



Sure Start Maternity Grant from the Social Fund

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.
- **you or your partner are getting**
 - Income Support, **or**
 - Income-based Jobseeker's Allowance, **or**
 - Income-related Employment and Support Allowance, **or**
 - State 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.

From April 2011 to April 2012, this means a rate of £548 a year or more. These figures are for a whole year and will be less for part years. 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. Note that your tax credit award is based on your previous years income. If your income reduces you can ask for your tax credit award to be reviewed.

- 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.
- We use *partner* to mean
- a person you are married to or a person you live with as if you are married to them, **or**
 - a civil partner or a person you live with as if you are civil partners.
- **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.

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.

Important: If you have not already claimed but feel you might be entitled to one of the benefits or tax credits mentioned on **Page 1 of notes sheet** and **Part 2 About benefits or entitlements** on this form you should consider making an **immediate claim** for at least one of **these benefits or tax credits** - if you have not made such a claim **within 10 working days** of your application for a Sure Start Maternity Grant then this or any subsequent application for a Sure Start Maternity Grant **may be disallowed** if it is not made **within three months** of the time limit specified above.

How we collect and use information

We, the Department for Social Development (DSD), collect information to deal with Social Security, Child Support, employment and training, housing and community development and urban regeneration (redeveloping towns, cities and villages). The information we collect about you depends on the type of your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we may have. We may get information about you from other people and certain organisations.

We may give information to certain other organisations, as allowed by the law, to:

- check that the information is accurate
- prevent or detect crime
- protect public funds in other ways, and
- use in research statistics.

These other organisations include other government departments, authorities who deal with Housing Benefit and private-sector organisations (such as banks) that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Social Development is the data controller for the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for the leaflet Data Protection Act 1998 - It affects you. Or you can find a copy of the leaflet on our website at www.dsdni.gov.uk

The Sure Start Programme

In some parts of the country there are local Sure Start Programmes offering help to the parents of children aged under four. These bring together a range of services including health, learning through play and family support.

The Sure Start Maternity Grant is different because it is paid direct to parents who qualify, no matter where they live in Northern Ireland.

Help and advice

It is Agency policy to provide you with all of the information, advice and help to complete any Social Security benefit claim form. Please feel free to contact your nearest Social Security or Jobs & Benefits office, Community Benefit Office or the Benefit Shop, Royal Avenue, Belfast.

If you would like further information about disability benefits, you can also contact the Benefit Enquiry Line. The telephone number is 0800 220 674.

However, if you do not want to make use of our services, you may be able to get help from a friend, relative or an Advice Centre, or see leaflet **S16** *A guide to the Social Fund*, available on the internet only.

You can also get more information from our website.

The address is www.nidirect.gov.uk

Tear off here ►

Sure Start Maternity Grant from the Social Fund

- Please use this form to claim a Sure Start Maternity Grant from the Social Fund. Fill in this form in ink and sign and date any alterations you make.

Make sure that you read the notes sheet 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 are married to or a person you live with as if you are married to them, or
 - a civil partner or a person you live with as if you are civil partners.

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.

- Remember, if you are waiting on 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 dependant 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.

	You	Your partner
Surname or family name	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
All other names in full		
Date of birth	/ /	/ /
Address Please tell us your address. Tell us your partner's address, if different		
	Postcode	Postcode
National Insurance (NI) number	Letters Numbers Letter <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Letters Numbers Letter <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	You can find the number on your National Insurance (NI) numbercard, letters from Social Security or payslips.	You can find the number on their National Insurance (NI) numbercard, letters from Social Security or payslips.

