

# Adult Disability Payment

A Guide to the Benefit

April 2025

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A guide to claiming ADP for people with a disability or long-term health condition



# ADULT DISABILITY PAYMENT

## A guide to the benefit

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## **Adult disability payment**

A Guide to the Benefit

Author: Ian Greaves

Checkers: Jack Donald (Disability Benefits Policy Unit, Scottish Government)  
and Ben Kersey (Disability Rights UK)

Design/artwork: Anderson Fraser

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Disability Rights UK has tried to ensure the content of this guide is accurate. However, the rules for ADP are subject to change. Wherever possible we shall update the content of this guide as changes occur.

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# 1: THINKING ABOUT CLAIMING?

## What is adult disability payment?

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### ABOUT THE BENEFIT

Adult disability payment (ADP) is a benefit for people in Scotland between the age of 16 and pension age who need help taking part in everyday life or who find it difficult to get around. It has replaced personal independence payment, which remains in place in the rest of the UK.

Social Security Scotland is responsible for ADP and they will make the decision on your claim.

ADP is tax free and you do not need to have paid National Insurance contributions to get it. ADP is not affected by any earnings or other income you get. Nor is it affected by any capital or savings you have. You can get ADP whether you are in or out of work. It is almost always paid in full in addition to any other benefits that you get.

ADP is for you, not for a carer. You can get ADP whether or not you have someone helping you. What matters is the effect your disability or health condition has on you and the help you need, not whether you actually get that help. You can spend your ADP on anything you like. ADP acts as a 'passport' for other types of help, such as the Motability scheme (see [Other ways ADP can help you](#) below).

### HOW IS ADP MADE UP?

ADP comes in two parts:

- **a daily living component** – for help taking part in everyday life;
- **a mobility component** – for help with getting around.

You can be paid either the daily living component or the mobility component on its own, or both components at the same time.

Each component is paid at two different levels: a '*standard rate*' and an '*enhanced rate*'. The rate you are paid depends on whether your ability to carry out daily living or mobility activities is '*limited*' or '*severely limited*'. This is tested under the ADP assessment.

## Who is eligible?

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### THE QUALIFYING CONDITIONS

To be entitled to ADP, you must meet the basic qualifying conditions (see [Appendix A](#)). These relate to your age, where you normally live and whether you have spent time out of the country in the last year.

You must also meet the disability conditions. These look at your daily living needs (see [Appendix B](#)) and your mobility needs (see [Appendix C](#)). They are considered under the ADP assessment.

You must have met the disability conditions for a ‘*qualifying period*’. This is about how long you have had and are expected to have your needs (see [Appendix A](#)).

There are ‘*special rules*’ for claiming ADP if you are terminally ill (see [Section 3](#)).

### Are there age limits to ADP?

You cannot claim ADP until you are 16. If you have a child under the age of 16 who has care needs or mobility problems, you can claim [child disability payment](#) instead.

You will not normally be able to claim ADP for the first time once you have reached pension age (currently 66), but you will be able to stay on ADP if you have claimed or received it before reaching that age. The upper age limit does not apply if you are being transferred from personal independence payment or Scottish adult disability living allowance.

If your ADP award ends after you have reached pension age, you can re-claim the benefit within a year, as long as your new claim relates to the same disability or condition (or a new condition caused by the earlier one). In this case, you can only get the same component(s) at the same rate that you got before.

If you have reached pension age, you can claim [pension age disability payment](#) instead if you have care needs.

## Other ways ADP can help you

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### PASSPORTING TO OTHER HELP

ADP acts as a gateway or ‘*passport*’ to other types of help. If you are awarded ADP, or the rate you receive increases, check your entitlement to other help. Here are some examples.

#### Carer support payment and carer’s allowance supplement

[Carer support payment](#) is a benefit for people in Scotland who regularly spend 35 hours or more a week caring for a disabled person. The benefit is paid to the carer, not the disabled person. If you are getting either rate of the daily living component of ADP, your carer may claim carer support payment.

[Carer’s allowance supplement](#) is paid twice a year by the Scottish government to people who get carer support payment.

#### Benefits cap

There is a cap on the total amount of benefits you can receive. You are exempt from this benefits cap if anyone in your household (you, your partner and any young person you are responsible for) is getting ADP.

#### More benefit

If you are entitled to ADP, it may help to increase the amount you receive from income-related employment and support allowance or housing benefit.

### Council tax help

You can get help with your council tax bill from your local authority. In many cases, you will be able to get more help if you are getting ADP. Contact your local authority for more information.

### The Motability scheme

If you are getting the enhanced rate of the mobility component of ADP, you can exchange it to lease a new car, scooter or powered wheelchair from Motability. For more information, telephone: 0300 456 4566 or go to [www.motability.co.uk](http://www.motability.co.uk)

### Blue Badge

If you have problems with walking or other mobility problems, you may be able to get a Blue Badge from your local authority to enable you to park your car near shops and other places you wish to visit.

In Scotland, you can get the badge if you have been awarded 8 points or more in the 'moving around' activity or 12 points in the 'planning and following journeys activity' (see [Appendix C](#)).

### Vehicle tax

You can be exempt from having to pay vehicle tax if you get the enhanced rate of the mobility component. You can also get a 50% discount on your vehicle tax if you get the standard rate of the mobility component.

For more information, phone 0300 123 4321 or go to [www.gov.uk/financial-help-disabled/vehicles-and-transport](http://www.gov.uk/financial-help-disabled/vehicles-and-transport).

### Find out more

You can find out more about benefits you may be able to claim from our *Disability Rights Handbook* or from our factsheets, available at [www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)

## 2: THE ADP ASSESSMENT

### The disability conditions

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The ADP assessment aims to test your ability to take part in everyday life. It is points-related and based on your ability to complete a range of tasks under 12 activity headings. These relate to your daily living needs and your mobility.

The number of points you score will determine whether or not you are entitled to either component of ADP and if you are, at which rate.

#### Ten daily living activity headings

- Preparing food
- Taking nutrition
- Managing therapy or monitoring a health condition
- Washing and bathing
- Managing toilet needs or incontinence
- Dressing and undressing
- Communicating verbally
- Reading and understanding signs, symbols and words
- Engaging socially with other people face to face
- Making budgeting decisions

#### Two mobility activity headings

- Planning and following journeys
- Moving around

### Scoring points

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Under each activity heading is a list of '*descriptors*' with scores ranging from 0 to 12 points. The descriptors explain related tasks of varying degrees of difficulty and different types of help you need to complete each task (see [Appendices B](#) and [C](#)).

You score points when you are not able to complete a task safely, to an acceptable standard, repeatedly and in a reasonable time (see the [box](#) below).

If more than one descriptor applies to you under an activity heading, only the score from the one with the highest points is included. The highest descriptor score from each activity heading is then added together to work out your points for each component.

**Safely:** In a way that is unlikely to cause harm to you or anyone else, either during or after you have completed the task. Consideration must be given to the likelihood of harm, and the severity of the consequences of that harm.

