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European Social Fund Provider Live Running Memo

To: European Social Fund Providers

From: DWP Work Programme Division

Memo Serial Number: 021

Date: 11 March 2013

Subject: Further information about eligibility requirements for claiming the 10 week 25% interim payment on the ESF Support for Families with Multiple Problems provision

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

Timing: Immediate

Summary and Action

1. The Progress Measure payment structure for the ESF Support for Families with Multiple Problems provision has changed and some providers have asked for clarification regarding the definition of the phrase 'on provision' in the contract variation.
2. This memo explains further the eligibility requirements for claiming the 25% interim payment.
3. The advice given in this memo covers the original 13 week interim payment variation issued in 2012 as well as the current 10 week interim payment variation.

Background

4. The policy intent behind introducing an Interim Payment is to bring forward part of the Progress Measure payment in order to recognise the early stages and initial cost of Progress Measure activity.
5. The contract variation issued for this purpose amended the payment regime to allow you to claim 25% of your contractually agreed Progress Measure payment for any individual who:
 - a. has started (or attached) on the provision since the contract went live; and
 - b. remains on provision at the 10 weeks stage; and
 - c. has an agreed Action Plan; and
 - d. has at least 1 Progress Measure identified in the Action Plan.

6. All individuals who attach to the provision have up to 52 weeks to access your provision. The requirement for an individual to be 'on provision' differentiates between an individual receiving regular support as per your contact and an individual who, although able to access the provision, has disengaged.
7. Once an individual reaches the stage where they have been on provision for a cumulative ten weeks, the 25% interim payment can be claimed. This stage cannot occur any earlier than ten weeks from the date of their attachment to the provision.
8. The key consideration for you should be to ensure you are content that the individual is being engaged with and that you have adequate, evidence, via their action plan, to demonstrate this for audit purposes.
9. If you are concerned that you may have claimed an interim payment incorrectly, you should contact your Performance Manager.

Further information and contact details

All enquiries 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 Communications Team