

Withdrawn

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It is no longer current.

European Social Fund Provider Memo

To: All ESF Families Provision Providers

All ESF Senior Performance Managers
All ESF Performance Managers
All ESF Group Managers

From: DWP Change, Policy and Planning Division

Date: 24 November 2014

Memo Serial Number: 039

Subject: ESF Families Contract Information

Action: Information and Action
Please cascade to your suppliers.

Timing: Immediate

Summary and Action

The purpose of this memo is to provide clarification on the information given at the Provider Forum on 13 November 2014.

Background

To help with performance of ESF Families contracts we are proposing an amendment to existing contracts by offering providers the opportunity to continue to work with existing participants to 30 June 2015. Participants must be referred to provision by 31 December 2014 and all outcome payments must be claimed by 24 August 2015.

The information below is intended to provide clarity on the information you have already received.

Referrals

ESF14's must be completed by 31 December 2014 for **any** customers wishing to participate in ESF Families provision. This means that the Pre Provision Discussion must take place on or before the 31 December 2014, as this is when the ESF14 is signed by the participant.

Local arrangements for referrals and signposting should be discussed and agreed with your delivery partners including the LA and JCP to ensure that the Pre Provision Discussion and ESF14 are complete on or before 31 December 2014.

The 31 December 2014 deadline for referrals applies to all potential participants including ESA claimants and LA and secondary referrals.

Attachments

Following the Pre Provision Discussion and completion of the ESF14, existing processes must be followed.

The completed ESF14 form must be sent securely to the ESF Admin Team who are responsible for undertaking appropriate checks of the ESF14 and recording the referral on the appropriate DWP IT system which will result in a referral via the Provider Referrals and Payments system (PRaP) for provider acceptance.

The provider must engage with the individual within 5 days of receiving the PRaP notification and conduct an in-depth needs assessment with the individual and produce an agreed initial Action Plan within 20 days of accepting the referral on PRaP

For clarity, the attachment date is the date the initial Action Plan is signed. We do not expect to see any attachment dates after 27 February 2015. This date takes into consideration postal and processing times.

Participant Activity

Providers will now be able to work with existing participants until 30 June 2015.

This covers activities to:

- deliver the minimum service delivery requirements,
- achieve progress measures, and
- achieve job outcomes as detailed in Provider Guidance.

For clarity, participants must finish all activity by 30 June 2015

Provider Activity 1 July 2015 to 24 August 2015

Providers have until 24 August 2015 to submit all Progress Measure and Job Outcome Payments claims. Any claims submitted after this date will not be processed under any circumstances.

All activities and evidence to support progress measure claims must be completed on or before 30 June 2015 to ensure that the claim is paid. All existing requirements must also be met.

For job outcome payments existing definitions apply and therefore to claim a job outcome payment by 24 August 2015:

JSA customers must be in employment for 26 weeks (cumulative or continuous) and off benefit. This means that to meet the 24 August 2015 claim date, they must start work on or before 24 February 2015 if in continuous employment, dates will vary for those where the 26 weeks is cumulative.

JSA ex IB customers must be in employment for 13 weeks (cumulative or continuous) and off benefit. This means that to meet the 24 August 2015 claim date they must start work on or before 26 May 2015 if in continuous employment, dates will vary for those where the 13 weeks is cumulative.

Other benefit claimants or non claimants must be in employment for 13 weeks (cumulative or continuous) and off benefit. This means that to meet the 24 August 2015 claim date they must start work on or before 26 May 2015 if in continuous employment, dates will vary for those where the 13 weeks is cumulative.

We are still awaiting final approval for the contract variations required for these changes which we expect early December. Once this is received contracts variations will be issued to you.

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