**To an acceptable standard:** Means to a reasonable standard. Account should be taken of the impact on you of carrying out the task to that standard. An example of not completing a task to an acceptable standard would be if you can wash yourself but you do not realise you have done so inadequately and are still not clean after you have finished.

**Repeatedly:** Being able to complete the task as often as is reasonably required. The cumulative effects of symptoms such as pain and fatigue are relevant because the effort of completing a task could make it harder for you to repeat it or to complete other tasks. For instance, if you are able to prepare breakfast without help, but the exhaustion from doing this means that you could not prepare another meal that day, you should be treated as being unable to prepare a meal unaided. This is because it is reasonable to expect someone to be able to prepare more than one meal a day.

**In a reasonable time:** No more than twice as long as the maximum time normally taken by someone without a disability.

## How you are assessed

When assessing you to decide how many points you score, Social Security Scotland will look at:

- Part 2 of your application (see [Section 3](#));
- any supporting information you submit; *and*
- the report from a consultation, if one is arranged (see [Section 3](#)).

### How many points do you need?

To be entitled to the standard rate of the daily living component, you need to score at least 8 points under the ten daily living activity headings. To be entitled to the enhanced rate, you need to score at least 12 points.

Likewise, to be entitled to the standard rate of the mobility component, you need to score at least 8 points under the two mobility activity headings. To be entitled to the enhanced rate, you need to score at least 12 points.

### Variable and fluctuating conditions

In the ADP assessment, a descriptor will apply to you if it reflects your ability for the majority of days (ie on over half of them). This is considered over a 12-month period; looking back 13 weeks and forward 39 weeks.

Where one descriptor is satisfied on over half the days in that period, that descriptor will apply. Where two or more descriptors are satisfied on over half the days, the descriptor which scores the highest number of points will apply.



ADP does not separate your needs into daytime and night-time needs. Instead, a descriptor can apply to you if your condition affects your ability to complete a task, at some stage of the day, on over half the days of the period.

If you are waiting for medical treatment (such as an operation), the result of which is difficult to predict, descriptor choices should be based on your continued condition as if the treatment were not taking place.

## 3: CLAIMING ADP

### Starting your claim

You can claim online at: [www.mygov.scot/adult-disability-payment/how-to-apply](http://www.mygov.scot/adult-disability-payment/how-to-apply) or call Social Security Scotland (0800 182 2222). In either case, the application is in two parts, unless you are terminally ill (see below), in which case only the first part will apply.

If you telephone, Social Security Scotland will ask for basic details about you on the phone; this is Part 1 of the application. Social Security Scotland will then send you an application form; this is Part 2. You will have eight weeks in which to complete and return this.

If you are claiming online, you will need to create a username and password to register your application. Keep a record of these in a safe place; you can use them to come back to the application at any time. You do not need to complete the application in one go. You will have two weeks to submit Part 1 of the application, and eight weeks to submit Part 2.

In either case, if you need more time to complete Part 2 of the application, contact Social Security Scotland.

If you use British Sign Language, you may be able to start the claim by using a video relay service (<https://contactscotland-bsl.org>).

#### **Claiming ADP if you are terminally ill**

There are different rules known as the '*special rules*' to enable people who are terminally ill to make an ADP claim and receive a decision more quickly.

You are considered to be terminally ill if you have a progressive disease which can reasonably be expected to cause your death. Ask your GP, consultant or Macmillan nurse if they would complete a '*Benefits Assessment Special Rules in Scotland*' (BASRiS) form to confirm this. They should have a supply of these forms. They can send the completed form to Social Security Scotland. No further supporting information is needed.

If you meet the conditions for claiming under the special rules you:

- will not have to complete Part 2 of the application;
  - will not need to take part in a consultation; *and*
  - are guaranteed awards of the enhanced rate of the daily living component and, if you have not reached pension age, the enhanced rate of the mobility component.
- In each case, you can get the benefit straight away (the qualifying period, see [Appendix 1](#), will not apply).

#### **Making a claim**

A special rules claim can be made in the normal way (see above). The call can be made by someone supporting you (such as a family member or a support organisation) without you needing to be present.

## Getting help

If you need face-to-face support with your application, you can call Social Security Scotland (0800 182 2222) and ask for an appointment with a client support adviser from their [local delivery service](#).

If you need an independent advocate to help with your application and to help you express your views and make decisions, you can call Social Security Scotland and ask for them to refer you to their [independent advocacy service](#). You can also contact the advocacy service provider [VoiceAbility](#) directly on 0300 303 1660.

## Completing Part 2 of the assessment

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Part 2 of the assessment involves completing a long form. Do not be put off by its length. You do not have to complete it all in one go; you have eight weeks in which to complete and return it. The reason the form is so long is that your opinion of the difficulties you face with daily living and with mobility is extremely important.

The bulk of the form consists of a series of questions relating to the ten daily living activities and the two mobility activities. See [Appendix B](#) and [Appendix C](#) for the 'descriptors' related to the tasks described in each question.

If you cannot complete a task described safely, to an acceptable standard, repeatedly and in a reasonable time, you score points (see [Section 2](#) for definitions of these phrases). To be entitled to the standard rate of each component, you need to score at least 8 points. To be entitled to the enhanced rate, you need to score at least 12 points. The points are listed in [Appendix B](#) and [Appendix C](#).

Before completing each of the questions relating to a particular activity, you should read all the pages in the form about that activity first.

In a few cases the form does not ask all the questions that it should do. Below, we provide advice about some of the sections of the form. This is to ensure that you provide enough information to give Social Security Scotland a clear idea of the problems you face.

## DAILY LIVING

### Preparing food

See activity 1

The form asks if you cannot prepare and cook a meal by yourself and always need someone to do this for you. However, if you can manage without help some of the time, but more often than not you do need help, you should write this down. As there is little room on the form to do so, you should use a separate sheet of paper; marking this clearly: "*Preparing food*". Write down on this sheet if there is any aspect of cooking where you need someone to help you and why this is necessary. The help can include:

- reading use-by dates or cooking instructions;
- opening packaging;
- peeling and chopping food;

- timing the cooking;
- draining pans; *and*
- serving the meal.

Write down how often you need such help (for example, at least once every day, or four to five days a week).

### Keeping a diary

If your condition varies from day to day, it's a good idea to keep a diary to provide a picture of what your abilities are like over time. For instance, in a diary over a typical week, you could note down that you need help going to the toilet over four days, but that you can manage your toilet needs on your own on the other three days. This will help you answer the questions on managing toilet needs in the form.

Longer-term diaries can be useful when explaining intermittent problems that result from your condition such as stumbles, falls or fits. If your condition is getting slowly worse, a diary can help pinpoint the date that you start to meet the appropriate disability conditions.

See [Appendix D](#) for details, including copies of diaries and a diary template you could use.

## MOBILITY

### Planning and following journeys

see activity 1

At the end of this section, you are asked if you can leave your home at all. If, because of your mental health, all or most of the time you can only leave your home with the encouragement of someone else, you should write this down here.

### Moving around

see activity 2

You are asked how far you can walk most days without stopping, with tick boxes giving different distances. Only tick the box '*The distance I can walk varies day to day depending on my condition*' if none of the other boxes apply for at least half the time.

