



European Union

European
Social Fund

2014-2020 ESF Programme

Action Note

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Action note heading

E-Claims Process for Self-Declared Adjustment (SDA) – Applicant Guidance

Who

All ESF beneficiary organisations and European Social Fund Division.

What

This action note is to notify CFOs and Grant Recipients that ESF that the Interim Self-Declared Adjustment (SDA) Process published 20 June 2017 has been revised and replaced with instructions for on how Grant Recipients can now submit Self-Declared Adjustments directly to the ESF Managing Authority via the EClaims system.

Cleared

Janet Downes

Background

Self-Declared Adjustment Process Applicant Guidance

The Managing Authority has produced external guidance covering the Self-Declared Adjustment Process to be used by CFOs and Grant Recipients.

Guidance published in June 2017 explained the interim process for notifying the Managing Authority until such time as the E-Claims system was available.

As from the date of publication of this Action Note, Grant Recipients should no longer use the interim process and instead, should submit any future Self-Declared Adjustments via the E-Claims system. The “Applicant Guidance, SDA Process”, advises CFOs and Grant Recipients on how to submit SDAs directly via EClaims.

As stated in the new guidance, Grant Recipients must email their Contract Manager to let them know each time they submit a new Self-Declared Adjustment using E-Claims to ensure the Contract Manager is aware and can then take the relevant action.

The guidance is now complete and has been published on GOV.UK.

Action

This guidance should be used from the date of publication.

Contact

For questions please contact: ESF.2014-2020@DWP.GSI.GOV.UK