## Guidance Notes

For professionals completing the Confirmation of Disability Template on behalf of applicants

The ILF Scotland Transition Fund has a set of eligibility criteria which must be met by all applicants. These are:

* the young person must be between the age of 15 and 25 years old at the time of application
* the young person must be “resident and present” in Scotland at the time of application and intend to remain for the grant period
* the young person must have less than £35,000 of personal savings
* the young person must have an impairment or disability (as defined in the Equality Act 2010)

We need proof of disability in all cases. If the young person has access to a disability benefit at any rate of any component then this can be used as proof of disability.

The applicable benefits are listed below:

* Disability Living Allowance (DLA)
* Personal Independence Payment (PIP)
* Scottish Child Disability Payment (CDP) or
* Scottish Adult Disability Payment (ADP)

This is because the young person has been assessed by a third party as having a disability under the Equalities Act 2010 and we do not require to reassess this.

Please note that membership of the Limited Capacity for Work, or Work Related Activity group of Universal Credit (LCWRA), is not a disability benefit and is not a qualifying benefit for the Transition Fund. Some individuals who qualify for this group have conditions which are excluded from the definition of disability in the Equalities Act 2010.

If the young person does not have access to the disability benefits listed above, then we require confirmation from a suitably qualified professional that has worked with that young person in their professional capacity that in their professional opinion, the condition that the young person has meets the criteria within the Equalities Act 2010 to be considered a disability.

The criteria within the act are as follows

* the person must have an impairment that is either physical or mental
* the impairment must have adverse effects which are substantial
* the substantial adverse effects must be long-term
* the long-term substantial adverse effects must be effects on normal day-to-day activities

So for the effects of any condition to be considered as a disability under the act its effect on the individual would have to be long term and have a substantial effect on the ability of that individual to carry out usual day to day tasks.

The professional confirming that the young person’s condition meets these criteria must have known the young person in their professional capacity for at least 12 months to be able to confirm that their condition is long term. This is in line with the [Equalities Act 2010 Guidance.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/570382/Equality_Act_2010-disability_definition.pdf)

The list of professionals who can complete the template is below:

* qualified and professionally registered teacher or lecturer employed in the Scottish Public Sector
* professionally registered Health Professional employed in the Scottish Public Sector
* professionally registered Social Worker or Occupational Therapist employed in the Scottish Public Sector
* a social care worker/keyworker, registered with the Scottish Social Services Council (SSSC)
* voluntary sector organisation registered with the Office of the Scottish Charity Regulator (OSCR) 3
* a careers advisor, job coach or employability worker, employed by a Government or third sector agency

If you are a professional working with a young person and you do not fit into one of the categories above, please contact us for advice.

If you have not known the young person for 12 months or more, then agency records can be used if the young person has been known to the agency for longer than the individual completing the form. (In this context, agency is used to mean any organisation such as a medical practice, school, college, social work department etc).

If you have any questions, please contact our office on 0300 200 2022 or at [enquiries@ILF.scot](mailto:enquiries@ILF.scot).

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ILF Scotland Transition Fund

# Confirmation of Disability Template

## About applicant

Name of Applicant:

Applicant’s Address:

Applicant’s Date of Birth:

## About the person providing the Confirmation of Disability

Name of person providing the letter of support:

Work Address:

Telephone Number:

Email Address:

How long have you known the applicant?

In what professional capacity:

**We use the 2010 Equalities Act to determine eligibility.**

The Act generally defines a disabled person as a person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

**The criteria for a condition being considered to be a disability are:** (please tick all that apply)

The person has an impairment that is either physical or mental.

The impairment has adverse effects which are substantial.

The substantial adverse effects are long-term.

The long-term substantial adverse effects normal day-to-day activities.

Please tell us what condition the applicant has:

I, confirm that I have known the applicant named above for years and months and that I confirm that this young person has a disability or an impairment as defined by the Equality Act 2010 as follows:

If you have not known the young person for more than 12 months, do you have access to organisational records that confirm that the applicant’s disability has existed for more than 12 months? (please indicate below)

Yes No

Signed Date