Part 1 About you and your partner – continued

	You	Your partner
If you do not know your NI number, have you ever had one or used one at any time?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
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.	<input type="text"/>	<input type="text"/>
Daytime phone number.	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? Please tick	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Fax <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Fax <input type="checkbox"/>

Part 2 About benefits or entitlements

	You	Your partner
Are you or your partner getting Income Support?	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 Income Support?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting income-based Jobseeker's Allowance?	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 income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner getting 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 waiting to hear about a claim for income-related Employment and Support Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 2 About benefits or entitlements – continued

	You	Your partner
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 a claim 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 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 getting Child Tax Credit at a rate higher than the appropriate 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? From April 2011 to April 2012 this means a rate of £548 a year or more	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 request for your Child Tax Credit award to be reviewed?	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. <input type="text"/>	
Are you or your partner involved in a trade dispute? We use <i>trade dispute</i> to mean a strike, a walkout, a lockout or another dispute at work.	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.	<input type="text"/>

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 official use

SSMG cert received No

Yes

Other approved docs

No

Yes

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 the case of a still birth you do not have to send in 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 official use

SSMG cert received No

Yes

Other approved docs

No

Yes

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 the 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 claim form.

Have you and your partner 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?

No

Yes

What is the date of the order?

For how many children?

Please send the order with this claim 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

What date 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

What date did this take effect?

How many children were adopted?

Please send evidence that the adoption is recognised in Northern Ireland 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?

No Go to Part 7

Yes Tell us about the children below. If you need to tell us about more than six children, please use the space in Part 9.

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 0845 302 1444 or visit www.hmrc.gov.uk

Part 8 How we pay you

We normally pay your money 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

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 your account details you:
 - agree that we will pay you into an 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, please contact us and we will give you more information.

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

Part 8 Making payments to you – continued

About the account you want to use

Please tell us your account details below. It is very important you complete ALL 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 are not sure about the details, ask the bank, building society or other account provider.

About the account you want to use

You can use an

- account in your name
- joint account or,
- someone else's account,
 - as long as you have the other person's permission and authorise them to use the money in the way you tell them.
- If you are an **Appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.
- To be paid into a Credit Union account you must provide the Credit Union's account details. Your Credit Union will be able to help you with this.

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, building society or other account provider

Sort code

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

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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.

Building society roll or reference number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You may be getting other benefits and entitlements that are not paid direct into an account. To have them paid into the above account, please tick the box.

Part 9 Other information

Post Office® details

Please provide details of your local post office

Postcode

You can 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 (NI) number on it.

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

Have you filled this form in for someone else?

No Go to **Part 11**.

Yes Please tell us about yourself.

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

I am sending a letter signed by the customer 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.

Full name

Mr / Mrs / Miss / Ms

Date of birth

/ /

Address

Postcode

Phone number

Code Number

What is this number? Please tick

Home Work Mobile Fax

Now sign this form in **Part 11**.

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, any award.

(Under section 15 of the Social Security Fraud Act (NI) 2001 it is an offence to fail to notify a change of circumstances promptly. Failure to tell us about a change in your circumstances promptly may result in action being taken against you).

This is my claim for a Sure Start Maternity Grant

Signature

Date

I have read back to the customer the entries I made on this form based on the information given by them.

The customer has agreed they were correct.

Interviewing officer's signature

Customer's signature

Date

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 Professional's Statement has been 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.
- Send or take this form to your Social Security or Jobs & Benefits office. You can find the phone number and address in the advert in the business numbers section of the phone book. Look under Government of Northern Ireland - Department for Social Development.
- **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.
- **You must send us this form within 3 months of the date**
 - you become the responsible parent of the baby if you are not the mother
 - of an adoption, residence or parental order
 - the guardianship takes effect
 - the baby is placed with you for adoption
 - the overseas adoption takes effect or is recognised

But remember, you must claim before the baby is more than 12 months old

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 you 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 page 1 of the Notes at the front of this claim form

Part 14 Our Services

At Northern Ireland Social Security Agency we aim to provide a high standard of customer service at all times.

Details of our Customer Charter can be found on our website at www.nidirect.gov.uk

You can access our website from many libraries.

For more information please contact the Department for Social Development.



To be completed by the Health Professional only

I certify that (insert name of parent)

- **consulted me in respect of** (insert words and number e.g. one-1) **expected child or children.**

Tick and complete as appropriate

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

born on / / ,

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

Tick the appropriate box or boxes and delete any which do not apply

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

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

Please ensure that this Health Professional's statement is returned with the Sure Start Maternity Grant Claim.

Date of consultation

 / /

Date of signing

 / /

Health Professional's signature

Health Professional's name (Please print or use a stamp)

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 UKCCPIN.

◀ Tear off here



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