

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk)

Our Ref: VTR 2744

17 July 2014

Dear Ms Harriman

Thank you for your Freedom of Information (Fol) request received on 25/06/14. You asked:

*'What form of evidence is required to add a child element after a claimant has a baby?  
If the evidence cannot be provided within a calendar month (bearing in mind Child  
Benefit delays and other circumstances) can this time limit be extended?'*

The form of evidence can either be a birth certificate **or** a notification of birth from the Tell us Once Service. If the evidence is received after the Assessment Period in which the child was born then consideration will be given by a decision maker to back date the child element, and any arrears will be paid to the claimant.

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

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**Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk) or by writing to DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF [www.ico.org.uk/Global/contact\\_us](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745