

Our direct dial number is

Code	Number
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Textphone users with speech or hearing difficulties call

Code	Number
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If you get in touch with us, tell us this reference number

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Date

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Review of appointment to act for Disability Living Allowance

As you know, you receive and administer the Disability Living Allowance for the child named below.

We are writing to review your role. We want to ensure the appointeeship is working well and that there are no issues we need to address.

About the child you are acting for

Surname

--

Other names – in full

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National Insurance (NI) number

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Full address

if different from above

	Postcode

What to do now

- Please read the reminder of your responsibilities as an appointed person on the next page.
- Please then fill in **Your reply** and send it back to us within 2 weeks of the date on the front of this letter. Use the envelope we have sent you. It does not need a stamp.
- You do not need to do anything else. If we have any other questions, we will contact you.

A reminder of your responsibilities as an appointed person

You must always act in the best interests of the child. This means you must

- manage and spend any money from Disability Living Allowance in a way that best serves their interests
- tell the Department for Work and Pensions about any changes in their circumstances that could affect their entitlement to Disability Living Allowance. You can find a list of changes you must tell us about in the first letter we sent awarding the payment of Disability Living Allowance. We also send this list out every year with the letter telling you about the latest rates of Disability Living Allowance
- tell the Department for Work and Pensions if the child stops living with you
- not take a fee or any payment from their benefit for acting as an appointee
- tell us about any changes in your own circumstances which may affect your ability to act as an appointed person.

We will review your status as an appointed person if we think that you are not acting in the best interests of the person named above.

Your reply

■ Part 1 – About the child you are acting for

Surname	<input type="text"/>
Other names – in full	<input type="text"/>
National Insurance (NI) 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"/>

■ Part 2 – Other information

If you do not understand your responsibilities as appointed person, have a question, or would like to give us some information, please tell us about this below.

Phone number where we can contact you about the information above.	<table><tr><td>Code</td><td>Number</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Code	Number	<input type="text"/>	<input type="text"/>
Code	Number				
<input type="text"/>	<input type="text"/>				

■ Part 3 – Declaration

I **declare** that the information I have given on this form is correct and complete as far as I know and believe.

I **confirm** that I have read and understood the responsibilities shown on page 2.

I **declare** that I am satisfied that I have met my responsibilities as an appointed person and will continue to do so for as long as I am an appointed person.

Signature	Date
<input type="text"/>	<input type="text"/>

