ☐

Yes ☐

Are you or your partner getting income-related Employment and Support Allowance?

No ☐

Yes ☐

No ☐

Yes ☐

Part 2: About benefits and entitlements continued

	You	Your partner
Are you or your partner waiting to hear about an application for income-related Employment and Support Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about an application for Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Working Tax Credit which includes a disability or severe disability element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for Working Tax Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting Child Tax Credit at a rate higher than the family element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a claim for Child Tax Credit at a rate higher than the family element?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner waiting to hear about a review of your Child Tax Credit award?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you receiving benefit for the parent of the baby, or an expectant mother, because they are under 20 years of age?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their name. <div></div>	
Are you or your partner involved in a trade dispute? <small>We use <i>trade dispute</i> to mean a strike, a walkout, a lockout or another dispute at work.</small>	No <input type="checkbox"/> Yes <input type="checkbox"/> How long have you or your partner not been working because of a trade dispute? If this is less than 6 weeks, we may not be able to make a payment. <div></div>	

Part 3: If a baby is expected

Please tell us the date the baby is expected

/

/

So that we can consider your claim for a Sure Start Maternity Grant, **the certificate (SSMG cert) which is on the back page of this claim form must be filled in by a health professional.** For example, your midwife.

Is more than one baby expected?

No

Yes

How many babies are expected?

Please make sure that the document you are sending with this claim form tells us the number of babies that are expected.

If the baby has not been born yet, now go to Part 6.

For office use

SSMG cert received No ☐

Yes ☐

Other approved docs

Initials

Date / /

Part 4: If the baby has already been born

Please tell us the date the baby was born

/

/

So that we can consider your claim for a Sure Start Maternity Grant, **the certificate (SSMG cert) which is on the back page of this claim form must be filled in by a health professional.** For example, your midwife.

In case of a still birth you do not have to send the certificate (SSMG cert) but, so that we can consider your claim, you must provide us with evidence of the birth.

Was more than one baby born?

No

Yes

How many babies were born?

For office use

SSMG cert received No ☐

Yes ☐

Other approved docs

Initials

Date / /

Part 5: About a baby already born that you have become responsible for

Are you the parent, but not the mother,
of a baby you now care for?

No ☐

Yes ☐ When did the baby start to live with you?

/ /

When did you get Child Benefit?

/ /

Who got Child Benefit before?

Have you or your partner been granted an
adoption order or a residence order?

No ☐

Yes ☐ What is the date of the order?

/ /

For how many children?

Please send the order with this form

Have you and your partner been granted a
parental order under section 30 of the Human
Fertilisation and Embryology Act or section 54 of
the Human Fertilisation and Embryology Act 2008?

No ☐

Yes ☐ What is the date of the order?

/ /

For how many children?

Please send the order with this form

Part 5: About a baby already born that you have become responsible for continued

Have you or your partner been appointed a legal guardian?

No ☐

Yes ☐ When did this take effect?

/

/

For how many children?

Please send the evidence of appointment with this claim form.

Have you or your partner had a child placed with you for adoption?

No ☐

Yes ☐ What date was the placement?

/

/

How many children were placed?

Please send the evidence of placement with this claim form.

Have you or your partner adopted a baby from overseas?

No ☐

Yes ☐ When did this take effect?

/

/

How many children were adopted?

Please send evidence that the adoption is recognised in Great Britain with this claim form.

Part 6: About other children under 16 in your household

Apart from the baby you have told us about in Part 3, Part 4 or Part 5, are there any other children under the age of 16 in your household?
Please note there is an exception to the child under 16 rule in the case of multiple births.

No ☐ Go to **Part 7**.
Yes ☐ Tell us about the children below. If you need to tell us about more than 4 children, please use the space in **Part 9**.
You cannot get a grant unless your new baby is the only child under 16 in your family, or your dependant's new baby is the only baby under 16 in your family.

Name of child	Date of birth	Relationship to you or your partner	Benefits or tax credits you or your partner get for the child

Part 7: General information

Has a Sure Start Maternity Grant from the Social Fund already been paid to either you or someone else for this baby or babies?

No ☐
Yes ☐ Who was it paid to?

We can only pay another Sure Start Maternity Grant if:

- you are not the mother but have become the parent who cares for the baby
- you have been granted an adoption or residence order, or
- you and your partner have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54 of the Human Fertilisation and Embryology Act 2008
- you have been appointed the guardian
- you have had a baby placed with you for adoption by an agency
- you have adopted overseas within section 66(1)(c)–(e) of the Adoption and Children Act 2002.

Are you or your partner already getting Child Benefit?

No ☐
Yes ☐ If you want to claim Child Benefit, claim forms are available direct from HM Revenue & Customs. Phone the Child Benefit helpline on **0300 200 3100** or visit **www.gov.uk**

Part 8: How we pay you

We normally pay your money directly into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when your Social Fund payment will be made and how much it will be for.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

If we pay you too much money we have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us some information which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us these account details you
 - agree that we will pay you into this account, and
 - understand what we have told you above in the section **If we pay you too much money.**
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, and do not intend to open one, please tick this box and we will contact you.

