

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

## European Social Fund Provider Memo

**To:** All ESF Families Provision Providers

**From:** DWP Change, Policy and Planning Division

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

**Memo Serial Number:** 40

**Date:** 27 November 2014

**Subject:** ESF Families Interim Payment

**Action:** Information and Action  
Please cascade to your suppliers.

**Timing:** Immediate

### Summary and Action

Providers have asked for further clarification on the evidence requirements to allow them to claim the 10 week interim progress measure payment.

### Background

Progress Measure (PM) payments are made in 4 payments;

- an initial 25% interim PM payment available from 10 weeks if the set criteria is met; and
- up to 3 individual PM payments for completion of a Progress Measure, each worth 25% of the overall PM payment

To claim the Interim Payment, individuals must:

- have been attached to the provision for 10 weeks; and
- be actively engaged on the provision at the 10 week stage with an up to date, signed Action Plan; and
- have identified at least one progress measure on their Action Plan

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.

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.

To clarify signed and dated participant action plans are suitable evidence of participants remaining on the programme at the 10 week stage. To further support the action plan/s you may wish to provide additional evidence in the form of dated:

- emails to and/or from participants
- letters to and/or from participants
- computer records of phone calls to/from participants and
- any additional information you feel is relevant to support the claim.

In theory this means that at 10 weeks each participant should have a minimum of two signed and dated actions plans to support the claim for the interim progress measure payment or more if they have received more intensive support. The AP signed at 8 weeks (if there is not one available at the 10 weeks stage) will support the interim payment claim and any additional evidence of support will further strengthen the claim.

## **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 a response as soon as possible.

Regards

**European Social Fund Policy Team**