

# Withdrawn

This publication is withdrawn.  
The publication is no longer current.

## **Work Choice Live Running Memo**

To: Work Choice Providers

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### **Memo Serial No: LR 48**

Date: 15/12/16

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.

<https://www.gov.uk/government/publications/work-choice-dwp-provider-guidance>

### **Summary**

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

<b>Section number</b>	<b>Title / Contents</b>	<b>Amendments</b>
2	Referral – Sources and Procedures	<p>Additional paragraph – Provider Marketing:</p> <p>Providers who wish to market the Work Choice programme may do so, but any customers who respond to your marketing must be invited to contact their local Jobcentre Plus so that Work Choice eligibility and suitability can be established and the customer offered a choice of provider (where possible). Although it is likely that a customer who has been engaged by your marketing will select your programme, you may not request, or expect, a new referral from JCP.</p>
16a	Financial Procedures	<p>Additional paragraph – Performance Managers’ “By Exception” decisions.</p> <p>PMs will hold a central register of their “By Exception” decisions for validation purposes. Providers should add a note within the Other Information box in PRaP that this is a claim that has been allowed by the Performance Manager; the name of the PM; and the reason why this claim has been allowed. Validators will cross-check information noted in PRaP against the information held in the register.</p>
Section 17	Payment Validation	<p>Additional paragraph – Performance Managers’ “By Exception” decisions.</p> <p>As above</p>
Annex 8	Marketing the Work Choice Programme	<p>Additional paragraph – Marketing to the General Public.</p> <p>Providers who wish to market the Work Choice programme in general may do so, but any customers who respond to your marketing must be invited to contact their local Jobcentre Plus so that Work Choice eligibility and suitability can be established and the customer offered a choice of provider (where</p>

		possible). Although it is likely that a customer who has been engaged by your marketing will select your programme, you may not request, or expect, a new referral from JCP.
Annex 9	ESF	<p>Providers are alerted that Annex 9 will shortly be updated and replaced.</p> <p>A9 currently contains a clerical paper system for ESF MI collection. This has been replaced with an electronic form which has already been shared with providers. A fully updated annex will follow shortly.</p>

### **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](mailto:SPECIALIST.DISABILITYPROGRAMMEQUERIES@DWP.GSI.GOV.UK)