### A walking test

If you are not sure how limited your mobility is, you can do a walking test on your outdoor walking ability. Find a safe location on level ground. Walk until you feel that you are unable to continue (if it is safe for you to do so). Record what happens and when in terms of distance and time. You may find it helpful to have someone with you to record both of these. Note down any pain, dizziness, coughing, spasms, uncontrollable actions or reflexes, breathlessness, angina or asthma attacks and how long it takes you to recover before you feel able to walk again.

## KEEP A COPY

Keep a copy of your completed form and any diary or other supporting information you send back with it. This is both for your own future reference or in case Social Security Scotland lose any documents.

In addition, a copy will also be useful if you later wish to seek advice from an advice agency about the decision made on your ADP claim.

## The consultation

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A Social Security Scotland *'case manager'* will look at your completed assessment and any other information that you have sent them. If they can, they will make a decision based on these alone. If they cannot, they will ask you to take part in a *'consultation'* with a *'health and social care practitioner'*. The health and social care practitioner could be a registered nurse (including a general or mental health specialist), a physiotherapist, an occupational therapist or a social care practitioner. They will be working for Social Security Scotland.

Your consultation can be by phone, by video call, at a local public venue or in your own home.

### The invite

Social Security Scotland will send you an invitation letter. The letter will let you know what parts of your application they want to talk about. You will also get a checklist which you can use to make sure that you have everything you need for your consultation.

### Can you get support?

If you have a friend, family member, carer or independent advocate, you could ask them to attend a face-to-face consultation with you or join a video or phone consultation (even if you are based in different locations). They will not be able to answer questions on your behalf (unless the health and social care practitioner cannot understand your speech or you cannot understand their questions), but they will be able to add to what you have to say. Phone Social Security Scotland before the consultation on 0800 182 2222 so that they can give details of the consultation to this person.

### What will happen if you do not take part?

If you do not take part in the consultation, Social Security Scotland will have to make the decision on the information that you have already given them. If you would like to change the time or date of the consultation, call Social Security Scotland on 0800 182 2222. If you miss the consultation, call Social Security Scotland to arrange a new one.

### What happens at the consultation

Before the consultation, the case manager will have asked the health and social care practitioner to consider only those activities in the ADP assessment where they have been unable to make a decision. At the consultation, the health and social care practitioner will ask you specific questions on these activities, although they can also discuss other activities if you ask them to do so.

The questions could be about your day-to-day life, your home, how you manage at work if you have a job, and about any social or leisure activities that you take part in (or have had to give up). They will often ask you to describe a typical day in your life.

When answering, explain your difficulties as fully as you can.

- Tell them about any pain or tiredness you feel, or would feel, while carrying out tasks, both on the day of the consultation and over time.
- Consider how you would feel if you had to do the same task repeatedly.
- Tell them if you need reminding or encouraging to complete the tasks.

Don't overestimate your ability to do things. If you need to take a break during the consultation, let the health and social care practitioner know.

If your condition varies, tell them what you are like on bad days as well as good days. The health and social care practitioner's opinion should not be based on a snapshot of your condition on the day of the consultation; they should consider the effects of your condition over time.

If the health and social care practitioner makes an observation relevant to your application, they must discuss this with you and any conclusions that they have reached as a result. They must also give you the opportunity to respond to these observations and conclusions, and include your responses in their report.

Any observations made before, after, or outside the consultation will not be considered or recorded by the health and social care practitioner.

You will not be told during the consultation whether or not you will be awarded ADP.

### Audio recording

Unless you opt out (by calling Social Security Scotland on 0800 182 2222), an audio recording will be made of the consultation. You can get a copy of this by calling Social Security Scotland.

## After the consultation

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After the consultation, the health and social care practitioner will complete their report. Once they have done this, they will send it to a Social Security Scotland case manager who will decide whether or not to award you ADP and, if it is awarded, at what rate.

## 4: THE AWARD

### The decision

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#### IF YOU ARE AWARDED ADP

You will be sent a letter informing you of the decision, including the components you have been granted and the rate of payment. Your ADP award will then continue for as long as the [qualifying conditions](#) continue to be met. The award may be reviewed at some point in the future (see [reviews](#) below).

If you have been awarded ADP but think you should have been awarded a higher rate, you can ask for your claim to be [looked at again](#).

#### IF YOUR CLAIM IS TURNED DOWN

If a decision is made to disallow your claim, you will be sent a letter notifying you. This decision letter will include a list of the points awarded for each of the activities in the assessment (see [Appendices B and C](#)), and explain why you were awarded these points.

If you are unhappy with this decision, you can ask for your claim to be looked at again.

### Asking for the decision to be looked at again

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If your claim is turned down, you have 42 days from the date of the decision in which to ask Social Security Scotland to look at their decision again. This is called a '*re-determination*'. You can also ask for a re-determination if you are unhappy with the level of the benefit that you have been awarded (for example, if you are awarded the standard rate of the daily living component but believe you are entitled to the enhanced rate).

Be careful when you ask for a re-determination, because Social Security Scotland will look at your whole award and they can take away any rate of ADP that you have already been granted. If you are in doubt, seek advice from a local advice centre, such as Citizens Advice (see [Further help and information](#)).

#### How to ask for a re-determination

To ask for a re-determination, you can download a paper re-determination form to complete ([www.mygov.scot/adult-disability-payment-redetermination-form](http://www.mygov.scot/adult-disability-payment-redetermination-form)). Send this to: Social Security Scotland, PO Box 10303, Dundee DD1 9FY

You can also ask for a re-determination by calling Social Security Scotland on 0800 182 2222 (Relay UK, for the hard of hearing, 18001 then 0300 244 4000). If you are deaf and use British Sign Language, you can use a video relay service (<https://contactscotland-bsl.org>).



When you ask for the re-determination, do the following:

- 1 Request a re-determination of the decision. Explain why you disagree with their decision simply at this stage, for example, *'I believe that you have underestimated the effect of my disability and consequently underestimated the extent of my mobility problems and/or the difficulties I have in carrying out daily living activities'*.
- 2 Ask them to send you copies of all the information that was used in making their decision.
- 3 Ask them not to take any further action until you have had the chance to respond to that information.

If you are completing the paper re-determination form, you can make these requests in the box *'Tell us more about why you disagree with our decision'*.

If you phone, put your request in writing as well; keep a copy for yourself. If you have not received the information after two weeks, ring Social Security Scotland again to remind them to send it.

### Building a case

When you do receive the information, you should gain a better idea of why the decision was made. In some cases, the only information used will be what you wrote down in Part 2 of the application. Where a consultation has taken place however, there will also be a report produced by the health and social care practitioner at the consultation. Compare their report with what you wrote down in Part 2 of the application. Look for where a difference of opinion arises.

For example: you may have written in Part 2 of the application that you could not get on and off the toilet without support, but the health and social care practitioner noted in their report that they thought you could manage your toilet needs by yourself.

Where you find such differences, try to get medical support showing that what you wrote in Part 2 of the application was correct – for example, in the case above, a letter from your doctor or consultant confirming the difficulties and risks you have getting on and off the toilet unassisted.

