

Going Back to Work Checklist

Making it Work



Here's a check list of things you must do and things you'll want to consider when going back to work.



If you have any debt, seek advice on how your repayments might be affected as soon as possible

Contact Audrey Cunningham (Money Advice & Financial Inclusion Caseworker) at Citizens Advice Rights Fife:

☎ 01592 765425 or 07872 677900

📘 Audrey Makingitwork

🏠 Craig Mitchell House, Flemington Road, Glenrothes, Fife KY7 5QF



Get a back to work calculation done as soon as possible

Contact Audrey Cunningham (Money Advice & Financial Inclusion Caseworker) at Citizens Advice Rights Fife:

☎ 01592 765425 or 07872 677900

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Call the Lone Parent Helpline:

☎ 0808 801 0323 (Mon-Fri 9:30am-4pm)

✉ helpline@opfs.org.uk

You will need details of the hours you want to work, salary, childcare costs, rent and council tax band.



Notify Jobcentre Plus that you're starting work a few days beforehand

Contact your Jobcentre Plus Work Coach on their direct number (if you have it) to let them know that you are starting work and when.

Cowdenbeath Jobcentre:

🏠 Pit Road

Cowdenbeath KY4 9NQ

☎ 0845 604 3719

Kirkcaldy Jobcentre:

🏠 5 Hunter Street

Kirkcaldy KY1 1ED

☎ 0845 604 3719

Report a change of circumstance to the Tax Credit Helpline a few days before you start work

If you're already getting child tax credit, phone the Tax Credit Helpline to report a change of circumstance; tell them you are starting work. You'll become entitled to working tax credit. If you're going to use registered childcare, report this as well.

☎ Tax Credit Helpline: 0345 300 3900

Notify Fife Council's Benefits & Council Tax Team a few days before you start work (housing benefit)

If you receive housing benefit, let the Benefits & Council Tax Team know you are starting work as your housing benefit will be affected.

👉 www.fifedirect.org.uk

☎ 0345 155 1155

Notify Fife Council's Benefits & Council Tax Team a few days before you start work (council tax reduction)

Let your Benefits & Council Tax Team know that you are starting work as your council tax reduction will be affected.

👉 www.fifedirect.org.uk

☎ 0345 555 1155

Notify your local Jobcentre Plus a few days before you start work.

If you have Support for Mortgage Interest Payments, this will stop after a 4 week run-on.

Contact your Local Jobcentre Office.

Cowdenbeath Jobcentre:

🏠 Pit Road
Cowdenbeath
KY4 9NQ

☎ 0845 604 3719

Kirkcaldy Jobcentre:

🏠 5 Hunter Street
Kirkcaldy
KY1 1ED

☎ 0845 604 3719

Check how starting work might affect any other financial help you're getting.

For example; dental/eyesight tests, other NHS help, free school meals, clothing grants, etc.

For health costs:

👉 www.nhsbsa.nhs.uk

For free school meals & school clothing grant:

Fife Education Department

👉 www.fifedirect.org.uk

☎ 0345 155 0066

Look at your childcare options as soon as possible

Think about what kind of childcare is right for your child/ren and have a backup plan if your child is ill or your childcare arrangements fall though.

Visit Fife Council website for information on the different kinds of childcare.

👉 www.fifedirect.org.uk

Visit the Registered Childcare website for details of all registered childcare in Fife.

👉 www.scottishfamilies.gov.uk

☎ 01592 583146

The Care Inspectorate inspects all registered childcare in Scotland and publish reports on their findings which you can read online.

👉 www.scswis.com

Contact the Scottish Childminding Association for advice and a draft childminding contract if you are becoming a childminder.

👉 www.childminding.org

☎ 01592 756986 (Glenrothes)

Contact the Scottish Out of School Care Network for information on out of school care.

👉 www.soscn.org

☎ 0141 564 1284

Speak to your employer once you've been offered the job

Check with your employer if they have a Childcare Voucher Scheme and get advice on how the scheme works (you can't claim working tax credit help with childcare as well as the Childcare Voucher scheme). This scheme will only be available up until Autumn 2015.

☎ Lone Parent Helpline: 0808 801 0323 (Mon-Fri 9:30-4pm)

👉 www.hmrc.gov.uk/calcs/ccin.htm

Making it Work



Making it Work is a partnership project for single parents in the Kirkcaldy and Cowdenbeath areas of Fife.

We work with single parents to provide accessible, approachable, non-judgemental support, advice and information on a range of subjects.

We aim to enhance parents' personal skills, confidence, coping strategies, resilience, and employability.



One Parent Families Scotland



FifeGingerbread
An association for one parent families



Independent advice for our community



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