

# Withdrawn

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The publication is no longer current.

## **Work Choice provider live running memo 55**

To: Work Choice Providers

From: Julie Williams and Denise Evans

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Memo Serial No: LR 55

Date: 01/09/17

Subject: Supported Businesses / Protected Places - revised monthly return and Work Choice provider guidance – updates

Action: For information and action

Timing: Immediate

### **Information**

The monthly Supported Businesses Return form – usually due on the 17th of each month - has been updated and now requires some additional information. Some small updates to Work Choice Provider guidance have been made, as noted below.

### **Action**

Please ensure you complete and submit the revised Supported Business Return from September 2017 onwards.

This form can be found in the Work Choice Provider Guidance Section 13a (Pre and Post April 17):

<https://www.gov.uk/government/publications/work-choice-dwp-provider-guidance>

<https://www.gov.uk/government/publications/work-choice-provider-guidance-post-april-2017>

DWP must receive this form by close of business on the 17th of each month, or close of business on the last working day prior to the 17th should the 17th fall on a weekend or public holiday (e.g. it will be due on or by Friday 15th September 2017).

NOTE: This updated form now contains participants' personal information and must be emailed to the Disability Employment Provision Policy Team using PGP encryption. You must email the form to:

[ELVIRA.MARTIN-DE-LA-VEGA@DWP.GSI.GOV.UK](mailto:ELVIRA.MARTIN-DE-LA-VEGA@DWP.GSI.GOV.UK)

Failure to use PGP encryption will result in a security incident being created as per generic guidance chapter 8 Information Security; please refer to this chapter for further information or as appropriate.

### Summary of changes to Work Choice provider guidance

This at-a-glance summary table is for quick reference, you should ensure you read and comply with all of Work Choice provider guidance, which forms part of your contract.

Please be aware, our digital publishing team is currently experiencing a period of high demand, this updated Work Choice provider guidance may not be available to view on GOV.UK until w/c 11th September 2017.

Section number	Title / Contents	Principle Additions and/or Amendments
13a	Working with Supported Businesses	<p>Due to Policy Team staff moves we have been obliged to remove one contact email address from Section 13a (pre and post-April 2017) and from four associated forms.</p> <p>You should now use the July17 version of these forms, which are duplicated here for your convenience  <a href="https://www.gov.uk/government/publications/work-choice-dwp-provider-guidance">https://www.gov.uk/government/publications/work-choice-dwp-provider-guidance</a></p> <p>Correspondence with the Work Choice Policy Team must now be sent to:  <a href="mailto:disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk">disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk</a></p> <p>And, as noted above, the monthly Supported Business return form has been revised.            Due to PGP licensing, this form must be sent to  <a href="mailto:ELVIRA.MARTIN-DE-LA-VEGA@DWP.GSI.GOV.UK">ELVIRA.MARTIN-DE-LA-VEGA@DWP.GSI.GOV.UK</a></p>
Annex 10	Work Choice Prime Providers	<p>Seetec contact details updated.</p> <p>Providers are reminded to inform the Work Choice Policy Team of any changes to contact details via the inbox below.</p>

## **Further Information / Contact Details**

If you have any queries about this Live Running Memo please consult your Performance Manager or contact the Work Choice Policy Team via:

[disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk](mailto:disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk)

You are reminded that, as per letter from Gavin McNeill (Provision Performance & Controls Division), queries for the Payment & Validation Policy Team should go via their new inbox:

[PPVT.POLICYANDGUIDANCEQUERIES@DWP.GSI.GOV.UK](mailto:PPVT.POLICYANDGUIDANCEQUERIES@DWP.GSI.GOV.UK)