

Social Security

Claim For Adoption Allowance

Adoption Allowance is payable to persons who are on leave from their employer either following the adoption of a child or young person under the age of 18 or before the child or young person is placed with them.

Adoption Allowance (ADA) is payable for a maximum period of 39 weeks and at one of two rates - a Standard Rate ADA or a Variable Rate ADA.

To get ADA you must

- Be on leave from your employer either following the adoption, or shortly before the child or young person is placed with you
- Have stopped work of any kind
- Have worked for the same employer as an employed earner in at least 26 of the 66 weeks immediately before the week in which you are notified that you have been matched with a child or young person for adoption; and
- Have had average weekly earnings of at least £30 for any 13 weeks of the 66 week period referred to above

The rate of ADA payable is the lower of:

- 90% of your average weekly earnings in the 13 week period selected; and
- the standard rate of ADA (see leaflet BP196 for rates).

To claim ADA you must be ordinarily resident in the Isle of Man when you make your claim. You must not be entitled to Statutory Adoption Pay or Statutory Paternity Pay in respect of the same adoption in the United Kingdom.

To make your claim for ADA fill in this form in ink. Use CAPITAL LETTERS where you can. If you cannot fill in the form yourself, you can ask someone else to fill it in for you. If you need any help ask at your local Social Security office or telephone the General Benefits Section on 685106.

When complete, take or send this form together with any documents we have asked for to the General Benefits Section, Social Security Division, Markwell House, Market Street, Douglas, IM1 2RZ. Or you can take it to the Department's district office in Ramsey. You cannot claim more than 14 weeks before the week of adoption. Claim as soon as you can after then, even if you are still working.



Isle of Man
Government
Reilys Ellan Vannin
The Treasury

Social Security

Claim For Adoption Allowance

Part 1

About you

Remember, if you are filling in this form for someone else, tell us about them, not yourself.

Title (please tick one box)

Mr Mrs Miss Ms

1 Your surname

2 Other names

3 Any other names you have been known by

(For example, your maiden name)

4 Your address

Postcode

5 Daytime telephone number

6 Your date of birth

7 National Insurance number (NI) number

Letters Numbers Letter

Part 2

The dates we need to decide your claim

The dates you tell us in this part of the form are important. You will need them to answer the questions in the rest of this form.

8 What date do you or your partner expect the child to be placed with you for adoption?

9 Look at the table we gave you with this form to find the dates of your test period. Enter these dates below.

First day of test period

Last day of test period

Part 3

About your work during the test period

10 Were you employed for at least 26 weeks in your test period?

Yes Go to question 11

No Go to question 13

11 Please write down your chosen 13 weeks from your test period. This can be any single 13 weeks starting on Sunday and ending on Saturday. Write down the Sunday date commencing in each week you have chosen.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Send us your pay slips or other evidence covering each one of the 13 weeks you have chosen. Choose the weeks which you have earned the most. If you are paid monthly send your pay slips which cover the dates above. Your claim may be delayed if you do not send us your monthly pay slips or other evidence. Your claim cannot be decided until your earnings have been checked. **The amount of Adoption Allowance you receive will depend on your earnings. You will receive either the standard rate of MA or 90% of your average weekly earning if this calculation results in a figure which is less than the standard rate of MA.**

12 Have you been continuously employed in the same job for the Test Period?

Yes

No Go to question 13

13 Did you earn at least £30 a week in any 13 weeks during your test period?Yes No you may not be able to get ADA**14 Please tell us about your employer during the Test Period**Name of employer Your employer's address Postcode Date you started with employer

How often are you normally paid?

Weekly Fortnightly 4 Weekly Monthly

Part 4

About other benefits

15 Please tick the relevant box if you are getting, or have recently claimed, any of the following benefitsJobseeker's Allowance Income Support Incapacity Benefit Widows Benefit Widowed Mothers Allowance Training Allowance or grant Bereavement Allowance Widowed Parents Allowance **16 Is anyone else claiming any benefit or increase of benefit for you as a dependant?**Yes tell us about the person belowNo go to question 17Who is claiming the benefit? What benefit is it?

Part 5

About payment of your ADA

Adoption Allowance is normally paid directly into your bank account.**(a) Payment direct into an account**

Your benefit will be paid into your account every 2 weeks. It will be paid into the account on the last bank working day in each 2 week period.

Finding out how much is paid into the account

You can check your benefit payments on your account statements. Your statement will show Pension/Ben next to the payments that are from us. If you think the payment is wrong, get in touch with us.

If not enough money is paid into the account

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment.

If too much money is paid into the account

If too much money is paid into the account because of the way the credit transfer system works, we have the right to recover any money that you are not entitled to. For example, you may give us information which means that you are entitled to less money but we may not be able to change the amount already sent out.

(b) About the account you want to use

Please note that we can only pay benefit into one bank account, if you are already receiving a benefit by credit transfer we will have to use the same account for both benefits.

What name or names is the account in?	<input type="text"/>
Name of bank or building society	<input type="text"/>
Branch name	<input type="text"/>
Sort Code number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (This is in the top right-hand corner of most cheques)
Account number	<input type="text"/>
Type of account eg, deposit, current etc	<input type="text"/>

More information if it is a Building Society account

Building Society roll or reference number. Some Building Societies accounts use a roll or reference number. This number is on the pass book.	<input type="text"/>	The roll or reference number can contain letters and numbers and can be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the Building Society.
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(c) If payment of your Adoption Allowance into a bank or building society account is likely to cause you difficulty contact the General Benefits Section at Markwell House.

Part 6

Your declaration

I understand that if I give information that is incorrect or incomplete, action may be taken against me

I declare that the information I have given on this form is correct and complete. I claim Adoption Allowance

Your signature

Date

Part 7

Adoption Certificate

Adoption certificate

Everyone must send us their Adoption Certificate (ADA2). You can get this form from the agency dealing with the adoption. Do not delay sending us your claim if you cannot get one straight away. You can send it to us later.

If you delay claiming you could lose money.

Please tick here if you are sending form ADA2 with this claim