

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

From: Work Programmes Division

Memo Serial Number: 100

Date: 21 February 2013

Subject: Changes to Work Programme Provider Guidance
Chapter 20 – Youth Contract – Wage Incentive
Scheme (WIS)

Action: For Information and Action

Timing: Immediate

Background

The purpose of this memo is to inform you that amendments have been made to Chapter 20 – Youth Contract – Wage Incentive Scheme.

Summary and action

Please ensure, with immediate effect, that the revised information in Chapter 20 of the Work Programme Provider Guidance is used by you and all of your subcontractors:

Chapter	Title	Summary of Changes
20	Youth Contract – Wage Incentive Scheme (WIS)	Introduction of a new document - How to claim: Youth Contract wage incentives – to assist employers in making their claim.
20	Youth Contract – Wage Incentive Scheme (WIS)	The bulk claim process is available to any employer (irrespective of size and number of employees).
20	Youth Contract – Wage Incentive Scheme (WIS)	Removal of the 6 week deadline for employers' to submit claim forms for a Wage Incentive Payment.

Further information about the Wage Incentive Scheme can be found at:

<http://www.dwp.gov.uk/youth-contract/key-initiatives/wage-incentives/>

<http://www.dwp.gov.uk/docs/how-to-claim-wage-incentives.pdf>

Further Information Contact Details

All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

Work Programmes Division Enquiries Team