☐

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

About the account you want to use for this payment

- You can use an account in your name, or a joint account.
- You can use someone else’s account if
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a credit union account. You must tell us the credit union’s account details. Your credit union will be able to help you with this.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

☐

Part 9: Other information

Please use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and National Insurance number on each separate sheet of paper you use.

Part 10: For people filling and signing this form for someone else

Have you filled this form in for someone else?

Please tell us why you are filling in and signing this form for someone else.

Your full name

Your date of birth

Your address

Your phone number

What is this number?
Please tick

Now sign this form in Part 11.

No ☐ Go to **Part 11**.

Yes ☐ Please tell us about yourself.

☐ I am sending a letter signed by the claimant with this form. The letter tells you that they agree to me making the claim for them. Now sign this form in **Part 11**.

☐ I am their appointee.

☐ I have power of attorney.

Postcode

Code

Number

☐ Home ☐ Work ☐ Mobile ☐ Fax

Part 11: Declaration

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, my benefit may be stopped and I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.

This is my claim for Sure Start Maternity Grant.

Signature

Date

/

Part 12: What to do now

- Look through this form and check that you have answered all the questions and given all the information requested. Your application may be delayed if we do not have all the information we need.
- Check that you have signed this form.
- Check that the health professionals' statement has been fully completed by your midwife, or other health professional.
- Check that you are sending all the documents we have asked for.
Please send the originals as we cannot accept photocopies. But do not delay sending in this form.
- **You must send this claim form to us from 11 weeks before the week your baby is due. But remember, you must claim before the baby is 3 months old.**
- **Send it by post to:**
Freepost DWP SSMG
- **Take it to:**
your local Jobcentre Plus office. You can find the phone number and address in the business section of the phone book. Look under **Jobcentre Plus**.

Part 13: What happens next

We will look at your claim as soon as we can. If we can pay you a Sure Start Maternity Grant, we will send a payment to the account you have chosen. If we cannot pay you a Sure Start Maternity Grant, we will write to you to tell you why.

Do not delay.

The time periods for claiming are on the back of the Notes at the front of this claim form.

When to fill in this form

- **Remember**, if you are waiting for a decision on a qualifying benefit or entitlement, or have asked for your Child Tax Credit award to be reviewed, you must still claim within the time limits. These are:
 - if you, your partner, or dependent child, are expecting a baby or have just had a baby, claim in the period 11 weeks before the week your baby is due until 3 months after your baby is born
 - if you are not the mother but have become the responsible parent of a baby, claim within 3 months of becoming responsible
 - if you have an adoption order, a residence order or a parental order for the baby, claim within 3 months of its date
 - if you have been appointed guardian of a baby, claim within 3 months of the guardianship taking effect
 - if a baby has been placed with you for adoption, claim within 3 months of this
 - if you have adopted a baby overseas, claim within 3 months of the adoption taking effect or being recognised.

Help and advice

If you want more information

- get in touch with Jobcentre Plus. Phone **0345 603 6967**. You can also get more information from **www.gov.uk**
- get in touch with an advice centre like the Citizens Advice Bureau.

Calls to 0345 numbers cost no more than a standard geographic call, and count towards any free or inclusive minutes in your landline or mobile phone contract.

Our service standards

At Jobcentre Plus we aim to provide a high standard of customer service at all times. Details of the standard of service you can expect from us can be found on our website at **www.gov.uk**

You can access our website from many libraries.

For more information please contact Jobcentre Plus.

How the Department for Work and Pensions collects and uses information

When we collect information about you we may use it for any of our purposes. These include dealing with:

- social security benefits and allowances
- child support
- employment and training
- financial planning for retirement
- occupational and personal pension schemes.

We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to.

To find out more about how we use information, visit our website at **www.gov.uk/dwp/personal-information-charter** or contact any of our offices.

To be completed by the health professional only

Please complete the appropriate boxes below, the surgery or office address, contact telephone number and UKCC PIN.

I certify that (insert name of parent)

● **consulted me in respect of** (insert words and number. For example: **one – 1) expected child or children:**

☐ expected in the week that includes / / (health professionals only).

☐ born on / / .

● **has received advice, as appropriate, on aspects of:**

☐ maternal health and the health and welfare of the child (pre-confinement consultation).

☐ the health and welfare of the new child (post-confinement consultation).

<div>Date of consultation</div> <div><div> / / </div></div> <div>Date of signing</div> <div><div> / / </div></div> <div>Health professional’s signature</div> <div><div> </div></div> <div>Health professional’s name (please print or use a stamp)</div> <div><div> </div></div>	<div>Authentication stamp or, for midwives or health visitors who do not have an authentication stamp, details of surgery or office address and telephone number, contact telephone number if different, and UKCC PIN.</div> <div>Surgery or office address</div> <div><div> </div></div> <div>Contact telephone number</div> <div><div> </div></div> <div>UKCC PIN</div> <div><div> </div></div>
---	---