

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Annex 7– Identifying Statutory Referral Organisations (SRO)

This Annex pertains to referrals to Work Choice made **prior** to the current contracts' extension period in England and Wales which commenced in April 2017, and to referrals in Scotland up to 31st March 2017.

For guidance pertaining to all referrals to Work Choice in England and Wales made **during** the current extension period, specifically referrals from 25th April 2017 for contracts originally awarded in 2010, and from 7th April 2017 for Remploy, please see "Work Choice Provider Guidance: Post-April 2017" version which will be found on GOV.UK :

<https://www.gov.uk/government/collections/dwp-provider-guidance>

NOTE: as all referrals to the Work Choice programme have now ceased, due to upcoming programme closure, this section is now obsolete. It is retained here for reference only.

Identifying Statutory Referral Organisations (SRO)

A7.1 A Work Choice Statutory Referral Organisation must be an organisation that has been commissioned by, or has a formal contract or agreement with, an agent of a statutory body; specifically they must act on behalf of:

- a Local Authority; or
- the National Health Service (or in Wales, Local Health Boards and in Scotland Health Boards ; or
- a Local Education Authority

in order to support disabled people with the highest support needs to consider and move into employment, particularly those with learning disabilities and mental health conditions.

A7.2 In addition to the above, Armed Services Personnel Recovery Units (PRU), The Recovery Careers Services and Help for Heroes Recovery Centres may also act as an SRO, see Section 2, paras 2.26 *et seq*, of this Guidance for details of the circumstances in which this may be appropriate.

A7.3 Identification of a SRO for Work Choice may be undertaken by:

- Local Authority (LA), National Health Service (NHS) or Local Education Authority (LEA)
- Work Choice Provider

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- Disability Employment Advisor (DEA)
- Third Party Provision Manager (TPPM)

Alternatively, an organisation who meets the criteria in [A7.1](#) above, may identify themselves as a potential SRO and make an application direct to you.

A7.4 Upon receiving an expression of interest from a potential SRO you must obtain sufficient detail to complete [Part 1 of form WCSROAuth](#) and then, when appropriate, email it to the LA, NHS or LEA's designated contact, named in Part 1, to obtain their verification.

Please see [Annex 2](#) of this guidance for form [WCSROAuth](#). Annex 2 also contains full guidance notes for its completion.

A7.5 **Note:** If the expression of interest is received from one of the Armed Services Personnel Recovery Units, The Recovery Careers Services or one of the Help for Heroes Recovery Centres listed in Section 2 of this Guidance, further verification is **not** required. These organisations have received specific central dispensation to become SROs. Proceed from A.7.7 (below)

A7.6 Request the designated contact to complete the verification, at [Part 2 of WCSROAuth](#), and print off and return a signed paper copy to you.

A7.7 Upon receipt of the verified [WCSROAuth](#) from the LA, NHS or LEA, you must consider the information contained in Parts 1 and 2 of the form and complete Part 3 to authorise the organisation as an Approved Work Choice SRO.

A7.8 Once authorised you must retain the original form and send a copy to your Performance Manager.

A7.9 Add the SRO name to your list of Approved SROs and send the updated list to your local JCP contact.

Guidance for Remploy Ltd only – April 2015

Remploy Ltd only should retain the signed copy for audit purposes, add the SRO name to your list of Approved SROs and email a copy of your updated list of Approved SROs to Janet Gillespie, Performance Manager
JANET.GILLESPIE@DWP.GSI.GOV.UK

A7.10 It is occasionally possible that a Work Choice Sub-contracting organisation, who also happens to meet the criteria to be a SRO, may apply to be authorised as such. This is in order; however you should note that as an

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SRO they may introduce a customer to the Work Choice programme, i.e. to any Prime Provider in the CPA with whom they have an agreement, including to their own Prime. It will be for you, the Prime, to determine the customer's eligibility for the programme and decide on which sub-contractor you utilise for the benefit of your participant. However, you should clearly note, a Prime **cannot** sign up a part or a branch of the Prime's own corporate organisation to be a SRO.

A7.11 We would not expect SRO referrals to take up more than 20% of your Starts Profile.