

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

## European Social Fund Provider Memo

**To:** All ESF Families Provision Providers  
All ESF Senior Performance Managers  
All ESF Performance Managers  
Provider Payment Validation Team

**From:** DWP Work Programmes Division

**Memo Serial Number:** 31

**Date:** 19th August 2013

**Subject:** Eligibility for ESF Families Provision

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

**Timing:** Immediate

### Background

Further to ESF Provider Memo 013 issued on 4 September 2012 this memo provides clarification on eligibility for the ESF Families Provision.

This provision has been developed for individuals who are part of a family with multiple problems who meet the policy intent of being part of a multi generational family with a history of worklessness, an individual who is not part of a family with multiple problems is therefore not eligible for this provision and providers should not be accepting individuals in these circumstances onto provision.

### Summary and Action

To be eligible for support from this provision people must be from families that have multiple problems including a history of worklessness. Participation in the provision is voluntary and the fundamental eligibility requirements are:

- The family must have multiple problems
- There must be a qualifying person
- Individuals referred by Providers must be eligible for ESF support
- Referral and eligibility confirmation must have been made by either the LA - the Primary Referral Route or by the Provider - the Secondary Referral Route.

The primary route for identifying such families to ESF providers remains through the Local Authority, LA-identified referrals must take priority.

The secondary referral route enables you to identify and recruit participants from eligible families, make their eligibility assessment, and attach them to the provision, without first needing to ask the LA to agree the referral.

Providers have full and sole responsibility for determining the eligibility of any participants you attach by the secondary referral route and for gathering and retaining any evidence to support your eligibility judgements for monitoring and audit purposes. Ineligible attachments may result in recovery of funds paid.

Jobcentre Plus cannot determine the eligibility of families or individuals and you should not assume that a person identified to you by Jobcentre Plus is necessarily eligible. Jobcentre Plus will continue to make referrals through outreach and other nominated advisers when the advisers encounter potentially suitable individuals. For any referrals you receive from Jobcentre Plus you will need to follow the criteria, in the same way as for any potential recruits you identify through your own efforts.

The ESF14 process is required, and remains the same, for both referral routes. Once you have established the individual's eligibility you should complete the ESF14 and obtain any necessary permissions for sharing of information, including permission to share information with Local Authorities.

An eligible family with multiple problems must;

- have either no-one in the family who is working over 16 hours or, if one or more family members are in full-time work, have a history of worklessness across generations; and
- include a family member on a DWP working age benefit who agrees to act as the qualifying person to passport other family members into the provision (although the qualifying person need not participate in the provision and could be, for example, in the Work Programme); and
- constitute at least two people, one of whom may be a child. A family does not need to be living in the same household. A family should be a group of people where there is a clear family relationship (not necessarily always by blood relation or marriage/other formal partnerships) and interaction of the family members, with impacts in common resulting from the problems the family has. Ex-partnerships may still qualify the members to be treated as a family if there is a continuing relationship affected by the family's difficulties, for example relating to financial support or joint parenting.

If you are in doubt regarding confirmation of eligibility, please ask your Performance Manager for advice.

The Provider Guidance will be updated in due course to reflect this information.

### **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

**European Social Fund Policy Team**