

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

Cc: Category Managers
Senior Performance Managers
Performance Managers
Andy Wilson
PRaP Operational Support Team
Contracted Employment Provision
Directorate

From: Andrew Evans

Memo Serial Number: 174

Date: 9 December 2014

Subject: Job Outcome and Sustained Job
Outcome Claims with Universal
Credit Interest

Action: Providers to note new arrangements
for notifying PPVT that a claim has
been submitted with Universal Credit
(UC) Interest

Timing: WEF 22 December 2014

Background

When a Job Outcome or Sustained Job Outcome claim that includes a period of UC is going to be input to PRaP, Providers are currently required to notify PPVT the day before they submit the claim by sending an e-mail to the PPVT e-mail account (PPVT.SHEFFIELD@DWP.GSI.GOV.UK.).

This notification enables PPVT to accurately identify claims which include a period of UC so that the correct validation methodology and criteria can be applied.

From 22^d December 2014 this process will change; instead of sending e-mail notifications, Providers should prefix the Employers Name in the Employment Details screen of PRaP with 'Uni Cred'.

This will remove the need to send separate notifications and thus reduce your administrative burden for these claims, but still allow our Validation Teams to identify them and apply the correct validation criteria. Conversely failure to input this prefix will of course make it impossible for us to identify them accurately.

Summary and action

Providers to note that (From 22 December 2014) they should no longer send e-mail notifications to PPVT when submitting claims with UC interest.

Instead from 22 December 2014 providers are required to enter the prefix 'Uni Cred' in the Employer Name Field of the Employment Details screen on PRaP before submitting any Job Outcome or Sustainment Outcome claim.

If more than one employer is recorded during the period of claim providers will need to enter this prefix in each of the Employment Details screens.

The Generic Provider Guidance (Chapter 5) is currently being updated to reflect this change.

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

Andrew Evans

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