**For carers (or partners) who want to request a deferment or waiver of a WFI, or who want to request for a WFI to be carried out in their own home**

**Note:** Please note this document is an illustrative guide only and is not legal advice.

*Name*

*Address*

*National Insurance Number*

*National Insurance Number of partner if applicable*

*Dear Madam/Sir (or name if known),*

**Re: Request to *defer / waive a work focused interview / hold a work focused interview at home (delete as applicable).***

You have asked *me / my partner (delete as applicable)* to attend a work focused interview *(by letter dated the…/ by telephone call on the…) to be held on the…*

I understand that *I/my partner am/is (delete as applicable)* bound to attend the interview and wish to fully comply with the instruction.

However I do ask that you on this occasion *defer the interview to another time / waive the interview / undertake the interview in our own home (delete as applicable).*

*This is because I / my partner (delete as applicable)*

* *am/is in hospital / have/has a planned hospital/health care appointment/admission on (give time and date).*
* *am/is currently very unwell and unable to attend.*
* *have/has been recently bereaved / am/are attending a funeral of a close family member / have/has been called away as an emergency.*
* *am/is affected by… and am/is unable to travel/leave the home for any period of time because of… (For a waiver or home visit).*
* *Detail any other relevant circumstances.*

*You should give as much detail as possible and include anything else you feel is important. There is no right of appeal if the request is refused and your benefit may be stopped or reduced if you or your partner do not attend. Enclose copies of supporting documents if possible, ie appointment letters, medical letters. Do not send originals.*

The regulation that allows for this request is as follows: *(delete as applicable):*

**Deferment:**

<http://www.legislation.gov.uk/uksi/2002/1703/regulation/7/made>

*Deferment of requirement to take part in an interview*

*“7(1)  An officer may determine, in the case of any particular person, that the requirement to take part in an interview shall be deferred at the time the claim is made or the requirement to take part in an interview arises or applies because an interview would not at that time—*

1. *be of assistance to that person; or*
2. *be appropriate in the circumstances.*

*(2)  Where the officer determines in accordance with paragraph (1) that the requirement to take part in an interview shall be deferred, he shall also determine when that determination is made, the time when the requirement to take part in an interview is to apply in the person’s case.”*

**Waiver:**

<http://www.legislation.gov.uk/uksi/2002/1703/regulation/6/made>

*Waiver of requirement to take part in an interview*

*“6(1)  A requirement imposed by these Regulations to take part in an interview shall not apply where an officer determines that an interview would not—*

1. *be of assistance to the person concerned; or*
2. *be appropriate in the circumstances.”*

**Home visit:**

<http://www.legislation.gov.uk/uksi/2002/1703/regulation/10/made>

*“10(1)  The officer shall inform a person who is required to take part in an interview of the place and time of the interview.*

*(2)  The officer may determine that an interview is to take place in the person’s home where it would, in his opinion, be unreasonable to expect that person to attend elsewhere because that person’s personal circumstances are such that attending elsewhere would cause him undue inconvenience or endanger his health.”*

I ask that you please allow this request and inform me of your decision within good time.

I look forward to your reply.

*Signature Date*

*(You must sign and date this*