

# Withdrawn

**This publication is withdrawn.**

This publication is no longer current.



## Chapter 8: Payment Model and Service Fee

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### Introduction

- 8.01 The following document outlines how The Department for Work and Pensions (DWP) will pay you (the prime provider) for delivering Group Work “JOBS II” programme.
- 8.02 Payments will be made in arrears for each reporting period after DWP has received your correctly completed valid claim form. The Claim form can be found on Annex 1 of this guidance.

### Contractual Obligations

- 8.03 As the Prime Contractor you are responsible for the contractual relationship and interface with DWP.
- 8.04 You are not permitted to transfer your obligations to a third party through other sub-contract arrangements; although you may have sub-contract arrangements in place to deliver appropriate support to your subcontractors to help them to achieve their contractual requirements.

### Payment Model

- 8.05 The Payment Model will comprise elements as follows:
- DWP will make a payment after the Claim Form has been received and validated
  - payments will be made a month in arrears direct to the Provider bank account, via PRaP, within 30 days of receipt of a valid claim form
  - a course will qualify for payment if as a minimum of 10 to a maximum of 20 claimants referred by the Work Coach attends, signs the attendance register and completes the Wellbeing Measures (where consent has been given) and participates in JOBSII course day 1) and



- the payment due for each course is detailed in your contract.
- 8.06 DWP at its sole discretion retains the right to pay a Course Delivery Fee where less than 10 claimants attend the course on day one in the following circumstances only and without prejudice to its other rights in this contract;
- you have spoken with the relevant person in DWP Group Work JOBSII Live Support Team or their deputy to advise that the attendance falls short of the 10 participants required and
  - the DWP Group Work Live Support Team or their deputy has confirmed that the course can continue with less than 10 participants and
  - the DWP Group Work Live Support Team or their deputy has provided email confirmation that the course can continue.
- 8.07 A copy of this e-mail exchange should be included with the monthly invoice on which the course is claimed and the related exemption template completed, if required, for any customers whose MPLs are breached.  
**Please note:** the exemption report can be found on the schedule 2 Appendix 1 template of your contract and on the Annex7 of this guidance.

### Management Information

- 8.08 You will keep Management Information (MI) regarding Group Work “JOBS II” claims.
- 8.09 You will keep and maintain until 6 years after the final payment, full and accurate records of all claims made and all payments made by the DWP in regard of these claims. You will afford DWP or DWP’s representatives such reasonable access to those records and processes as may be requested by DWP in connection with this process. You also agree to make available to DWP, free of charge, whenever reasonably requested, copies of any audit reports obtained by you in relation to this process.
- 8.10 You shall permit duly authorised representatives of DWP and/or the National Audit Office to examine the Claimant’s records and documents relating to this process and to provide such copies and oral or written explanations as may reasonably be required on reasonable notice.
- 8.11 You shall permit the Comptroller and Auditor General (and his appointed representatives) access free of charge during normal business hours on reasonable notice to all such documents (including computerised documents and data) and other information as the Comptroller and Auditor General may reasonably require for the purposes of his financial audit of DWP and for carrying out examinations into the economy, efficiency and effectiveness with which DWP has used its resources. You shall provide such explanations as are reasonably required for these purposes.



- 8.12 You acknowledge that the DWP is subject to the requirements of the [Freedom of Information Act](#) and the [Data Protection Act](#) (the “Acts”) and shall assist and co-operate with the DWP (at your expense) to comply with the Acts as reasonably appropriate.
- 8.13 You shall not publish any material referring to the Funding or the DWP without the prior written agreement of the DWP, except where required as a matter of law, in which case you shall notify the DWP as soon as practicable. The DWP may acknowledge your receipt of the Funding and use your name in DWP publicity without prior notice.