

# Department for Work and Pensions

## Work Choice Live Running Memo

**To:** Work Choice Providers  
**From:** Chris Whitley  
Work Programmes Division

**Memo Serial Number:** LR25                      **Date:** 15 January 2014

**Subject:** Updates 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 these changes and amendments:

Section number	Title / Contents	Amendment
2	Referral – Sources and Procedures	<p>Employed people who wish to access Work Choice support are normally referred to the programme as a Retention. It has been agreed that Armed Forces personnel who are on terminal leave (i.e. still employed, but about to leave the Services) may access the Work Choice programme as a New Start.</p> <p>Armed Services Personnel Recovery Units (PRU), The Recovery Careers Services and Help for Heroes (H4H) Recovery Centres are now all authorised to act as SROs.</p> <p>Para 2.26 <i>et seq.</i> now describe the circumstances in which this may be appropriate.</p>
Annex 2	Forms/E-forms Pertaining to Work Choice	<p>The SRO1 and SROAuth forms have been updated to include PRUs/H4HRCs/RCS in the dropdown list.</p> <p>Guidance now states that these specific agencies (listed in Section 2) are automatically accepted as</p>

		SROs. Verification from a LA/NHS/LEA at Part 2 of form SROAuth is not required.
Annex 7	Identifying Statutory Referral Organisations (SRO)	As above: Annex 7 has been noted to indicate that Armed Services Personnel Recovery Units (PRU), The Recovery Careers Services and Help for Heroes (H4H) Recovery Centres may also act as an SRO.
Annex 9	The Right to Control (RtC) Trailblazers In Work Choice Contract Package Areas	All RtC Trailblazers ended on 12th December 2013. Between 13th December 2013 and March 2014 DEAs in Trailblazer Areas will conduct final RtC reviews with participants to discuss options and, if the customers wishes (and if appropriate), make referrals to the local Work Choice Prime Provider or to Remploy Work Choice support.  Annex 9 now contains full guidance on these procedures.

## Further Information Contact Details

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

### Work Programmes Division