

# Department for Work and Pensions

## Work Choice Live Running Memo

**To:** Work Choice Providers

**From:** Chris Whitley

**Copy:** Head of Non-Work Programme Team  
Non-Work Programme Policy & Performance Team Leaders  
Work Choice Senior Performance Managers and Performance Managers  
Work Choice Account Managers  
Work Choice Policy Manager  
Work Choice Strategy Manager  
Remploy Sponsorship – Steady State Team  
DEA Policy Team

**Memo Serial Number:** LR23

**Date:** 25 November 2013

**Subject:** Update to Work Choice Provider Guidance

**Action:** For information and action

**Timing:** Immediate

### Background

The latest updates to Work Choice Provider Guidance are now available for perusal on the Supplying DWP – Provider Guidance website.

### Summary

For your convenience, here is an at-a-glance log of this iteration's changes and amendments:

Section number	Title / Contents	Amendment
2	Referral – Sources and Procedures	Para 2.8 - typo corrected
5	Module Two – Short to Medium Term In-Work Support	Added some additional guidance on the scenario when a participant may be reluctant to involve their employer in their in-work support or their development/progression strategy.
15	Performance and Management Information	Added clarifications to the national Key Performance Indicators, defined certain terms for the avoidance of doubt.
16	Financial Procedures	Added emphasis that EVT's should reflect Work Choice's "expected to last" Job Outcome

		definition. Providers may wish to review para 16.55 and the wording on their EVT's.
19	Work Choice Wage Incentives	Added clarification - Work Choice Prime Providers are not able to claim the Work Choice Wage Incentive where they themselves are the employer.
Annex 1	PRaP	Added improved, more detailed guidance on PRaP procedures for referrals post-July 2012  PRaP's standard End Reason descriptors are not useful for Work Choice MI and have been amended in a new table, added at para A1.29
Annex 2	Forms/E-forms Pertaining to Work Choice	Slight amendment to form WCSRO1 – added Universal Credit to dropdown list of benefits.
Annex 4	Compatibility with Other Provision	Slight change to the description of the NEA programme - NEA participants can also be referred for a start-up loan to help them with business start-up costs.
Annex 10	Work Choice Prime Providers	Updated Prime Providers' contact details

## Further Information Contact Details

If you have any queries, please contact your performance manager in the first instance.