

## Completing the PIP Form

### Horsham Matters Resource Guide

You can complete the Personal Independence Payment (PIP) claim form either on paper or, in some cases, you may be offered an online version to fill in. PIP uses a points system to decide how much you can get. This is made up of two separate parts, called components: Daily Living and Mobility. Each component is scored separately using a points system.

- Daily Living Component - helps with tasks like cooking, washing, dressing, managing medication, and communicating.
- Mobility Component - helps with getting around and planning journeys safely.

For each component, you must score enough points on the relevant activities to get an award:

- 8 points or more = Standard rate
- 12 points or more = Enhanced rate

This means you could get an award for Daily Living only, Mobility only, or both, depending on how your condition affects you in each area. Each component is treated separately, so you need points in that area to receive that part of PIP.

### Majority of the Time Rule for PIP

Points are only awarded if your difficulties affect you for the majority of the time, which means 50% of the time or more, in other words, more than half the time.

For example, over a week: If you struggle to cook safely 5 out of 7 days, this counts as the majority of the time because it happens on more than half the days of the week.

Over a year: For conditions that come and go, you can measure it over the year. For example, if your Fatigue may occur intermittently and prevents you from going out safely overall for 7 months of the year, this also counts as the majority of the time.

Always be clear about how often your difficulties happen and use days, weeks or months to explain the frequency, especially if your condition fluctuates.

### Understanding the Reliability Criteria

To get points for PIP, you must be unable to do an activity reliably for most of the time. This means looking at four things that affect you for 50% of the time or more:

### **1. Safely**

You can do the activity without hurting yourself or others.

*Example: Cooking without burning yourself or spilling hot food.*

### **2. To an Acceptable Standard**

You can do it properly, not just roughly.

*Example: Dressing yourself neatly or preparing a meal that is safe to eat.*

### **3. Repeatedly**

You can do it as often as needed.

*Example: Taking your medication every day without help.*

### **4. In a Reasonable Time**

You can do it without taking much longer than someone without your condition.

*Example: Getting dressed in about twice the normal time.*

### **Important:**

If you cannot do an activity safely, properly, repeatedly, or in a reasonable time, you are treated as **unable to do it**, and you should explain this clearly in your claim.

### Daily Living Activities Assessed

PIP looks at how your condition affects your everyday life and getting around. The following are the activities assessed for each component:

- Activity 1 - Preparing food
- Activity 2 - Eating and drinking (taking nutrition)
- Activity 3 - Managing medication or therapy
- Activity 4 - Washing and bathing
- Activity 5 - Managing toilet needs
- Activity 6 - Dressing and undressing

- Activity 7 - Communicating
- Activity 8 - Reading and understanding information
- Activity 9 - Mixing with other people (engaging with other people face to face)
- Activity 10 - Managing money

### **Mobility Activities Assessed**

- Activity 1 - Planning and following journeys
- Activity 2 - Moving around

### **The Four-Step Method for Answering Activity Questions:**

By following these four steps, you will give the decision maker the information they need to assess your claim. It can help to draft your answers in a Word document or on paper before filling in the form.

#### **Step 1: Look at the Table of Activities, Descriptors and Points**

Before answering the questions, check the Table of Activities, Descriptors and Points. This shows:

- What each activity involves
- The different levels of difficulty (descriptors)
- How many points each descriptor gives

#### **Table of Activities, Descriptors and Points:**

[https://assets.ctfassets.net/vms0u05139aw/pip\\_descriptors.pdf/93820be60dcc6420191292ed56e2c95f/pip\\_descriptors.pdf](https://assets.ctfassets.net/vms0u05139aw/pip_descriptors.pdf/93820be60dcc6420191292ed56e2c95f/pip_descriptors.pdf)

Highlight and use the descriptor that best matches your difficulties most of the time to start your answer.

