• Access To Work Process Flowchart •

You require reasonable adjustments

— <£500 →

Health advice required to determine suitable adjustments

You or your line manager consults the EDI Team

Referral to Occupational Health for assessment

If costs > £1,000 you should make an AtW application*

<£1,000 funding your manager arranges locally and costs split 50/50 with dept/EDI

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AtW assess, confirm and authorise level of support

Your line manager arranges locally

Department puts adjustments in place ASAP

Department claims and is reimbursed by AtW

*If in post < 6 weeks OR needing mental health support apply to AtW regardless