

Department for Work and Pensions

Work Choice Live Running Memo

To: Work Choice Providers
Remploy Work Choice

From: Chris Whitley

Copy: Deputy Director, Change Policy and Planning Division
Deputy Director, Head of Work Programmes Division
Head - ESF and non WP Provision Policy
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
PPVT Team

Memo Serial No: LR 32

Date: 18 December 2014

Subject: Work Choice Provider Guidance – scheduled updates

Action: For information and action

Timing: Immediate

Information

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
16	Financial Procedures	Additional clarification provided: 16.16. Evidence of preparing the participant to sustain open employment at the end of any short period of work or paid placement within your own organisation must be fully documented and retained for scrutiny by DWP.
Annex 2	Forms/E-forms Pertaining to Work Choice	<p>ESF strap repaired on forms WCSRO1 and WCSROAuth.</p> <p>Para 2.8 additional line: If the customer has been introduced to you by a PRU, H4H or Recovery Careers Service you must add their Discharge Date in the box provided.</p> <p>Form WCSRO1 Section 5 updated to include line to record Discharge Date for participants introduced by PRUs, H4H or Recovery Careers Service.</p> <p>(Please destroy old versions)</p>
Annex 4	Compatibility with Other Provision	Obsolete provisions deleted.
Annex 6	Access to Work	Updated dedicated contact phone number. Access to Work Adviser Manager now 01268 633540.

Contact Details

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