Once you have got the information to support your case, send it to Social Security Scotland, PO Box 10303, Dundee DD1 9FY with a covering letter which has your name, National Insurance number and the words 'adult disability payment' on it. If you need more time, inform Social Security Scotland how long this is likely to take, so they do not make a decision straight away.

Social Security Scotland will look at the further information you send. They will then either change their decision in your favour or write back to you explaining that they have been unable to change the decision. They will send you a re-determination decision which proves that you have asked for a re-determination (you will need this if you want to appeal).



### What if your condition changes in the future?

If you are awarded ADP and there is a change in your condition sometime in the future, you can ask for the decision to be looked at again. This is worth doing if you think you might qualify for another component or if you think you should get a higher rate of either component.

Be aware that Social Security Scotland will look at the whole of your award. If you think you qualify for a higher rate of ADP or the other component, make sure that you meet the relevant conditions (see [Appendices B and C](#)). You will have to have met these conditions for 13 weeks before you can get a new rate, but you can put in your request for the higher rate or other component before the 13 weeks have passed.

To report a change of circumstances, you can contact Social Security Scotland on 0800 182 2222. You can also complete a 'change of circumstances' form online or download one to fill in at: [www.mygov.scot/adult-disability-payment-change-of-circumstances-downloadable-form](http://www.mygov.scot/adult-disability-payment-change-of-circumstances-downloadable-form). The change of circumstances form is a simplified version of [Part 2](#) of the assessment. If you need help completing the form, see '[Getting help](#)' in Section 3 and [Further help and information](#).

## Appeals

You can normally only appeal against a decision after you have first asked for it to be re-determined (see [above](#)). If you are not happy with the result of the re-determination, you now have 31 calendar days from the date of the re-determination decision (or a decision that Social Security Scotland has not been able to make the re-determination decision in time) to appeal to an independent tribunal.

You can use the appeal form which is included with the re-determination decision. The form is also available at: [www.mygov.scot/make-appeal-paper-form](http://www.mygov.scot/make-appeal-paper-form). You can appeal by calling 0800 182 2222 (Relay UK, for the hard of hearing, 18001 then 0300 244 4000). If you are deaf and use British Sign Language, you can use a video relay service (<https://contactscotland-bsl.org>).

### WHAT HAPPENS WHEN YOU APPEAL?

The tribunal will send you an enquiry form. This will ask whether or not you want a hearing of your appeal, and about your availability (and that of your representative, if you have one) if you do. It is better to take part in a hearing, especially if your case involves medical or disability questions.

### Support or representation

You can contact a local advice centre, such as Citizens Advice (see [Further help and information](#)), to see if they can give you any support with an appeal and possibly provide you with a representative to present your case at the tribunal.

## THE APPEAL TRIBUNAL DECISION

You will get a decision notice on the day of your hearing or very soon after. A copy of the decision notice will also be sent to Social Security Scotland so they can put the decision into effect and pay you any benefit owed.

If your appeal is unsuccessful, you can ask for a more detailed explanation of why.

## Payment

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ADP is usually paid every four weeks in arrears. If you are terminally ill, it will be paid weekly in advance.

### **If you are in a hospital or care home**

You can make a claim for ADP if you are in hospital, but if you are aged 18 or over you cannot actually be paid any ADP while you are in there; you will only start to be paid ADP once you leave hospital. If you are 18 or over and are already getting ADP when you go into hospital, it will stop after a total of four weeks (either in one stay, or several stays, where the gaps between stays are no more than four weeks each time). If you are under 18 and are already getting ADP when you go into hospital, there is no four-week limit and your ADP will not be interrupted.

If you are in a care home and pay your own fees for the care home without help from the local authority or health service, your ADP can continue to be paid.

If the local authority helps with the fees, the daily living component will stop after a total of four weeks (either in one stay, or several stays, where the gaps between stays are no more than four weeks each time). It can restart if you return to your own home. The mobility component is not affected even if the local authority helps with the fees.

If a nursing home is paid for by the health service, both the daily living and mobility components will usually stop after four weeks. They can restart when you return to your own home.

### **Find out more**

For more information on how stays in hospital or a care home affect your benefits, see our [\*Disability Rights Handbook\*](#) or visit [www.disabilityrightsuk.org/resources/benefits-hospital](http://www.disabilityrightsuk.org/resources/benefits-hospital).

## Reviews

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Your award may be reviewed at some point in the future. The decision letter will tell you when this will take place. In most cases, this will be in at least two years' time; if your condition is expected to change in the near future (eg because of planned surgery or recovery from an injury) then the review period can be shorter.

If you have been awarded the enhanced rates of both components of ADP and your condition is highly unlikely to change, you will be eligible for an indefinite award; in this case, you will not be subject to reviews.

To start the review, Social Security Scotland will send you a review form to complete. The review form is the same as the '*change of circumstances*' form, and can also be completed online or downloaded at [www.mygov.scot/adult-disability-payment-change-of-circumstances-downloadable-form](http://www.mygov.scot/adult-disability-payment-change-of-circumstances-downloadable-form). If you need help completing the form, see '[Getting help](#)' in Section 3 and [Further help and information](#).

## SHORT-TERM ASSISTANCE

If a decision is made to either end or reduce an award of ADP on review, you can be given '*short-term assistance*' while you are challenging the decision. This will allow payment to continue at the same rate as the earlier award, with the short-term assistance making up the difference. You cannot request short-term assistance for a first-time application.

You should be offered the option of receiving short-term assistance when you ask for the re-determination or appeal; you can also apply when you download a re-determination form (available at [www.mygov.scot/adult-disability-payment-redetermination-form-sta](http://www.mygov.scot/adult-disability-payment-redetermination-form-sta)) or an appeal form (available at [www.mygov.scot/adult-disability-payment-appeals-form-sta](http://www.mygov.scot/adult-disability-payment-appeals-form-sta)).

The short-term assistance will continue until the decision has been re-determined or the appeal heard. You will not need to pay back the short-term assistance, even if the final decision is not in your favour.

## 5: TRANSFERS FROM OTHER BENEFITS

### What if you are already on PIP?

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If you live in Scotland and already receive personal independence payment (PIP), at some point you will be transferred to ADP.

The transfer will take place if:

- you report a change of circumstances to the Department for Work and Pensions (DWP) (eg if your mobility becomes more limited);
- your existing award of PIP is due to end or coming up for review; *or*
- you ask to move to ADP.

All other existing PIP claimants are also being transferred to ADP, on dates chosen by Social Security Scotland.

You will not need to make an application or undergo a DWP-style assessment. Social Security Scotland will use the information that the DWP already has on the PIP award.

Immediately following the transfer, the rate of payment will be the same (unless you do not have the enhanced rates of both components and have reported that you are now terminally ill).

Once the transfer has taken place, you should be sent a review form. This is to assess whether or not your circumstances have changed; if they have, your ADP award may be changed. You will need to complete and return the review form to Social Security Scotland as soon as you can. See [Section 4](#) for more on reviews.

