

Reviewing Permitted Work

1. PWLL and SPW are reviewed every two years. When the user case control expires, start the following review process:

Step	Action
1	Issue form PW8(ESA) for PWLL or PW9 for SPW;
2	Access dialogue JA110: Maintain Notepad to record the issue of PW8(ESA) or PW9;
3	Access dialogue JA530: Case Controls to set a further user case control for 14 days to check for reply.

PW8/PW9 returned

2. On return of form PW8 or form PW9 check if the earnings are still within the limits for PWLL or SPW. If the conditions for Permitted Work are still relevant to the claimants work, access dialogue JA530: Case Controls to set a further 2 year user case control to take subsequent review action.
3. If the conditions are not satisfied, contact the claimant immediately to determine when the change of circumstances occurred and stop any further payments. Refer the case to the Benefit Delivery Expert for a review of the decision on permitted work.

PW8/PW9 not returned

4. If the claimant does not return form PW8(ESA)/PW9 issue a duplicate and set another user case control for a further 14 days. If no reply is received to the duplicate form, refer to the Benefit Delivery Expert to direct further enquiries.