

# Withdrawn

**This publication is withdrawn.**

This publication is no longer current.

## Community Work Placements providers memo LR15 Annex B

### CWP Historic Claim Exercise

Please follow the steps below for the Historic Claim Period.

**Definition** – A historic claim is one where, at the point a claim is submitted, Allotted Time has expired on or before the commencement of the historic claim period.

1. Ensure you have all the evidence for each participant you wish to claim a placement outcome for. This is for your internal validation processes and to satisfy yourself that you have a valid claim prior to entering details onto PRaP.
2. This evidence can include notification of Change of Circumstances from JCP, evidence of discussions with the participant on their restrictions, evidence of participation (where restrictions have not been zero hours). These examples are not exhaustive or prescriptive.
3. Compile a list of Purchase Order numbers (POs) and last 3 digits of the National Insurance number (NINO). Example below;

PO Number	Last 3 Digits of NINO
1xxxxxxx	12A

4. Send the list to [PRAP.SUPPORT@DWP.GSI.GOV.UK](mailto:PRAP.SUPPORT@DWP.GSI.GOV.UK) . The deadline for this return is close of play close of play **Friday 6 May 2016**.

**Note:** Each email cannot exceed a maximum of 500 entries per email. If your list contains more than 500 entries you will have to send separate emails to comply with this security policy.

5. The PRaP Team will examine the lists and arrange a schedule for you to input these claims. Please adhere to this schedule and follow the instructions given by the PRaP Team.
6. When inputting your short and long placement outcome claims please follow the guidance within the document “CWP LR15 Annex A – EPS and Childcare Changes to Provider Guidance”, on how to input and mark up a claim with EPS or where Childcare during a School Holiday has been a factor.
7. The schedule will begin 9 May 2016 until 4 June 2016.

8. Any historic claims not identified in the list submitted to the PRaP Team cannot be claimed for.
9. This is a one off exercise.