### What if you are already on disability living allowance?

If you live in Scotland and already receive disability living allowance for adults, you will be transferred to [Scottish adult disability living allowance](#) (DLA). Once you have been moved onto Scottish adult DLA, you will be given the option to apply for ADP instead. This is not mandatory, you can remain on Scottish adult DLA if you wish.

### Moving to Scotland?

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If you move to Scotland from another part of the UK and are already getting PIP or adult DLA, you must inform the DWP, who will contact Social Security Scotland. You continue to receive PIP or DLA until a decision is made on your entitlement to ADP or Scottish adult DLA, which is then awarded without a claim being required (as above).

## Moving from Scotland?

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If you move from Scotland to another part of the UK and are already getting ADP, you will not be entitled to this after 13 weeks. Contact the DWP as soon as possible to claim PIP instead.

## Moving from child disability payment

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If you are already getting child disability payment (CDP) and reach your 16th birthday, you have a choice: to stay on CDP until you are 18 or to apply for ADP early.

### Staying on CDP

You can stay on CDP until you are nearing 18, at which point you will need to apply for ADP instead. In this case, you should still apply for ADP before your 18th birthday, leaving enough time to complete both parts of the application (see [Section 3](#)), to ensure that you do not have a break in payments. Your CDP payment will continue while Social Security Scotland is dealing with your application.

### Claiming ADP early

Alternatively, you can apply for ADP straight away (you can apply up to 13 weeks before your 16th birthday). Your CDP payment will continue while Social Security Scotland is dealing with your application. If you are awarded ADP, your CDP will stop the day before your ADP starts. If you are not awarded ADP, your CDP will continue until you reach the age of 18.

However, the entitlement conditions for CDP and ADP are different, and there is no guarantee that payments will remain the same. An award of ADP may be higher or lower than the award of CDP. It is not possible to stay on CDP once ADP has been awarded. If you are already getting the higher rates of both components of CDP, it would not be wise to claim ADP early, as a claim for ADP could not possibly result in a higher award. If you are in any doubt about claiming ADP early, seek advice.

# APPENDICES AND REFERENCE

## APPENDIX A

### Qualifying conditions

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#### Basic qualifying conditions

To be entitled to ADP, you must meet all of the following '*basic qualifying conditions*':

- You must be aged between 16 and pension age (currently 66) when you first claim. You will not be able to claim ADP for the first time once you reach pension age, but you will be able to stay on ADP if you claimed it before you reached that age. The upper age limit does not apply if you are being transferred to ADP from personal independence payment or Scottish adult disability living allowance.
- You must be ordinarily resident (ie normally live) in Scotland.
- You must be habitually resident in the United Kingdom, the Channel Islands, the Republic of Ireland or the Isle of Man. There is no legal definition of '*habitual residence*'. Relevant factors are where you normally live, where you expect to live in future, your reasons for coming to this country, the length of time spent abroad before you came here, and any ties you still have with the country you have come from.
- You must normally have been present in the United Kingdom, the Channel Islands, the Republic of Ireland or the Isle of Man for 26 weeks in the last 52 weeks before claiming. This is called the '*past presence*' test. The past presence test does not apply if you are terminally ill or have been granted refugee leave or humanitarian protection (or are the dependant of someone with such leave or protection).
- You must not be subject to immigration control.

#### Disability conditions

In addition, you must meet both of the following '*disability conditions*':

- The daily living and/or mobility activities test (see [Appendices B and C](#))
- You must also have satisfied the daily living and/or mobility activities test for a '*qualifying period*' of at least 13 weeks before the claim. You must also be likely to continue to satisfy whichever test applies for a period of at least 39 weeks after you claim. These conditions will not apply however if you are terminally ill.

## APPENDIX B

## Daily living activities and descriptors

Each activity has a set of '*descriptors*'. These describe related tasks of varying degrees of difficulty and different types of help you need to complete each task. You score points for the descriptor that best describes the level at which you can complete the task safely, to an acceptable standard, repeatedly and in a reasonable time period.

Add together the highest score from each activity heading that applies to you. To be entitled to the standard rate of the daily living component, you need to score at least 8 points; to be entitled to the enhanced rate, you need to score at least 12 points. These points can be scored from just one activity heading or from any of the headings added together.

The activities, descriptors and points listed below are laid out in the [Disability Assistance for Working Age People \(Scotland\) Regulations 2022](#). For the meaning of the terms and phrases used, see the [Glossary](#).

<b>Preparing food</b>		<b>Activity 1</b>
a	Can prepare and cook a simple meal unaided.	Score 0
b	Needs to use an aid or appliance to be able to either prepare or cook a simple meal.	Score 2
c	Cannot cook a simple meal using a conventional cooker but is able to do so using a microwave	Score 2
d	Needs prompting to be able to either prepare or cook a simple meal.	Score 2
e	Needs supervision or assistance to either prepare or cook a simple meal.	Score 4
f	Cannot prepare and cook food.	Score 8
<b>Taking nutrition</b>		<b>Activity 2</b>
a	Can take nutrition unaided.	Score 0
b	Needs (i) to use an aid or appliance to be able to take nutrition; <i>or</i> (ii) supervision to be able to take nutrition; <i>or</i> (iii) assistance to be able to cut up food.	Score 2
c	Needs a therapeutic source to be able to take nutrition.	Score 2
d	Needs prompting to be able to take nutrition.	Score 4
e	Needs assistance to be able to manage a therapeutic source to take nutrition.	Score 6
f	Cannot convey food and drink to their mouth and needs another person to do so.	Score 10

<b>Managing therapy or monitoring a health condition</b>		<b>Activity 3</b>
a	Either (i) does not receive medication or therapy or need to monitor a health condition; <i>or</i> (ii) can manage medication or therapy or monitor a health condition unaided.	Score 0
b	Needs any one or more of the following (i) to use an aid or appliance to be able to manage medication; (ii) supervision, prompting or assistance to be able to manage medication; (iii) supervision, prompting or assistance to be able to monitor a health condition.	Score 1
c	Needs supervision, prompting or assistance to be able to manage therapy that takes no more than 3.5 hours a week.	Score 2
d	Needs supervision, prompting or assistance to be able to manage therapy that takes more than 3.5 but no more than 7 hours a week.	Score 4
e	Needs supervision, prompting or assistance to be able to manage therapy that takes more than 7 but no more than 14 hours a week.	Score 6
f	Needs supervision, prompting or assistance to be able to manage therapy that takes more than 14 hours a week.	Score 8
<b>Washing and bathing</b>		<b>Activity 4</b>
a	Can wash and bathe unaided.	Score 0
b	Needs to use an aid or appliance to be able to wash or bathe.	Score 2
c	Needs supervision or prompting to be able to wash or bathe.	Score 2
d	Needs assistance to be able to wash either their hair or body below the waist.	Score 2
e	Needs assistance to be able to get in or out of an unadapted bath or shower.	Score 3
f	Needs assistance to be able to wash their body between the shoulders and waist.	Score 4
g	Cannot wash and bathe at all and needs another person to wash their entire body.	Score 8
<b>Managing toilet needs or incontinence</b>		<b>Activity 5</b>
a	Can manage toilet needs or incontinence unaided.	Score 0
b	Needs to use an aid or appliance to be able to manage toilet needs or incontinence.	Score 2
c	Needs supervision or prompting to be able to manage toilet needs.	Score 2
d	Needs assistance to be able to manage toilet needs.	Score 4
e	Needs assistance to be able to manage incontinence of either bladder or bowel.	Score 6
f	Needs assistance to be able to manage incontinence of both bladder and bowel.	Score 8
<b>Dressing and undressing</b>		<b>Activity 6</b>
a	Can dress and undress unaided.	Score 0
b	Needs to use an aid or appliance to be able to dress or undress.	Score 2
c	Needs either (i) prompting to be able to dress, undress or determine appropriate circumstances for remaining clothed; <i>or</i> (ii) prompting or assistance to be able to select appropriate clothing.	Score 2
d	Needs assistance to be able to dress or undress their lower body.	Score 2
e	Needs assistance to be able to dress or undress their upper body.	Score 4
f	Cannot dress or undress at all.	Score 8



