

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

## European Social Fund Provider Memo

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

**From:** DWP Work Programmes Division

**Memo Serial Number:** 032

**Date:** 15 October 2013

**Subject:** Payment of Clerical Claims Process ESF Families  
Provision

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

**Timing:** Immediate

### Summary and Action

The following forms have been developed to support the claiming of ESF Families Provision outcomes where the customer is granted Special Customer Records (SCR) status as determined by HMRC Special Section D (SSD). This process must only be used on the rare occasions that SCR status is granted.

The attached forms should be printed off and completed manually, depending on the type of claim being submitted. These are:

PRaP11ESFAP - Clerical claim for Interim Progress Measure Payment  
PRaP11ESFPM - Clerical claim for Progress Measure Payment (1/2/3)  
PRaP11ESFJO - Clerical claim for a Job Outcome Payment.

DWP will only accept claims submitted on these forms where SCR status is granted by SSD, and will reject any claim where the status has not been granted.

This manual process mirrors the PRaP electronic process; therefore you must provide all information that you would normally submit in PRaP by completing the appropriate claim form. This will allow the Provider Payment Validation Team to validate the claim with employers and/or customers. Incomplete forms will not be actioned and will be returned.

Guidance to assist you in the completion of the form can be found by opening the excel document and placing the cursor over the small red corners of the relevant cells and the attached flow chart.

Your completed claim forms should be photocopied, retained for audit and the original passed to your Performance Manager for action.

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

### **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**