**Appointee letter to request evidence from a Teacher of the Deaf (ToD) for a Personal Independence Payment (PIP) claim**

Dear [NAME OF TEACHER OF THE DEAF],

I am helping a young person in my family make a claim to the Department for Work and Pensions (DWP) for Personal Independence Payment (PIP).

**Name:** [YOUNG PERSON’S FULL NAME]

**Date of birth:** [YOUNG PERSON’S DATE OF BIRTH]

Please could you write a letter explaining how [YOUNG PERSON’S FIRST NAME]‘s hearing loss/deafness affects their daily life so that I can send it to DWP as evidence of their needs. The information will help DWP decide if they satisfy the tests for an award of PIP.

**Please provide your response to the questions below on headed paper with the date, your job title, and signature. If you do not have information to answer all the questions, I would be grateful if you could answer the questions that you can.**

**Teacher of the Deaf (ToD) Questions**

1. Can you provide a brief outline of the background to your professional involvement with [YOUNG PERSON’S FIRST NAME]?
2. Can you explain about any technology that [YOUNG PERSON’S FIRST NAME] uses in school, such as a radio aid, and explain what the technology does and why they need it?
3. Is the technology available to them outside of class? If not, would you expect [YOUNG PERSON’S FIRST NAME] to have difficulty due to their hearing loss outside the classroom setting?
4. Does [YOUNG PERSON’S FIRST NAME] have any other help in or out of class? Please give details.
5. Does [YOUNG PERSON’S FIRST NAME] have any special arrangements for exams agreed by the examination board? Please give details.
6. Can [YOUNG PERSON’S FIRST NAME] follow everything the teacher is saying when there is background noise, including other young people talking?
7. Is [YOUNG PERSON’S FIRST NAME] able to follow what other young people in class are saying?
8. Are there any risk assessments or additional instructions for staff about supporting [YOUNG PERSON’S FIRST NAME] on school trips due to their hearing loss and/or technology?

Thank you for your help.

[YOUR FULL NAME]