

## **Making and Maintaining a Phone Claim**

### **Introduction**

The facility for claimants to make new claims by phone is available for those who are unable to complete the online service due to the following circumstances:

- being unable to make a claim online independently, perhaps due to a health condition or not having the digital skills
- not having anyone to support them to make a claim online
- being unable to claim online with in-house jobcentre support. See Assisted Digital Overview
- being unable to claim online even with support from Citizens Advice/Citizens Advice Scotland using the Help to Claim Service. In these cases, Citizens Advice/Citizens Advice Scotland will have identified that the claimant cannot use online services and a claim by phone is appropriate.
- not having access to a digital device or internet access to be able to make and maintain a claim online
- The claim by phone process should only be used when other assisted digital options have been exhausted and found to be not suitable, and all reasonable attempts have been made to enable, support and educate claimants to self-serve online. See Assisted Digital Overview

If a claimant does not satisfy the above circumstances but insists on making a claim by phone, they must be allowed to do so.

### **Advantages of a digital claim**

Claimants asking about making a claim by phone should be informed that if they are capable of claiming online this has advantages which include:

- twenty-four hour access to their account
- an online journal to keep track of their claim
- the ability to update circumstances immediately
- view when payments are due

If a digital claim is not suitable, claimants asking about a phone claim in the jobcentre should be advised to contact the Universal Credit Service Centre number to make a phone claim.

### **Appointees**

The call may be from an appointee wanting to make a claim on behalf of the claimant.

If the claimant has a **personal appointee** then the criteria above should be considered.

If the claimant has a **corporate appointee**, in most cases the new claim will be taken by phone, as most corporate appointees cannot provide an individual email address for each claimant they represent.

Further details on appointees can be found in Appointees, Personal Acting Bodies and Corporate Acting Bodies

### **Calls from organisations on behalf of multiple claimants**

Partner organisations, such as those working with refugees, may phone on behalf of multiple claimants asking for phone claims for each claimant.

In these circumstances ensure a phone claim is suitable for each claimant. The benefits of a digital claim should be explained and if appropriate for any claimant, ensure they are encouraged to make their claim via the online service.

If there are multiple claimants for whom a phone claim is suitable, claims should be started by following the Claim By Phone process and appointments arranged for them to receive calls from claims by phone team to complete the claims

Applications on behalf of single claimants/couples should be treated in line with other requests to make a phone claim.

### **National Telephony**

When a claimant asks to make their claim by phone the process is started via the 'Telephony ID Check' option in the toolbar of the agent dashboard.

Check:

- the claimant's postcode
- If the claimant is already receiving Universal Credit
- whether they are receiving Severe Disability Premium

### **Reason for claim by phone**

Ask questions to understand a claimant's circumstances, why they wish to make a claim by phone and whether they have support available to make a digital claim possible.

Explain to the claimant the advantages of a digital claim

The 'reason for claim by phone' box must be completed when setting up the claim.

If a claimant has multiple reasons for making a phone claim all reasons should be listed along with all other relevant information, such as 'The claimant needs an interpreter as X is their first language', 'The claimant has a corporate appointee' or 'the claimant is unable to attend the jobcentre because of X and requires a home visit'.

## **Taking the claim**

Advise the claimant that when they claim Universal Credit all existing Legacy benefit claims will be closed and cannot be reopened.

The claimants must tell us of any changes to their phone number as this is the primary means by which they can be contacted.

**The claimant will not be able to access a phone claim online as they have no username or password.**

## **National Telephony - action to take**

Click the 'Telephone ID Check' button at the top of the screen and Select 'Start a claim by phone', then follow the actions on the screens and in the ALP.

It is important to inform the claimant they must immediately notify us of any changes to their telephone number as we can only contact them using the phone.

When setting security questions make the claimant aware they will need to answer these questions each time they contact us. It is important they chose something memorable. Confirm the spelling of the answers with the claimant before completing them.

