

# Withdrawn

**This publication is withdrawn.**

This publication is no longer current.

## Community Work Placements providers memo LR15 annex A

### Provider Guidance Changes

1. From 9 May 2016, the guidance on Extended Periods of Sickness and Childcare for Placements in relation to CWP participants will be updated as follows:

### Section 4 – Participation, absences and Changes of Circumstances

#### Participant is Unable to Source Childcare during a School Holiday

2. Some participants may already have restrictions on their participation on provision to accommodate their responsibilities as a parent. During a school holiday it is possible that some of these participants may be unable to locate additional childcare. Where it occurs, JobCentre Plus (JCP) may restrict their participation on CWP further or even to zero hours per week.
3. Any restrictions applied will only apply to the participant's requirement to attend a placement, the jobsearch requirement will still remain. In some cases it may not be suitable for a participant to attend facilitated jobsearch and you should consider an alternative delivery method and evidence gathering during this period.
4. You should be notified by JCP of this change in restrictions via the Change of Circumstances process, on a CEPD1, and you must retain this notification.
5. Any weeks where the participant has had their hours restricted, on placement, to zero, these may be counted towards a placement outcome as long as the 4 hours of jobsearch has been delivered and evidenced.
6. A period where participation has been restricted to zero hours, this has occurred should be entered as a separate work placement within the Job Details section of PRaP. (See example at the end of this part of guidance).
7. When inputting a work placement into the Job Details screen of PRaP that includes reduced or zero hours period, you must enter the Job Title as "*Unable to Source Childcare 2910*".

**Note:** The code is added to the sector code list in Section 5 of Provider Guidance.

8. In the Working/Shift Pattern screen you enter “0 hours” each day.
9. In the Additional Information facility in the Job Detail section of PRaP, when submitting your claim. Please record the following in PRaP, complete with this wording; Please record the following in Additional Information facility in the Job Detail section of PRaP, when submitting your claim.

Unable to Source Childcare

Hours Restricted to per week: x *[insert the number of hours]* Hours

Date Restriction Started: *dd/mm/yy [insert the start date]*

Date Restriction Ended: *dd/mm/yy [insert the end date]*

**Note:** You can only apply these conditions after a participant has started a placement. If the participant has not attended a placement when you are notified of this change, you cannot count these weeks towards a short or long placement completion fee.

### **Extended Period of Sickness**

10. Extended Period of Sickness (EPS) is effective from 1 April 2015. A Jobseekers Allowance (JSA) claimant may choose to remain on JSA during a period of sickness instead of claiming Employment Support Allowance (ESA). This can be done for up to a period of 13 weeks, at which point they will need to make a claim for ESA.
11. A medical practitioner will determine if any restrictions on hours of work or duties may apply and record these on a Fit for Work (FfW) note. If any restrictions are applied you will be notified of these via the Change of Circumstances process and you should follow the procedures set out in Sections 1 & 2 of CWP Provider Guidance on restrictions and additional support.
12. If there is a period where restrictions apply, within the Working/Shift Pattern area of the Job Details screen of PRaP you should record in the Additional Information part of the Job Details screen;

Participation Reduced by FfW Note

Hours Restricted to per week: x Hours

FfW Start Date: *dd/mm/yy*

FfW End Date: *dd/mm/yy*

13. For a small number of participants the medical practitioner may decide the participant is unable to work, in these cases FfW note will have marked with “Cannot Work”. In these cases the participant does not have to attend

placement or look for work. You will be notified by JCP of this and you must retain this notification.

14. For these cases you can count these weeks towards placement outcomes, up to a maximum of 12 provision weeks. A period where this has occurred should be entered as a separate work placement within the Job Details section of PRaP.
15. When inputting this period in the Job Details area of PRaP you should enter the Job Title as "Extended Period of Sickness 7930"

Note: The code is added to the sector codes within Section 5.

16. In the Working/Shift Patten you record "0 Hours" each day.

17. You then record the following in the Additional Information facility in the Job Detail area of;

Fit for Work Note states Cannot Work  
Period of Sickness Start Date: *dd/mm/yy*  
Period of Sickness End Date: *dd/mm/yy*

**Note:** You can only apply these conditions after a participant has started a placement. If the participant has not attended a placement when you are notified of this change, you cannot count these weeks to a short or long placement completion fee claim.

18. When the period of sickness has concluded you should be notified by JCP that any restrictions have been lifted via the Change of Circumstances process. You can then mandate the participant in line with the participant previous circumstances.

## Examples

A participant starts a work placement as an Administration Assistant on 04/01/16. Then on 18/01/16 you receive a notification from JCP that there is a period of sickness covered by a FfW note of 16/01/16 – 14/02/16, where the Cannot Work box is ticked. The participant returns to placement on 15/02/16 and remains for a time where you can claim a placement outcome. In PRaP you would enter

**Work Placement 1**

Job Title: Administration Assistant

Start Date: 04/01/16

End Date: 15/01/16

**Note:** Complete all remaining areas of the Job Details section in line with guidance.

**Work Placement 2**

Job Title: Extended Period of Sickness 7930

Start Date: 16/01/16

End Date: 14/02/16

Working/Shift Pattern: 0 Hours for each day

**Additional Information:**

Fit for Work Note states Cannot Work

Period of Sickness Start Date: 16/01/16

Period of Sickness End Date: 14/02/16

**Work Placement 3**

Job Title: Administration Assistant

Start Date: 15/02/16

End Date: 27/03/16

**Note:** This example would satisfy the criteria for a Short Completion Outcome Fee.

**Note:** Complete all remaining areas of the Job Details section in line with guidance.

**Note:** The principle of this example applies to those participants who have been unable to source childcare and had their work placement participation reduced to zero hours.