<b>Communicating verbally</b>		<b>Activity 7</b>
a	Can express and understand basic and complex verbal information unaided.	Score 0
b	Needs to use an aid or appliance to be able to speak or hear.	Score 2
c	Needs communication support to be able to express or understand complex verbal information.	Score 4
d	Needs communication support to be able to express or understand basic verbal information.	Score 8
e	Cannot express or understand verbal information at all even with communication support.	Score 12
<b>Reading and understanding signs, symbols and words</b>		<b>Activity 8</b>
a	Can read and understand basic and complex written information either unaided or using spectacles or contact lenses.	Score 0
b	Needs to use an aid or appliance, other than spectacles or contact lenses, to be able to read or understand either basic or complex written information.	Score 2
c	Needs prompting to be able to read or understand complex written information.	Score 2
d	Needs prompting to be able to read or understand basic written information.	Score 4
e	Cannot read or understand signs, symbols or words at all.	Score 8
<b>Engaging socially with other people face to face</b>		<b>Activity 9</b>
a	Can engage socially with other people unaided.	Score 0
b	Needs prompting to be able to engage socially with other people.	Score 2
c	Needs social support to be able to engage socially with other people.	Score 4
d	Cannot engage socially with other people due to such engagement causing either (i) overwhelming psychological distress to the individual; <i>or</i> (ii) the individual to exhibit behaviour which would result in a substantial risk of harm to the individual or another person.	Score 8
<b>Making budgeting decisions</b>		<b>Activity 10</b>
a	Can manage complex budgeting decisions unaided.	Score 0
b	Needs prompting or assistance to be able to make complex budgeting decisions.	Score 2
c	Needs prompting or assistance to be able to make simple budgeting decisions.	Score 4
d	Cannot make any budgeting decisions at all.	Score 6

## APPENDIX C

**Mobility activities and descriptors**

Each activity has a set of ‘*descriptors*’. These describe related tasks of varying degrees of difficulty. You score points for the descriptor that best describes the level at which you can complete the task safely, to an acceptable standard, repeatedly and in a reasonable time period.

Add together the highest score from each activity heading that applies to you. To be entitled to the standard rate of the mobility component, you need to score at least 8 points; to be entitled to the enhanced rate, you need to score at least 12 points.

The activities, descriptors and points listed below are laid out in the [Disability Assistance for Working Age People \(Scotland\) Regulations 2022](#). For the meaning of the terms and phrases used, see the [Glossary](#).

**Planning and following journeys****Activity 1**

a	Can plan and follow the route of a journey unaided.	Score 0
b	Needs the prompting of another person to be able to undertake any journey to avoid overwhelming psychological distress to the individual.	Score 4
c	Cannot plan the route of a journey.	Score 8
d	Cannot follow the route of an unfamiliar journey without another person, assistance dog or orientation aid.	Score 10
e	Cannot undertake any journey because it would cause overwhelming psychological distress to the individual.	Score 10
f	Cannot follow the route of a familiar journey without another person, an assistance dog or an orientation aid.	Score 12

**Moving around****Activity 2**

a	Can stand and then move more than 200 metres, either aided or unaided.	Score 0
b	Can stand and then move more than 50 metres but no more than 200 metres, either aided or unaided.	Score 4
C	Can stand and then move unaided more than 20 metres but no more than 50 metres either aided or unaided.	Score 8
D	Can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres, either aided or unaided.	Score 10
E	Can stand and then move more than 1 metre but no more than 20 metres, either aided or unaided.	Score 12
F	Cannot, either aided or unaided, (i) stand; or (ii) move more than 1 metre.	Score 12

## APPENDIX D

### Keeping a diary

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#### Writing a diary

A diary can help Social Security Scotland understand how you manage day to day both with your daily living and getting out and about. You are the best person to give this information.

If you find it difficult to keep a diary, you could ask a relative, carer or friend to help you (and explain in the diary that it has been completed with their help).

If you attach the diary to Part 2 of the claim-form, include your name, address, National Insurance number, the date you completed it and the words 'Adult Disability Payment' at the top of every page. If you are completing Part 2 online, you can save scans of your diary or take pictures with a smartphone. You can find out how to upload your scans or pictures by going to: [www.mygov.scot/uploading-your-documents](http://www.mygov.scot/uploading-your-documents)

More information on diaries and completing Part 2 of the claim-form can be found in [Section 3](#).

#### Example diaries

On the following pages are two example diaries – one for a person with multiple sclerosis, the other for a person with depression and anxiety.

#### Filling in your diary

Look at the example diaries and adapt them so that you can record where things are more difficult for you. Read your completed Part 2 of the claim-form and look at the activities where you may have difficulties. Your diary should record how you are managing in each of those areas.

Remember, you score points on the descriptors if:

- you need aids or appliances to help you manage on your own;
- you need prompting or reminding;
- you need help from someone else;
- you can manage on your own but it takes you a long time;
- you can manage at certain times of the day but not at others;
- you can manage on some days but not others;
- you are unsafe managing on your own – accidents have happened or nearly happened; *or*
- you need someone keeping an eye on you.

If any of these apply to you, put it in your diary.

## Diary of a person with multiple sclerosis

This shows two days of diaries but it is helpful to keep one for even longer. If you have longer spells when you are bad and then spells when things are not so bad, include diaries that cover both periods.

