

Withdrawn

This publication has been withdrawn.

It is no longer current.

European Social Fund Provider Memo

To: All ESF Families Provision Providers
All ESF Families Provision Senior
Performance Managers
All ESF Performance Managers
Provider Payment Validation Team

From: DWP Work Programmes Division

Memo Serial Number: 30

Date: 30 July 2013

Subject: Payment of Clerical Claims Process ESF Families Provision

Action: Information and action -
Please also cascade to your suppliers.

Timing: Immediate

Summary and Action

The following forms have been developed to support the claiming of ESF Families Provision outcomes where the customer is granted Special Customer Records (SCR) status as determined by HMRC Special Section D (SSD). This process must only be used on the rare occasions that SCR status is granted.

The attached forms should be printed off and completed manually, depending on the type of claim being submitted. These are:

PRaP11ESFAP - Clerical claim for Interim Progress Measure Payment
PRaP11ESFPM - Clerical claim for Progress Measure Payment (1/2/3)
PRaP11ESFJO - Clerical claim for a Job Outcome Payment.

DWP will only accept claims submitted on these forms where SCR status is granted by SSD, and will reject any claim where the status has not been granted.

This manual process mirrors the PRaP electronic process; therefore you must provide all information that you would normally submit in PRaP by completing the appropriate claim form. This will allow the Provider Payment Validation Team to validate the claim with employers and/or customers. Incomplete forms will not be actioned and will be returned.



Guidance to assist you in the completion of the form can be found by opening the excel document and placing the cursor over the small red corners of the relevant cells and the attached flow chart.

Your completed claim forms should be photocopied, retained for audit and the original passed to your Performance Manager for action.

The Provider Guidance will be updated in due course to reflect this process.

Further Information and Contact Details

All enquires on the subject of this Memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

European Social Fund Policy Team

Payment of Clerical Claims Process ESF Families Provision

A clerical claims process for the ESF Families Provision has now been developed and agreed. Below is the high level process to be followed for clerical claims.

1.1 Provider completes relevant claim form and sends to Performance Manager via secure post.

1.2 Once received from the Provider the Performance Manager checks that the claim form is complete and any evidence required is attached. Once done the Performance Manager signs the claim form to confirm all actions have been undertaken.

1.3 The Performance Manager takes a copy of original claim form and retains for audit. The Performance Manager sends original claim form to the Provider Payment Validation Team, (PPVT) for payment via secure post to action payment.

1.4 Clerical Claim form received from ESF Families Performance Manager by PPVT to action.

1.5 PPVT check Provider is listed in RM

1.5.1 PPVT complete RM7 request for provider site set up, if provider not listed in RM.

1.6 PPVT set up Purchase Order in RM

1.7 PPVT receipt against Purchase Order in RM

1.8 PPVT raise invoice in RM

1.9 PPVT authorise payment in RM

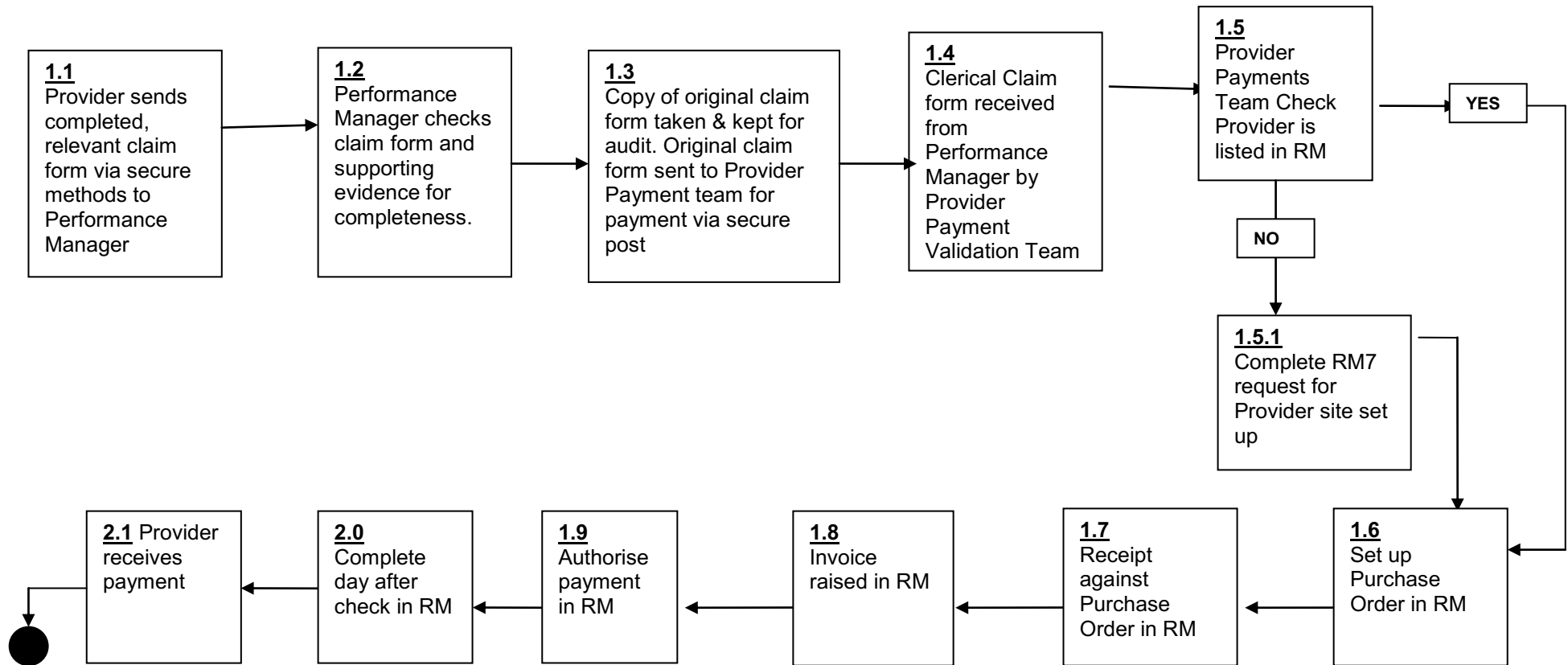
2.0 PPVT complete day after check in RM

2.1 The Provider receives payment once all action is complete.

NB The address of Payment Validation Team for Performance Managers to send authorised forms is:

PPVT , Wallasey JCP, Dominick House, St Albans Road, Wallasey. CH44 5XY

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NOTE:

Pre Payment Validation check carried out by Performance Manger; copy taken and filed in registered file for audit. Original form forwarded to Payment team **via secure post**.