

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Work Choice Live Running Memo 58

To: Work Choice Providers

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Memo Serial No: LR 58

Date: 06/11/17

Subject: "By Exception" Module Extensions - REMINDER

Action: For Information

Timing: Immediate

Information

Work Choice Provider Guidance Sections 4 and 5 set out guidance on the duration of the Work Choice modules. Providers will be aware that six months have now elapsed since the first referrals to the Post-April 2017 programme and certain participants in Module One may be reaching the normal maximum time in the module.

This Live Running Memo reminds providers of the action they should take if they believe an extension to Module One may be warranted.

Action

To note the following excerpt from Work Choice Provider Guidance for Post-April 2017 referrals:

The Work Choice programme design-expectation is that, normally, up to six months in Module One, Work Choice's Pre-Employment Support Module, should be adequate for most participants, however, should you believe that an individual participant would benefit from extra time in Module One, a further six months can be allowed, by exception i.e. up to a maximum of twelve months in total.

Please note: this extension is no longer at your discretion; you are required to consult your DWP Performance Manager in all cases. Final approval should be sought and confirmed by email, which should be retained by you for audit purposes.

The aim of this flexibility is to avoid disadvantaging participants with fluctuating health conditions or other extenuating circumstances, for example where a job start date has been secured but is delayed in order for reasonable adjustments to be put in place. Other cases may also be appropriate - please consult your performance manager.

You should also indicate what additional support you intend to give to the participant and the reason why this would enhance their prospects of obtaining employment.

As is usual, you must record the performance manager's decision to allow an extension in the participant's Development Plan (which must be available for inspection by DWP).

All requests for extension consideration should be made by e-mail to your performance manager, taking into account data security limitations and requirements (please refer to DWP Generic Provider Guidance Chapter 8). Each request should concisely detail a rationale for the requested extension, state how much additional time is being requested (up to a maximum of 6 months) and how this will support your participant.

Please note: when submitting a claim for a Job Outcome in PRaP, you should include a note in the "Other Information" box if your performance manager has permitted an extension to Module One and for how long. Claims submitted without this information may fail validation.

Further Information and Contact Details

If you have any queries about this Live Running Memo please consult your performance manager in the first instance, or contact the Work Choice Policy Team via: disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk