

Withdrawn

This publication is withdrawn.

This publication is no longer current.

Community Work Placements providers memo LR15 Annex C

Validation of Outcome Claims with Extended Period of Sickness (EPS) or Zero Hours Participation due to Childcare Problems

The following will be added to Section 10 of [CWP Provider Guidance](#).

Identifying cases with zero hour restrictions/extended periods of sick

1. The Community Work Placement (CWP) providers must note such cases in PRaP Job Details screen in the Additional Information field.
2. Unable to Source Childcare
 - Hours Restricted to per week: X hours
 - Date Restriction Started: dd/mm/yy
 - Date Restriction Ended: dd/mm/yy
3. Participation Reduced by FfW Note
 - Hours Restricted to per week: X hours
 - FfW Start Date: dd/mm/yy
 - FfW End Date: dd/mm/yy
4. FfW Note states "Cannot Work"
 - Period of Sickness Start Date: dd/mm/yy
 - Period of Sickness End Date: dd/mm/yy
5. The above would then be detailed on the post payment sample received from DWP Analysts; Provider Payment Validation Team (PPVT) would then action accordingly.
6. Where the provider has **NOT** annotated the case with this required information, PPVT would not be able to identify it as a case with a period of EPS or where Zero Hours participation on placement is in place This means normal validation processes would apply.

Validating Identified Cases with Restrictions to Zero Hours / Extended Periods of Sickness

7. As per normal validation process, PPVT would contact the host organisation or participant in the first instance, validating that the participant has started on placement and confirming the time spent on placement.

8. If the host or participant confirms that the participant did not start on placement, regardless of any notified restriction due to childcare or extended period of sickness, then this will fail validation.
9. If the host or participant confirms that sufficient weeks have been served on placement (for Short Completion Fees 12-21 weeks, Long Completion Fees 22-26 weeks) then these would pass validation without the need to validate any periods of restriction.
10. If the host or participant confirms that insufficient weeks have been served on placement and the provider has notified PPVT of a restriction, then PPVT would check Labour Market System (LMS) for any allowable/excusable weeks. Where weeks are identified that mirror those periods given by the Provider and this provides sufficient weeks for the outcome period, these would also pass validation. If PPVT cannot obtain the cumulative number of weeks required after this check, then it would fail validation.
11. If the Provider does not notify PPVT, as directed, that the participant has a restriction due to childcare or an extended period of sick, these cases will be validated in the normal way by contacting hosts or participants and using that information to form a validation decision.
12. If there is a need to check LMS following a validation call (in cases where PPVT have cannot identify sufficient weeks) and LMS does not show/mirror the restriction or period of sickness, PPVT will fail the outcome. If the Provider disagrees with the decision in these circumstances then they may wish to use the agreed PPVT Review process and supply any additional, relevant information at that stage.
13. In regards to the 4 hour job-search activity being validated, PPVT do not validate this activity as part of CWP post payment validation. CWP providers are instructed that they must keep all evidence of a valid claim including job-search evidence. If a CWP provider cannot provide a full audit they should not make a claim. The 4 hour job-search activity will not form part of the PPVT validation process.