

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

# Department for Work and Pensions

## Mandatory Work Activity Live Running Memo

**To:** Mandatory Work Activity Providers

**From:** Work Programmes Division

**Memo Serial Number:** 19

**Date:** 22 November 2013

**Subject:** Mandatory Work Activity - Letters, Forms and Publicity Materials

**Action:** For information and action

**Timing:** Immediate

### Background

It has recently come to our attention that some publicity material was produced by a MWA provider (a leaflet that was being attached to the Jobcentre Plus referral) that was factually incorrect, saying MWA is for the long-term unemployed. As you know, whilst people who are long-term unemployed may be eligible for MWA, it is not only for the long-term unemployed. This error has subsequently been rectified.

This memo is to remind all MWA providers that any publicity or marketing materials regarding MWA should be approved by DWP.

Paragraph 5.6.7 (i) of the MWA contract states “..... All publicity and marketing material produced by the Prime Contractor (or its Sub-contractors) in relation the Contract or the Services shall be submitted to the Contracting Body’s representative for Approval, and no such items shall be printed (other than for Approval purposes) until such Approval is received”

Any such requests for approval should be sent to your Performance Manager.

### Action required

If you are currently using any material that has not been approved by your Performance Manager, then we request that these are **withdrawn with immediate effect**, until approval is given.

You are also reminded to ensure you are using the latest wording for any letters, including the initial notification letter, you issue. The up to date wording can be found in the latest version of the [Mandatory Work Activity Provider Guidance](#).

To ensure compliance, Performance Managers will be introducing a check of letters that providers issue and publicity materials that have been locally

produced. This will be discussed with you by your Performance Manager at contract performance reviews.

### **Further Information Contact Details**

If you have any queries, please contact your Performance Manager in the first instance.

**Work Programmes Division**