**For carers receiving Income Support who are not also lone parents of children under 5 years old who have been asked to attend a WFI outside of the specified circumstances**

**Note:** This document is an illustrative guide only and is not legal advice.

*Name*

*Address*

*National Insurance Number*

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

**Re: Requirement to take part in a work focused interview**

I am in receipt of Income Support as a carer.

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

The circumstances in which a person claiming Income Support as a carer has to attend a work focused interview are as follows:

* At the start of a claim for Income Support; or
* If Carers Allowance ends; or
* When part time work starts or ends; or
* When training finishes; or
* When a person turns 18; or
* In any other case after 3 years since the last time you attended.

These circumstances areprovided for in regulation 4 of the Social Security (Jobcentre Plus Interviews) Regulations 2002, which can be accessed here: <http://www.legislation.gov.uk/uksi/2002/1703/regulation/4/made>.

As I last attended a work focused interview on the *(give date),* please be notified that none of the above now apply to me, and as *such I will not be attending / I will be attending but on a voluntary basis only, and can decide not to attend if I see fit* *(delete as applicable).*

I further understand that no sanction will be applied to my benefit if I do not attend this or any subsequent interview outside of the regulations.

If you feel this is incorrect I request that you send to me the guidance and regulations that you are acting under. Please send these without delay and before the date of the proposed interview has lapsed.

*(You may want to add here any details of the letter/call that you feel are relevant – for example if the adviser implied that your benefits would stop if you didn’t attend, or made statements you feel were unnecessary)*

I look forward to your reply.

*Signature Date*

*(You must sign and date this)*