

NHS:  
PCA(D)(2016)2  
PCA(O)(2016)2

Healthcare Quality and Strategy Directorate  
Chief Dental Officer & Dentistry Division



Dear Colleague

## **GENERAL DENTAL SERVICES GENERAL OPHTHALMIC SERVICES**

### **REVISED FORMS GP17, GP17(PR), GOS(S)3, GOS(S)4**

#### **Summary**

1. This letter advises NHS Boards that revised GP17, GP17(PR), GOS(S)3, and GOS(S)4 forms will be introduced from 1 April 2016.

2. The purpose of these new forms is to include a new entitlement box to cross for those in receipt of Universal Credit (UC), subject to certain take-home pay thresholds, in order to receive free NHS dental treatment and vouchers towards the costs of glasses or contact lenses.

#### **Action**

3. NHS Boards and Practitioner Services are asked to note the information in the Memorandum to this letter.

4. An initial supply of four months stock of the new forms is being sent to NHS Boards for 21 March 2016, for subsequent distribution to dental and ophthalmic practices in their areas. Revised GP17(O) and HES forms will be issued in due course.

5. Stocks of existing forms should be destroyed from 1 April 2016.

16 March 2016

#### **Addresses**

##### For action

Chief Executives, NHS Boards

Director, Practitioner Services

##### For information

Chief Executive,  
NHS National Services Scotland

Chief Executive,  
NHS Education for Scotland

#### **Dental Enquiries to:**

Lynne Morrison  
Chief Dental Officer and Dentistry  
Division  
1st Floor East Rear  
St Andrew's House  
EDINBURGH  
EH1 3DG  
Tel: 0131-244 2466  
[NHSgeneraldentalservicesmailbox@gov.scot](mailto:NHSgeneraldentalservicesmailbox@gov.scot)

#### **Optical Enquiries to:**

Liam Kearney  
Primary Care Division  
1st Floor East Rear  
St Andrew's House  
EDINBURGH  
EH1 3DG  
Tel: 0131-244 2895  
[NHSgeneralophthalmicservicesmailbox@gov.scot](mailto:NHSgeneralophthalmicservicesmailbox@gov.scot)

6. NHS Boards are asked to issue the Memorandum to this letter to all dentists, dental bodies corporate, optometrists and ophthalmic medical practitioners on their lists.

Yours sincerely,

MARGIE TAYLOR  
Chief Dental Officer

RICHARD FOGGO  
Deputy Director Primary Care

**GENERAL DENTAL SERVICES (GDS)  
GENERAL OPHTHALMIC SERVICES (GOS)**

**REVISED FORMS GP17, GP17(PR), GOS(S)3, GOS(S)4**

**Introduction**

1. This Memorandum advises of the introduction of revised forms GP17 and GP17(PR) for GDS; and GOS(S)3 and GOS(S)4 for GOS.
2. The purpose of these new forms is to add a new entitlement box to cross for those in receipt of Universal Credit (UC), **subject to the take-home pay thresholds (described below)**, in order to receive free NHS dental treatment and vouchers towards the costs of glasses or contact lenses. Currently those in receipt of UC are being asked to cross the Income-based Jobseekers' Allowance box.
3. The revised forms, including the new UC box, should be used for any courses of NHS dental treatment started, or optical voucher issued, on or after 1 April 2016. Failure to submit the correct version of the form from 1 April may result in it being returned.
4. Stocks of the current version of these forms should be destroyed from 1 April 2016.

**Background – Universal Credit (Staged Roll-Out)**

5. In April 2013 the Department of Work and Pensions (DWP) introduced a new benefit called Universal Credit. UC aims to simplify the benefit system by bringing together the current working age benefits for those in and out of work together into a single payment system.

**Changes to Entitlement for UC Claimants**

6. PCA(D)(2015)8 and PCA(O)(2015)4 advised that from 1 November 2015 new take-home pay thresholds applied for UC claimants for entitlement to free NHS dental treatment and GOS vouchers towards the cost of glasses or contact lenses. These are as follows:

- Up to £435 per month;
- Up to £935 per month (if you are responsible for a child, or have limited capability for work).

7. Previously all claimants in receipt of UC were entitled to free NHS dental treatment and GOS vouchers towards the cost of glasses or contact lenses. This was a temporary measure and reflected the pilot stage of UC.

**Changes to GP17, GP17 (PR), GOS(S)3 and GOS(S)4 Forms**

8. From 1 April 2016, both the GP17 and GP17(PR) forms, and the GOS(S)3 and GOS(S)4 forms will have a specific box for UC claimants. A revised GP17(O) will be issued in due course.

## **Proof of UC Entitlement/Measures to Prevent Fraud**

### *Point of Treatment Check – Step 1*

9. DWP will issue UC claimants with an award letter. The dentist, optometrist or member of the practice team should ask the claimant for a copy of their full award letter (i.e. all pages) from DWP.

### *Point of Treatment Check – Step 2*

10. The dentist, optometrist or member of the practice team should check that the take-home pay on the award letter (table 3) **is less** than £435 per month, or £935 per month (if the claimant is responsible for a child, or have limited capability for work).

11. Where the take-home pay on the award letter is £435 per month or more, or £935 per month or more (if the claimant is responsible for a child, or have limited capability for work), then the patient is not entitled to free NHS dental treatment or GOS vouchers towards the cost of glasses or contact lenses.

### *No Evidence Submitted*

12. Where the patient is unable to produce an award letter, then the box 'Evidence not produced' on the GP17, GP17(PR), GOS(S)3 and GOS(S)4 forms should be marked with an 'X', and the patient allowed treatment.

### *Further Advice – Counter Fraud Services*

13. It is important that the dentist, optician or member of the practice team does not presume exemption or advise the patient that they are exempt. The Patient Claims Team of Counter Fraud Services is the appropriate contact point for dentists or opticians on entitlement exemption from NHS charges. If you receive any queries regarding exemption, you can contact the team on 0345 601 2912.

14. Any enquires about this Memorandum should be taken up with your NHS Board.