

Withdrawn

This publication has been withdrawn.

It is no longer current.

European Social Fund Provider Memo

To: European Social Fund Families Providers

cc: Senior Performance Managers
Performance Managers

From: DWP Work Programmes Division

Memo Serial Number: 029

Date: 26 June 2013

Subject: Families Management Information Reporting

Action: Information and action

Timing: Immediate

Background

This Memo is to inform you of a new template for the completion of ESF Families Provider MI (version 6) and revised Provider guidance (version 9).

DWP have conducted a further review of the Families Provision Management Information reporting procedure to identify the MI required to be collected directly by Providers.

As a result a new template and guidance for completion has been developed, containing the following changes:-

- There is only one template for all CPAs.
- Errors identified in the checking tools have been amended.
- The Provider will need to select the relevant CPA from the drop down lists on the LA and SRR sections.
- The section to record errors has been removed. All errors identified on the template must be resolved before returning to your DWP Performance Manager named contact.

Summary and Action

The latest version of the Families MI template titled CPA_Return_Checker v6.xls will be distributed via your named DWP Performance Manager contact.

The original password for opening the spreadsheet remains the same as per the existing template.

Attached below is the revised Families MI Provider Guidance version 9.

ONLY version 6 of the template and version 9 of the guidance is to be used from 1st June 2013.

[Families MI Provider Guidance version 9](#)

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

WP and ESF Performance Improvement Team