Once the account is created the claim can be completed if:

- the call is from a DWP visiting officer who is helping the claimant make a claim by telephone.
- the call is from an appointee or person acting on behalf of the claimant if they are unable to make the claim themselves (such as claimants in Secure Hospital Units)
- the call is from a claimant in distress or with complex needs/a vulnerability and they would like the claim to be completed now and:
  - the claimant confirms they have all the information required and can provide it on the call
- the claimant has no phone number, as we cannot arrange for them to receive a call from the Claims By Phone team

If the claimant does not meet these criteria an appointment should be booked to enable the 'Claim by phone' team to make contact. This should be done as follows:

- Book the claimant an appointment
- Appointment channel – By Phone
- Appointment location – Claim by phone
- Appointment Category – Other
- Other type – Unlock claim

**Important: agents should always choose 'By Phone' in 'Select appointment channel' and 'Claim by phone' in the 'Jobcentre Name' dropdowns when**

**booking the appointment. Not choosing these options fills diary time for agents in jobcentres who do not take phone claims and delays claimants completing their claims.**

Inform the claimant of the appointment details and the evidence they will need to have to support their claim, and that the appointment may last up to an hour.

The Claim By Phone ALP should be used by agents whenever a phone claim is undertaken.

### **Maintaining the claim**

Claimants should be supported to move their claim online if appropriate because of the advantages this provides.

The reason for the claim being made by phone will be recorded by the agent who takes the initial call from the claimant and will be shown in the claimant history to assist with tailoring claimant support appropriately.

Any notifications or notes must still be placed in the journal as normal but in addition the agent will have to consider what other methods of contact to use. This also applies to claimant to-dos.

All notifications added to the claimant's journal should be posted to the claimant. This is so that they can take any required action and are made aware of when they have appeal rights against a decision.

The monthly award statement must be posted to the claimant. To prompt this action a 'Print and post statement' to-do will be generated when the statement is produced. This will be located in the 'payments due' section of the agent dashboard.

### **Accepting the Claimant Commitment**

As a consequence of not being able to access their claim online claimants will not be able to accept their claimant commitment in the Service.

Claimants should be informed of the importance of the claimant commitment and asked to phone their case manager to discuss and confirm they agree to accepting it. As calls are recorded, acceptance of the claimant commitment over the phone for these claimants is suitable as we can confirm the claimant has accepted it.

If a claimant attends a jobcentre to accept their claimant commitment a work coach will assist the claimant in accepting it. Work Coaches may print a clerical version of the commitment and upload it to the claimants account if this is suitable. If a claimant has had the requirements to accept a commitment waived because of their circumstances an agent should accept it on their behalf and add a History note and 'Pin' it to the overview to ensure it is seen.

Claims should not be closed because the commitment has not been accepted until we have made all efforts to contact the claimant and explained the importance of it being accepted, and consequences of not accepting it.

### **Changing from phone to online claim**

Phone claims should be regularly reviewed with the claimant by both work coaches and case managers. They should establish whether this is still the most appropriate channel for them to manage their claim and their commitments are up to date.

Where the claimant is able to develop the digital skills they need to manage an online claim, agents should refer to the district provision tool and signpost claimants to external provision for support in becoming digitally capable.

When a claimant attains the skills and/or support to manage a claim online, take the following action:

- access the 'Change from phone claim to online' ALP which is held in the resources area of Universal Learning. Complete the first two sections of this ALP
- generate a 'Change from phone claim to online' to-do. This is only available to cases flagged as phone claims and only when the claimant's identity has been verified
- this sends a link to the claimant's email address for them to set a password. The service sets a user name once a password has been set

The claimant will then be able to manage their claim online, and see any journal entries previously made.

This process should be completed face to face and only exceptionally over the phone.

### **Claimants who do not own a phone**

If a claimant makes a phone claim but does not have a phone, the agent will need to see if the claimant has regular access to a phone we can reach them on. If they do, this number should be entered as the Mobile Phone Number.

If the claimant does not have regular access to a phone the number 00000000000 should be entered as the Mobile Phone Number. The claimant must be informed this will mean we cannot contact them and may affect their claim. They should contact us and give us a phone number we can call them on, as soon as they get one.

## **Claimants who are no longer able to maintain their claim online**

There may be reasons why claimants with a digital claim are no longer able to manage their claim online. This could be short term, such as a brief admittance to hospital; or longer term, such as a new health condition.

Where a claimant has an online claim but now needs support similar to a claimant with a phone claim, the following actions should be taken:

- a profile note explaining the claimant's circumstances should be added to the claimant history and 'pinned' to the claimant's dashboard so agents are aware of their needs and any additional support required
- communication with the claimant will need to be through alternative methods, such as phone or post, rather than the journal
- any requirements placed on the claimant should consider their new circumstances

These arrangements should be regularly reviewed with the claimant by both work coaches and case managers to ensure they remain appropriate.

Please visit the Complex Needs pages in Universal Learning for more information on how we can support non-digital claimants.