Withdrawn

European Social Fund Live Running Provider Memo

To: European Social Fund
Providers

From: DWP Work ProgrammesDivision

Memo Serial Number: 025   **Date:** 22 April 2013

Subject: ESF Support for Families with Multiple Problems provision: Further information how to process individual Progress Measures and Job Outcome payments on PRaP

Action: For information and possible action - Please also cascade to your suppliers if appropriate.

Timing: Immediate

Summary and action

The Progress Measure payment structure for the ESF Support for Families with Multiple Problems provision has changed to allow payment to be claimed for individual Progress Measures. This has resulted in some of your claims for individual Progress Measure payments being rejected.

This memo outlines the correct procedures for inputting claims for Progress Measures under the new payment model structure.

Background

The ESF Support for Families with Multiple Problems contract has been varied to allow the original Progress Measure element to be claimed in four payments, allowing you to claim:

a.   A 25% Interim Payment; and;
b.   Up to three individual Progress Measure payments, each worth 25%.

Following these changes, you may have had both Progress Measure and Job Outcome claims (shipments) rejected by PRaP with error messages referring to conflicts with previous claim (shipment) dates.

The core functionality of the Oracle software that drives PRaP requires claims (shipments) to be entered in chronological order based on their 'Date 1' value.

Consequently, PRaP will not accept input of a new 'Date 1' value where this date is earlier than an existing 'Date 1' entry on the same customer referral/purchase order.

Advice

To avoid legitimate claims being rejected by PRaP, you should follow **two basic principles** when inputting Progress Measure claims (shipments) into ESFF. These are:

a. Use the <u>Attachment</u> 'Date 1' value as the 'Date 1' value for each Progress Measure claim (shipment) that is input <u>before</u> a Job Outcome claim (shipment) is input; and

b. Use the <u>Job Outcome</u> claim (shipment) 'Date 1' value as the 'Date 1' value for any Progress Measure claim (shipments) that are input <u>after</u> a Job Outcome claim (shipment) is input

Following these principles will present no ESF audit or compliance difficulties. In this context, auditors are interested in ensuring that payments are not claimed before providers are entitled to claim them and they will be aware of the instructions in this memo. The date of entitlement to a payment – Date 2 – will in most cases be unaffected by the correct application of these two principles. You must ensure the participant records will support the dates of actual achievement of the Progress Measure

In cases where an Interim Payment, Job Outcome Payment or Progress Measure payment has already been claimed on the old payment model structure, there should be no conflict between a Date 1 input on that system and a Date 1 input on the new payment model structure, and payments already claimed on the old system should not be re-input to the new system. However, the principles outlined here should still be followed for all further claims (shipments) input on the new system.

A series of scenarios have been included at Annexe A to help clarify the issue.

Further information contact details

All enquiries regarding the technical aspects of input to PRaP, as outlined in this memo, should be raised with the PRaP Operational Support Team (POST) in the first instance.

Regards

European Social Fund Communications Team

Annexe A

Scenario 1

Inputting Progress Measure claims (shipments) using the date of Attachment as Date 1 **using Principle A**

For example:

Client attaches to provision on 4th March. The Attachment Date 1 and Date 2 are input with a value of 04/03/13.

After a cumulative 10 weeks of engagement with the client you are entitled to claim the 25% Interim Payment.

The Provider uses the attachment Date 1 for the Interim Payment Date 1 and the entitlement date (13/05/13 or later) for the Interim Payment Date 2.

Once achievement of an individual Progress Measure is ready to be claimed, you should use the Attachment Date 1 for the Progress Measure Date 1 and the Progress Measure date of entitlement (the date on which you have the evidence to support achievement) for the Date 2.

Note: PRaP will not accept a period of less than 10 weeks between the Date 1 and Date 2 of a Progress Measure claim (shipment). If the Progress Measure was completed within the 10 week period following Attachment, then a Date 2 that is 10 weeks from attachment should be used. You must ensure the participant records will support the dates of actual achievement of the Progress Measure.

Until a Job Outcome is input, any subsequent Progress Measure claims (shipments) should be input with the Attachment Date 1 as their Date 1 and a Date 2 that is the date you have the evidence to support achievement of the Progress Measure or at least 10 weeks later than Attachment Date 1.

In summary, inputs would be as follows:

Activity	Date 1	Date 2
Attachment	04/03/13	04/03/13
Interim Payment	04/03/13	13/05/13
PM1	04/03/13	13/05/13
PM2	04/03/13	05/07/13

Once a Job Outcome claim (shipment) has been input, then Principle B should be applied.

Scenario 2

A Job Outcome payment is claimed and you subsequently need to claim for overlapping Progress Measures **using Principle B**

For example:

Continuing from Scenario 1: Participant attaches to provision on 4th March and the Interim Payment and one individual Progress Measure are claimed

The participant begins work on 1st July and you become entitled to claim a Job Outcome payment 13 weeks later. On 1st October, you enter the Job Outcome claim (shipment) Date 1 as 01/07/13 and the Date 2 as 30/9/13.

Once this input is complete, the system will not accept a Date 1 that is earlier than the Job Outcome Date 1 of 01/07/13.

The participant was also engaged in a second Progress Measure, which began on 3rd June and finishes on 10th October.

In this scenario, when claiming the second Progress Measure, you should use the Job Outcome shipment 'Date 1' value as the 'Date 1' value for the Progress Measure shipment and either the date of entitlement (10th October in this case) or a date 10 weeks after the Date 1, whichever is later, for the Date 2.

In summary, inputs would be as follows:

Activity	Date 1	Date 2
Attachment	04/03/13	04/03/13
Interim Payment	04/03/13	13/05/13
PM1	04/03/13	13/05/13
Job Outcome	01/07/13	30/09/13
PM2	01/07/13	10/10/13

Note: The actual dates for the second Progress Measure will differ to that shown in PRaP. For audit purposes, your customer records must reflect the actual dates of the Progress Measure being achieved.

Any subsequent Progress Measure claim should also use the Job Outcome Date 1.