For example, for Activity 1 (Preparing food), if Descriptor (e) matches your situation, you could write:

*"I need assistance to prepare and cook a simple meal..."*

#### **Step 2: Explain Your Difficulties**

Explain with details why you find the activity difficult, include the following:

- What condition(s) you have
- What symptoms you experience
- What you struggle with during this activity
- What happens if you try to do it
- Make sure you include why you cannot do the activity reliably. (Refer to: Understanding the Reliability Criteria above)

Be specific. Avoid one-word answers.

Example: **Instead of:** “*I struggle to cook.*” **Write:** “*Due to arthritis in my hands, I cannot grip knives safely and have dropped pans of hot water which has caused minor burns to my hands and legs.*”

### Step 3: Explain What Support or Aids You Need

Describe any of the following that apply to you:

- **What help you need from another person** - e.g., someone to help you get dressed, cut food, or lift items safely
- **What supervision you need** - e.g., someone to watch while you cook or use the stairs to prevent accidents
- **What prompting you need** - e.g., reminders to take medication, prompts to start washing or eating
- **What aids or equipment you use** - e.g., walking stick, perching stool, grab rails, adapted utensils
- **What help you would need, even if you are not currently getting it** - e.g., assistance with showering, support with managing finances, or someone to help prepare meals

### Step 4: Explain How Often This Affects You

Points are awarded if difficulties apply on the **majority of days** (more than 50%).

Clearly state:

- How many days per week (or weeks per month/ months per year) this affects you

- If your condition fluctuates
- What happens on better and worse days

Example:

*“This affects me 5 out of 7 days. On the other 2 days I still struggle but can manage slowly with pain.”*

### **Important Tips When Completing the Form**

- Focus on describing what it is like for you most of the time
- Give real examples
- Explain risks and accidents
- Describe your symptoms of pain, fatigue, anxiety.
- Don't assume the assessor understands your condition
- Include supporting evidence, this can include examples of the following:  
Diagnosis, test results, treatment plans, healthcare reports, letters from support workers or carers, personal statement or personal diary logs
- Ensure you put your name and National Insurance number on the top of each page of evidence you send.
- On the back of the claim form, always request for any reasonable adjustments you need to attend the health assessment. Also request for the health assessment to be recorded.
- Photocopy or have a written copy of the answers that you have provided on the claim form.

**Remember:** If you need help or further guidance with making a claim for PIP, speak with a member of our support team at Horsham Matters for a referral to an advisor.

Call or WhatsApp: 0300 124 0204

Email: [support@horshammatters.org.uk](mailto:support@horshammatters.org.uk)

#### Helpful Links:

**Horsham Matters – Support:** <https://www.horsham-matters.org.uk/get-help-now/>

**PIP - Easy to read guide:** <https://www.gov.uk/government/publications/about-pip-what-it-is-and-how-to-claim-it-easy-read-guide>

**PIP - GOV UK Web page:** <https://www.gov.uk/pip>

**Horsham District Council (HDC), Council Tax Support:** <https://www.horsham.gov.uk/council-tax-and-benefits/council-tax/council-tax-support-discounts-and-exemptions>

**HDC – Apply for a Blue Badge:** <https://www.horsham.gov.uk/parking/disabled-parking/apply-for-a-blue-badge>

**WSCC Disabled person’s bus or railcard information and application form:**

[https://www.westsussex.gov.uk/media/lizc4bq2/encts\\_disabled\\_application\\_form.pdf](https://www.westsussex.gov.uk/media/lizc4bq2/encts_disabled_application_form.pdf)

**WSCC Household Support:** <https://www.westsussex.gov.uk/leisure-recreation-and-community/household-support-fund/>

**Age UK, Horsham:** <https://www.ageuk.org.uk/westsussexbrightonhove/activities-and-events/horsham-district/>

**Carers Support West Sussex:** <https://www.carerssupport.org.uk/>

**Prevention Assessment Team:** <https://www.sussexcommunity.nhs.uk/patients-and-visitors/services/prevention-assessment-team>