

Department for Work and Pensions

Work Choice Live Running Memo

To: Work Choice Providers

From: Work Programmes Division

Memo Serial Number: LR26

Date: 26 February 2013

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
13	Working with Supported Businesses	Upon receipt of notification of a vacant protected place you must inform DWP Work Choice Policy Team, via encrypted email, exactly which occupant has left / is expected to leave the protected place, including the following details: <ul style="list-style-type: none">• Forename• Surname• National Insurance Number• Name/location of Supported Business• Date the protected place is expected to be vacated When you succeed in filling a vacant protected place, similar information is required.
14	Guidance for Supported Businesses	Informed Supported Businesses to comply, as above
16	Financial Procedures	New guidance; should a firm supported job offer arise before exhaustion of Module One but, unavoidably, the actual start date falls outside of the maximum period permitted in Module One, you may keep the participant in your programme until the transfer to Module Two can be effected.

Further Information Contact Details

Work Choice providers should also note that DWP Generic Provider Guidance, Chapter 5 “Evidencing/Validating Payments – Job Outcomes and Sustained Job Outcomes” has been updated to include specific guidance to cover Universal Credit (UC) claimants.

If you have any queries, please contact your Performance Manager in the first instance.

Work Programmes Division