

Withdrawn

This publication has been withdrawn.

It is no longer current.

Health Care Provider Guidance for ESA Pilots 18-24 Month Prognosis Claimants

Chapter 2 Financial Procedures

Contents

Overview.....	2
1st Interview	2
Second Interview.....	2
Third Interview	2
Inappropriate Referrals.....	2
PRaP closure	3
Retention of Supporting Evidence	3
Payment validation.....	3
PRaP Operational Support Team (POST)	4
Irregularities / potential fraud.....	4

Overview

Following a work capability assessment placing these claimants into the ESA income related Work Related Activity Group (WRAG) 18 to 24 month prognosis these participants have been referred to you to take part in a series of interviews. All interviews are mandatory once notified.

The prices submitted in your successful bid form the basis on which all subsequent payments will be calculated and paid.

The payment model for the ESA 18-24 month prognosis HCP Pilots includes:

1st Interview

You will be eligible for a first payment once a participant has attended and completed their first mandatory face to face interview.

Actions required:

- Update PRaP with a unique reference number- suggest participant; name or national insurance number;
- Update PRaP with unique reference number; and
- Update shipment lines in PRaP with the interview date attended. Date 1 and Date 2 should be recorded in PRaP as the date the interview took place.

Second Interview

You will be eligible for a payment once a participant has:

- Attended and completed their second mandatory face to face interview;
- You have updated PRaP with unique reference number; and
- Update shipment lines in PRaP Date1 and Date 2 should be recorded in PRaP as the date the interview took place.

Third Interview

You will be eligible for a payment once the participant has:

- Attended their third mandatory face to face interview;
- You have updated PRaP with the unique reference number; and
- You have updated shipment lines in PRaP. Date 1 and Date 2 should be recorded in PRaP as the date the interview took place.

Please note two further mandatory face to face interviews are required to be completed on or around 12 and 18 months from the date of completion of the first interview. No further payments are attached to these interviews; no action on PRaP is required.

Inappropriate Referrals

(see [Chapter 1](#))

If a participant is referred to you that should not participate in the provision you will need to take the following action on PRaP:

- Choose the option cancel; and
- Choose the reason DNS-did not start

Please note no referrals can be accepted after 29 August 2014 due to funding requirement.

PRaP closure

The referral will be closed automatically 104 weeks after the referral date. No action is required.

Retention of Supporting Evidence

You are required to retain robust data to support every interview and will be required to claim using PRaP for all outcomes to which you are entitled. You must adhere to European Social Fund (ESF) Requirements on document retention when developing these systems and controls, further details are available in [Provider Guidance Chapter 11- ESF Requirements](#).

Payment validation

Providers will use PRaP to claim for payments to which they are entitled by inputting the correct detail into the system.

A random 10% pre-payment validation check will take place. Dependant upon the results from this sample, this may be increased to mitigate the risk of inappropriate claims being made.

Providers are responsible for accessing the on-hold report to find out which of their claims has been placed on hold and must then send a copy of the supporting evidence of an interview having taken place. Providers will need to cross-reference their interview /outcome claims to the supporting evidence by entering the Purchase Order Number generated by PRaP at the claim stage.

The evidence to support the claim must be sent to;

Provider Payment Validation Team
Finance Group
4th Floor, Baskerville House
Browncross Street
Salford
M60 9HP

The original signature is a requirement of ESF funding and must be kept available by the supplier to be available for audit purposes.

Please note postal record of attendance would only be required in extreme circumstances as all paid interviews will be held face to face unless by exception.

To ensure compliance you will need to put in place whatever systems you deem appropriate in order to track participants. You will also be required to obtain and keep a signature of attendance for all interviews. These must be available for audit upon request. See [Record of Attendance](#).

The same form may be used for face to face interviews and for interventions by other means to be sent by post (suitably amended).

The records maintained need to be sufficient not only to support any claim for payment but also to allow internal management checks and independent

validation, for example, by JCP, ESF and the National Audit Office. See [Provider Guidance Chapter 11- ESF Requirements](#)

PRaP Operational Support Team (POST)

The PRaP Operational Support Team (POST) will carry out administration and approval functions to support Provider referrals and interview payments on PRaP.

Irregularities / potential fraud

See [Provider Guidance Chapter 8 – Information Security](#)

You have responsibility to minimise the risk of fraud within the programmes you deliver. Funding should be safeguarded against fraud and serious irregularity on the part of your directors, employees or subcontractors. Such abuse would include false or misleading claims for attachment fees and outcome payments, whether designed to gain immediate financial advantage or overstate performance.

Deliberate and/or persistent non-compliance with prescribed standards of delivery would also be subject to investigation if a possible financial impact was identified.

In such instance JCP may contact you to pursue enquiries relating to potential abuses of funding. Their remit will be, primarily, to investigate fraud and financial irregularities but it can in certain circumstances extend to non-compliance with contract and guidance.

You should therefore ensure that all staff involved in the delivery and management of contracts are fully aware of the risks and consequences of any falsification, manipulation, deception or misrepresentation. Occurrence of fraud within any individual programme could lead to the termination of all contracts held by you as well as civil or criminal proceedings against those implicated.