<b>25 April</b>				
<b>ACTIVITY</b>	<b>Morning 7am-12pm</b>	<b>Afternoon 12pm-6pm</b>	<b>Evening 6pm-11pm</b>	<b>Night 11pm-7am</b>
<b>Going to the toilet</b> (always use grab rails and raised toilet seat)	Managed by myself	Slight accident on one occasion as didn't get there in time	Managed by myself	Unsteady – helped to toilet
<b>Having a shower</b> (always use seat and grab rails)	Managed by myself – 40 minutes			
<b>Dressing/ Undressing</b>	Managed by myself – 20 minutes		Co-ordination bad – help to get pants and tights off	
<b>Cooking</b> (always use perching stool)		Cut myself chopping vegetables		
<b>Eating</b>			Help chopping meat up	
<b>Medication</b>			Help getting pills out of dosette box	
<b>Reading</b>		Read paper on tablet using magnification		
<b>Walking</b>	Went to local shops – 400 metres – used electric wheelchair		Co-ordination bad – using indoor wheelchair	

<b>26 April</b>				
<b>ACTIVITY</b>	<b>Morning 7am-12pm</b>	<b>Afternoon 12pm-6pm</b>	<b>Evening 6pm-11pm</b>	<b>Night 11pm-7am</b>
<b>Going to the toilet</b> (always use grab rails and raised toilet seat)	Managed by myself – stiff and slow first thing	Managed by myself	Managed by myself	Unsteady – helped to toilet x2
<b>Having a shower</b> (always use seat and grab rails)	Managed by myself – 35 minutes			
<b>Dressing/ Undressing</b>	Managed by myself – 20 minutes	Help from friend at swimming pool	Exhausted – partner helped	
<b>Cooking</b> (always use perching stool)			Didn't cook today – too tired	
<b>Eating</b>				
<b>Medication</b>			Help getting pills out of dosette box	
<b>Reading</b>	Read paper on tablet using magnification			
<b>Walking</b>		Went swimming with friend – walking from car and around leisure centre I used stick on one side, friend on other – very slow	Exhausted after swim – using indoor wheelchair	

## Diary of a person with depression and anxiety

This diary doesn't stick to a day but shows a bad spell and then a couple of spells when things improve a bit. Use this format if it is easier.

ACTIVITY	25 April – 4 May
<b>Cooking</b>	No cooking at all. Mum came round twice and cooked for me – and put leftovers in fridge for me to have on other days.
<b>Eating</b>	Mum stayed and ate with me when she came. Was cross when I hadn't eaten leftovers from other day – forgot they were there. Ate some biscuits and things I found in cupboard when I was hungry – on four days didn't eat at all.
<b>Medication</b>	Mum rang every day to check I'd taken – think I did take them all but not sure.
<b>Showering</b>	Didn't shower at all except once when Mum came round and made me.
<b>Dressing</b>	Didn't change clothes at all except after shower – mum put out clean ones for me.
<b>Seeing people</b>	Didn't see anyone apart from mum. Someone came to door but I didn't answer it – couldn't face it. Mum has key. Didn't answer phone or texts. Mainly just stayed on sofa under quilt.
<b>Money</b>	Electricity meter ran out – Mum sorted when she came.
<b>Getting out</b>	Didn't leave flat – missed appointment with GP.

ACTIVITY	5 May – 9 May
<b>Cooking</b>	Been a bit better – made cup-a-soups couple of times – good to have something hot. Mum came round once and cooked.
<b>Eating</b>	Ate with mum and also ate leftovers cold next day – and soup when I made it. Just one day didn't eat at all.
<b>Medication</b>	Mum rang and reminded – all OK.
<b>Showering</b>	Once when mum came and once on 8th when feeling better.
<b>Dressing</b>	When I had shower – otherwise just stayed in same clothes.
<b>Seeing people</b>	Saw mum and also GP.
<b>Money</b>	Mum reminded me to put money in meter before it ran out.
<b>Getting out</b>	Saw GP – mum had rescheduled appointment – she rang and made sure I went – went on my own – 5 minutes away. Mum went with me to get money from post office another day.

ACTIVITY	10 May – 16 May
<b>Cooking</b>	Made bacon sandwich! And had some ready meals out of freezer heated in microwave.
<b>Eating</b>	Been feeling hungrier so eaten every day.
<b>Medication</b>	Mum reminded.
<b>Showering</b>	Two showers.
<b>Dressing</b>	When I had shower
<b>Seeing people</b>	Saw friend – she came round – text first to check to let me know she was coming so I'd open door.
<b>Money</b>	
<b>Getting out</b>	Went for walk with friend – just to local park – avoided play area where it's busy – too overwhelming and people stare.

**ACTIVITY DIARY**

Name

Address

Date

National Insurance No

ACTIVITY	Morning 7am-12pm	Afternoon 12pm-6pm	Evening 6pm-11pm	Night 11pm-7am
<b>Cooking</b>				
<b>Eating</b>				
<b>Managing therapy</b>				
<b>Medication</b>				
<b>Washing/bathing</b>				
<b>Going to the toilet</b>				
<b>Dressing/ Undressing</b>				
<b>Communicating</b>				
<b>Reading</b>				
<b>Meeting people</b>				
<b>Budgeting</b>				
<b>Planning journeys</b>				
<b>Walking</b>				

## GLOSSARY

## TERMS USED IN THE REGULATIONS

These definitions are laid out in the [Disability Assistance for Working Age People \(Scotland\) Regulations 2022](#).

**acceptable standard** means to a reasonable standard. Account should be taken of the impact on you of carrying out the task to that standard. An example of not completing a task to an acceptable standard would be where someone can physically wash themselves but does not realise they have done so badly and are still not clean after they have finished.

**aid or appliance** means any device that improves, provides or replaces your impaired physical or mental function, including a prosthesis. In assessing your ability to carry out a task, you will be assessed as if wearing or using any aid or appliance that you would normally wear or use, or which you could reasonably be expected to wear or use if you do not currently do so.

**and then move** means that you need to be able to move independently while remaining upright, so any distance you could cover in a wheelchair is ignored.

**aided** means with –

- (a) the use of an aid or appliance; or
- (b) supervision, prompting or assistance.

**assistance** means physical intervention by another person and does not include speech.

**assistance dog** means a dog trained to guide or assist a person with a sensory impairment.

**basic verbal information** means information in your own language conveyed verbally in a simple sentence. It excludes information that is not communicated orally or received aurally.

**basic written information** means signs, symbols and dates written or printed in standard size text in your own language.

**bathe** includes getting into or out of an unadapted bath or shower.

**communication support** means support from a person trained or experienced in communicating with people in general, or you in particular, with specific communication needs, including interpreting verbal information into a non-verbal form and vice versa (eg using sign language).

**complex budgeting decisions** means decisions involving –

- (a) calculating household and personal budgets;
- (b) managing and paying bills; *and*
- (c) planning future purchases.

**complex verbal information** means information in your own language conveyed verbally in either more than one sentence or one complicated sentence. It excludes information that is not communicated orally or received aurally.

**complex written information** means more than one sentence of written or printed standard size text in your own language.

**cook** means heat food at or above waist height.

**dress and undress** includes putting on and taking off socks and shoes.

**engage socially** means –

- (a) interact with others in a contextually and socially appropriate manner;
- (b) understand body language; *and*
- (c) establish relationships.

**follow the route of a journey** means for you to navigate and make your way along a planned route to a planned destination.

**limited ability** (to carry out daily living activities) means obtaining a score of at least 8 points in the ADP assessment.

**manage incontinence** means manage involuntary evacuation of the bowel or bladder, including using a collecting device (such as a bottle or bucket) or self-catheterisation, and clean yourself afterwards.

**manage medication** means take medication which improves your symptoms or health, or, take medication where a failure to do so is likely to result in a deterioration in your health.

