**EXAMPLE LETTER FOR JOBCENTRE PLUS** 

Disability Sheffield

The Circle

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PRIVATE & CONFIDENTIAL

Xxxxx

Xxxxxx

xxxxx

Date xxxxx

To: Jobcentre Plus

I am writing to you to explain about people’s involvement with Disability Sheffield.

Disability Sheffield is a disabled people’s user led organisation. Our aims are to work in partnership with disabled people, organisations that represent them and the wider community to; promote inclusive living, to campaign for equality and complete control and to co-produce innovative solutions to the barriers disabled people face

We promote independent living for disabled people in Sheffield. By independent living we mean that disabled people have the same freedom and rights to exercise choice and control over their own lives as any other person.

We include people with any disability or long-term impairment, families, carers, the organisations that support them and communities in our work.

People who are asked to help Disability Sheffield by offering their involvement in our work, will be asked to assist in a range of things including consultations, attending events, sharing their experiences.

This involvement does not resemble work. The person’s involvement is intermittent, generally for a few hours on an occasional basis. Each involvement event is a one off. People can choose whether or not to be involved on each occasion.

Involvement will not affect the person’s ability to fulfil any Jobcentre Plus requirements for attending interviews at the Jobcentre or if required participation in the work programme.

Disability Sheffield offers support measures if required so that people who have health problems that affect them in using public transport are able to travel to our meetings or events and to participate. We provide support if this is needed for people to participate in discussion about services. Involvement should not be mistaken for a reduction of care or mobility needs.

Disability Sheffield may offer payment for certain involvement activities as recommended by government policy. People may choose to decline payment, to accept a lesser amount or to volunteer. We will reimburse any exact out-of-pocket expenses incurred necessarily in the course of involvement.

Please note that we have been advised that DWP has introduced legislation specific to service user involvement. Reimbursed expenses are ignored. This legislation now applies to all benefits. (ADM Vol 4 paragraph 4017 (8)).

Yours faithfully

Xxxxx

xxxxx

Disability Sheffield