

# 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 Managers  
Work Choice Strategy Managers  
Remploy Sponsorship – Steady State Team  
DEA Policy Team

**Memo Serial No:** LR 29

**Date:** 7 May 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
Section 1	Work Choice Introduction and Overview	Universal Credit additional information boxes updated. Typo corrected
Section 2	Referral – Sources and Procedures	Universal Credit additional information boxes updated.
Section 4	Stage Two – Module One – Work Entry Support	Universal Credit additional information boxes updated.
Section 16	Financial Procedures	Added Employer's Liability Insurance certificate to the list of acceptable

		evidence to support employer verification template for Sustained outcomes.
Section 19	Work Choice Wage Incentives	Added clarification: Supported business can claim a wage incentive as long as the 18-24 year old is not being recruited into a protected place for which the financial payment of £4,800 per annum is also being paid.
Annex 4	Compatibility with Other Provision	Some clarifications and updated compatibility information for recently introduced provision: <ul style="list-style-type: none"> <li>• Community Work Placement</li> <li>• DfE Supported Internships and Traineeships</li> <li>• BIS and DfE Traineeships</li> <li>• ESF Troubled Families Provision</li> </ul>
Annex 6	The Access to Work Programme	Updated phone number for Access to Work Contact Team
Annex 8	Marketing and Publicity	As part of providers' wider marketing and engagement strategy they may occasionally work in partnership with employers to source vacancies, or obtain guaranteed interviews, suitable for Work Choice participants. In such cases providers may wish to make JCP / DEA aware that such interviews/vacancies are available via the programme. Guidance clarification added re. seeking candidates for such vacancies.

## Further Information / Contact Details

If you have any queries about this Live Running Memo, please contact your Performance Manager, in the first instance.