**manage therapy** means undertake therapy which improves your symptoms or health, or, undertake therapy where a failure to do so is likely to result in a deterioration in your health.

**medication** means medication to be taken at home which is prescribed or recommended by a registered (a) medical practitioner; (b) nurse; or (c) pharmacist or by a health professional who is registered by the Health and Care Professions Council.

**monitor a health condition** means –

- (a) detect significant changes in your health condition which are likely to lead to a deterioration in your health; *and*
- (b) take action advised by a (i) registered medical practitioner; (ii) registered nurse; or (iii) health professional who is regulated by the Health and Care Professions Council, without which your health is likely to deteriorate.

**orientation aid** means a specialist aid designed to assist disabled people to follow a route safely.



**prepare** in the context of food, means make food ready for cooking or eating.

**prompting** means reminding, encouraging or explaining by another person.

**psychological distress** means distress related to an enduring mental health condition or an intellectual or cognitive impairment.

**read** includes read signs, symbols and words but does not include reading Braille.

**reasonable time period** means no more than twice as long as the maximum period that a person without a physical or mental condition would normally take.

**repeatedly** means being able to complete the task as often as is reasonably required. Consideration should be given to the cumulative effects of symptoms such as pain and fatigue. Consequently, if the effort it takes you to complete a task then makes you tired and/or in pain so much that you would not be able to do it again or take on another task, then you cannot perform the task 'repeatedly'. For example, if you are able to prepare breakfast unaided, but the exhaustion caused to you by doing this would mean that you could not prepare another meal that day, you should be treated as being unable to prepare a meal unaided.

**safely** means in a manner unlikely to cause harm to you or to another person, either during or after the completion of the task. Consideration must be given to the likelihood of harm, and the severity of the consequences of that harm.

**severely limited ability** (to carry out daily living activities) means obtaining a score of at least 12 points in the ADP assessment.

**simple budgeting decisions** means decisions involving –

- (a) calculating the cost of goods; *and*
- (b) calculating change needed after a purchase.

**simple meal** means a cooked one-course meal for one using fresh ingredients.

**social support** means support from a person trained or experienced in assisting people in general, or you in particular, to engage in social situations.

**stand** means stand upright with at least one biological foot on the ground.

**supervision** means the continuous presence of another person to ensure your safety.

**take nutrition** means –

(a) cut food into pieces, convey food and drink to your mouth and chew and swallow food and drink; *or*

(b) take nutrition by using a therapeutic source.

**terminal illness** You are regarded as having a terminal illness if, in the clinical judgment of a registered medical practitioner or registered nurse who is involved in your diagnosis or care, you have a progressive disease which can reasonably be expected to cause your death.

**therapeutic source** means parenteral or enteral tube feeding, using a rate-limiting device such as a delivery system or feed pump.

**therapy** means therapy to be undertaken at home which is prescribed or recommended by a –

(a) registered (i) medical practitioner; (ii) nurse; or (iii) pharmacist; *or*

(b) health professional regulated by the Health and Care Professions Council.

Therapy does not include taking, applying, receiving or administering medication (whether orally, topically or in any other way), or anything related to the monitoring of your health condition.

**toilet needs** means –

- (a) getting on and off an unadapted toilet;
- (b) evacuating your bladder and bowel; *and*
- (c) cleaning yourself afterwards.

**unaided** means without –

- (a) the use of an aid or appliance; or
- (b) supervision, prompting or assistance.

## OTHER TERMS

**appointee** means someone legally appointed to act on your behalf.

**award** means the rate and amount of the benefit that you have been granted.

**calendar month** means the period of time from the date of one month to the same date of the next month.

**descriptor** means a description of tasks of varying degrees of difficulty and the different types of help you need to complete each task.

**passported benefits** are those benefits which some groups of people are automatically entitled to because of their entitlement to another benefit such as ADP.

## FURTHER HELP AND INFORMATION

### Disability Rights UK

We publish the *Disability Rights Handbook* which gives more details on adult disability payment and other benefits for disabled people, their families and carers. The handbook is updated every year. There is a chapter devoted to the appeals system in Scotland, should your claim be unsuccessful.

You can order a copy of the book from our online shop at <https://shop.disabilityrightsuk.org/> or by contacting us by telephone or in writing. You can also subscribe to our digital version and can buy a subscription via our [online shop](#).

Disability Rights UK also produce free resources on benefits, independent living, education and other disability-related subjects.

**W** [www.disabilityrightsuk.org/resources/resources-index](http://www.disabilityrightsuk.org/resources/resources-index)

### The Motability scheme

The scheme leases cars, powered wheelchairs or scooters to help disabled people improve their mobility.

**T** 0300 456 4566

**W** [www.motability.co.uk](http://www.motability.co.uk)

### Social Security Scotland

**T** 0800 182 2222

**W** [www.mygov.scot/adult-disability-payment](http://www.mygov.scot/adult-disability-payment)

You can also contact Social Security Scotland by webchat, between 8am and 6pm, Monday to Friday (except for bank holidays). You can use this service for general enquiries, to check the progress of your claim and to let Social Security Scotland know if something has changed with your application.

Contact: <https://chat.socialsecurity.gov.scot>

### Finding a local advice centre

If you need help making a claim for ADP or with appealing against a decision, you can contact a local advice centre. There may be times when seeing someone locally will be the best option to ensure you get the best advice. Use [advice local](#) to get advice in your area.

### Citizens Advice Scotland

Citizens Advice Scotland helps people resolve legal, financial and other problems by providing free information and advice. Over-the-phone advice is available from every Citizens Advice.

**W** [www.cas.org.uk](http://www.cas.org.uk)

Citizens Advice Scotland has a national helpline.

**T** 0800 028 1456

### Carers Scotland

Provide information and advice on benefits, services and other support available to carers.

**T** 0141 378 1065; [adviceline 0808 808 7777](tel:08088087777)

**W** [www.carersuk.org/scotland](http://www.carersuk.org/scotland)

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## About Disability Rights UK

We are Disabled People leading change, working collaboratively and creatively for equal power, rights and equality of opportunity. Disability Rights UK is led by people with diverse experiences of disability and health conditions from different communities. We work with allies committed to equal participation for all. Together we can be stronger.

It has never been more important to have a strong organisation that stands up for Disabled People's rights and support. We enable Disabled People to have voice and influence. We 'show, not tell' how participation can be made real, working with other Disabled People's organisations to showcase approaches to social, economic and public participation. We campaign to strengthen and protect Disabled People's rights, influencing national and local decision makers.

We produce user-friendly guides to benefits and independent living and publish the *Disability Rights Handbook* annually. Our website contains a wealth of information about benefit entitlement, independent living and careers, with downloadable factsheets, as well as more detailed information for professional advisers – including briefings and policy reports on the issues that matter most to Disabled people.

We encourage individuals and all organisations – whether statutory, voluntary or corporate – to support our work by becoming members of Disability Rights UK.

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A Guide to the Benefit

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Disability Rights UK

Plexal, Here East, 14 East Bay Lane,  
Queen Elizabeth Olympic Park,  
Stratford, London E20 3BS.

[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)