

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Work Choice Live Running Memo 47

To: Work Choice Providers

From: Jo Salloumis

Copy:

Gill Holmes, Head - Work & Health Programme Design and Work Programme & Disability Provision Policy

Denise Evans, Senior Work Choice Provision Policy Manager

Chris Whitley, Work Choice Provision Policy Manager

John Tiplady, Head of Specialist Provision Work Programme Division

Kate Trott, Work Choice Supplier Manager

Work Choice Senior Performance Managers and Performance Managers

David Grimstone, Commercial Disability Category Lead

Polly Fortune, Senior Category Manager Commercial Directorate

Kevin Keenan, Specialist Disability Employment Programmes Team Leader

Stuart Edwards, Access to Work Strategy Lead

Clive Churm Labour Market & Work Services Business Partner

Angela Hargreaves, Sarah Naylor PPVT Team

Vicky Hamlin Head of Operational Policy for ESF, UC Impact, Compliance, Specialist Contracted Employment Provision & CEPD Corporate Functions

Memo Serial No: LR 47

Date: 06/10/16

Subject: Work Choice Provider Guidance - Updates

Action: For Information and Action

Timing: Immediate

Information

The latest updates to Work Choice Provider Guidance are now available for perusal on GOV.UK – Provider Guidance website.

Summary

Work Choice Provider Guidance has been updated. For your convenience, here is an at-a-glance log of changes and amendments:

Section number	Title / Contents	Amendments
1	Work Choice Introduction and Overview	Universal Credit (UC) information in grey boxes updated
2	Referral – Sources and Procedures	Universal Credit (UC) information in grey boxes updated
3	The Initial Provider Interview	Reference to Section 17 amended to Section 18
4	Module 1 – Work Entry Support	Universal Credit (UC) information in grey boxes updated
14a	Guidance for Supported Businesses	Reference to Section 17 amended to Section 18
16a	Financial Procedures	<p>Note of clarification added to The Tracking Period, para 16.30 <i>et seq</i>:</p> <p>The tracking period lasts for 6 weeks, and will commence from the day after a participant leaves a period of participation in Module One of Work Choice without a job, and has been exited from the programme via PRaP.</p> <p>This six week period allows you to claim outcome payments for participants who have found unsupported work within six weeks of formally leaving your programme.</p> <p>NOTE: the 13-week period of continuous unsupported employment for which a Short Job Outcome can be claimed must start within the Tracking Period. Very short periods of employment, or employment of fewer than 16 hours, that may precede the 13-weeks continuous employment start date can be disregarded.</p> <p>[For example a participant may leave Module 1, a week later start a job which lasts for only</p>

		<p>two weeks, be unemployed for two weeks then start another job, within the six week Tracking Period, which lasts for at least 13 weeks. If this job meets the definition at 16.21, above, an outcome payment claim can be made.]</p> <p>Claims made for any start-date outside the Tracking Period will fail the sample check.</p> <p>Added a note that the payment validation process will be found in the next section of this guidance, Section 17, which was issued by PPVT in September 2016.</p>
Section 17	Payment Validation	<p>NEW section of Provider Guidance: Work Choice Payments Validation, inserted at Section 17 to follow on from 16a: Work Choice Financial Procedures.</p> <p>Note: Validation guidance supplied by Provider Payments Validation Team (PPVT)</p>
Section 18	Quality, Continuous Improvement, Assessment and Evaluation	Note: Contents of Section 18 formerly contained in Section 17
Section 19	Customer Choice	Note: Contents of Section 19 formerly contained in Section 18
Section 20	Work Choice Wage Incentive	Note Contents of Section 20 formerly contained in Section 19.
Annex 2	Work Choice Forms	Obsolete Customer Consent Form replaced – please ensure this version of the CC Form is used in all cases.
Annex 4	Compatibility with Other Provision	Updated – obsolete programmes removed from compatibility table
Annex 5	Permitted Work	Permitted Work rates updated
Annex 6	The Access to Work Programme	Added emphasis – In both Module 2 and Module 3 of Work Choice the ultimate goal for each participant is progression into unsupported employment. The Access to

		Work scheme is a valuable tool to enable the achievement of this aim.
--	--	---

Notes and Reminders

Providers are reminded that Module 2 participants do not necessarily have to remain in this Module for a full two years.

Module Two can last for a maximum of two years. However, as life circumstances, including impairments, can change over time, some participants may start by receiving support via Module Two – because at the time of referral unsupported employment looked an achievable goal – but subsequently require the longer-term supported employment of Module Three.

A change of module could occur at any time if it has become clear that the need for support is likely to be on-going, or because the move to unsupported employment, whilst still achievable, is likely to take longer than two years.

Further Information / Contact Details

If you have any queries about this Live Running Memo please consult your Performance Manager or contact the Work Choice Policy Team via SPECIALIST.DISABILITYPROGRAMMEQUERIES@DWP.GSI.GOV.UK