

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

# Department for Work and Pensions

## Mandatory Work Activity Live Running Memo

**To:** Mandatory Work Activity Providers

**From:** Graham Hilton  
Work Programmes Division

**Copy:** Non-Work Programme Policy Team Managers  
Senior Performance Managers  
Account Managers  
Account Executives

**Memo Serial No:** LR 17

**Date:** 28th August 2013

**Subject:** Mandatory Work Activity - Revised Provider Guidance

**Action:** For information and action

**Timing:** Immediate

### Background

This Memo is to let you know that the provider guidance has been updated and will be published week commencing 2 September 2013.

### Summary and action

There have been several changes throughout the document, including:

- The inclusion of Universal Credit (UC) specific guidance. These can be found in the grey boxes throughout the guidance
- Clarify that MWA activity is for up to 30 hours a week
- Strengthening guidance around Balance of Time referrals
- Strengthening guidance around a customer failing to start or failing to attend after initially attending in Chapter 6
- Revised initial notification letter at Annex 2 and one for use for UC at Annex 2A
- References to “work experience” have been changed to “work placement”
- PRaP UPK guidance which included Tutor and the provider Desk Manual can now be found in the UPK Help function embedded within PRaP
- Address for decision making and appeals (DMA) changed to Annesley (this was previously confirmed in Memo No LR16)
- Link to Provider Direct Guidance included in Chapter 6

- Up to date electronic version of the Mandatory Work Activity DMA referral form (MWA1) at Annex 3 and (MWA1UC) at Annex 3A
- General improvements and cosmetic changes, eg changes to the running order of some information, correcting typos, cross references, removal of excess white space, consistent use and spelling of titles and terminology etc

Please ensure that you and your sub-contractors destroy/delete any earlier versions of the guidance, including copies of MWA1 forms and notification letters held on your systems.

### **Work Programmes Division**