



**Department
for Work &
Pensions**

Office Name:

Office Address:

Telephone: 0845 xxx

www.gov.uk

Your ref:	Clerical Drop and Go
Our ref:	<i>[Insert claimant NINO]</i>
Date:	<i>[Insert date]</i>
Cycle:	<i>[insert cycle]</i>
Signing day and time:	<i>[insert first signing day and time]</i>

Jobseeker's Allowance (JSA)

Changes to your attendance arrangements

Dear [insert claimant name]

You have been randomly selected to take part in a trial, which will change how we need you to declare that you have been available for work and supply evidence of what you have done to look for work. The aim of the trial is to see where improvements to our services can be made.

The trial could last until spring 2015 but may be stopped earlier than that. If you are still claiming Jobseeker's Allowance when the trial has ended, we will write to you ask you to start regularly attending the jobcentre again.

If you change your address, you may no longer live in an area which is running this trial. If this is the case, you will have to attend the appropriate jobcentre, to see a member of staff to make this declaration and provide evidence of the actions you have taken to find work. You will be told if this applies to you.

Being part of this trial means:

- instead of seeing a member of staff every fortnight, to declare your availability for work and to show what you have done to find work, you will be given a declaration of availability coupon (ES24) to sign and an actively seeking employment template to complete
- you need to complete one coupon and one actively seeking employment template each fortnight and bring them in on your normal attendance day
- you need to either place the coupon and your actively seeking employment template in the designated 'post box' at the jobcentre (a member of staff will show you where this is), or hand it to a member of staff – you should have been told which applies to you)
- you will be given enough coupons and actively seeking employment templates to last until your next appointment at the jobcentre. It is important you attend this next meeting in order to get help and advice and to collect your next set of coupons and templates.

What you need to do:

- provide a contact telephone number on the coupon – so that we can contact you immediately if you have missed any questions or forgotten to sign your coupon (this may prevent delays to your Jobseeker's Allowance payment)

- sign the coupon and complete the template and bring them to the jobcentre on the days you have been told to attend
- you attend the jobcentre in person – please ensure you bring some form of identification with you as you may be asked to verify who you are. You may be asked for a signature which will be checked against your records
- attend the jobcentre at the time allocated, to prevent any delays to your Jobseeker’s Allowance payment
- complete the actively seeking employment template. If you run out of space on the template then should continue to tell us about your job search activities on a blank sheet of paper. This is important as it may affect your benefit if you have not informed us of what you have been doing to look for work
- notify the jobcentre immediately if any of your circumstances change. You are liable for any overpayments that occur if you do not notify us of such changes
- it is your responsibility to remember your appointment times and dates. Keep the coupons you have been issued with and any appointment details. Failure to attend on time may affect your Jobseeker’s Allowance payment
- you must continue to meet your responsibilities as set out in your Jobseeker’s Agreement or Claimant Commitment (whichever is applicable to you)
- if you have a ‘My Work Plan’ continue to complete this each week – if this applies to you a member of staff will tell you what you have to do, to supply evidence of what you have doing to look for work.

If you have any questions or lose your coupons/actively seeking employment template, please call us on the number at the top of this letter and tell a member of staff that you are part of the Clerical Drop and Go Trial.

Yours sincerely

On behalf of Manager

Claimants Signature

Date