

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Work Choice live running memo 49

To: Work Choice Providers

From: Julie Butterworth

Copy: Jo Salloumis, 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
Gill Harper, Policy Manager, Disability Employment provision Policy
John Tiplady, Head of Specialist Provision Work Programmes Division
Barbara Hume, 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, PPVT Team Leader
Barney Williams, Provision Performance and Controls Division

Memo Serial No: LR 49

Date: 19/12/16

Subject: Work Choice / Access to Work Survey

Action: Providers to Complete AtW Survey for Module 3 Participants

Timing: Immediate

Background: What is Access to Work?

Providers are aware that the current contracts for the Work Choice programme are due to end. In order to better determine our future provision, we want to identify the support needs of current Work Choice participants.

Participant level information is not readily available to us and so we are asking Work Choice providers for their opinion, expertise and assistance in this matter.

As you know, Access to Work (AtW) is a specialist disability employment programme that provides practical and financial support for disabled people (and those with a health or mental health condition) to start work, stay in work or move into self-employment. AtW can help pay for travel costs, specially adapted equipment or support workers.

Initially, we would like to identify:

- a. whether any current Work Choice participants could have their needs met by AtW if they were not participating in Work Choice and
- b. whether current Work Choice participants could have their needs met through AtW if it was further enhanced (and, if this is the case, what enhancements would be necessary) and
- c. the specific needs of any Work Choice participants who could not be accommodated through an enhanced AtW provision.

Action required

We are attaching a [survey for providers to complete](#) for Module 3 participants and return to us by 15 January 2017.

In Module 3 of Work Choice, the goal for each participant is to progress into unsupported employment. The AtW scheme is a valuable tool to help support this aim. However, not every element of AtW is available to Work Choice participants as certain elements are delivered by Work Choice providers as part of the Work Choice contract. Our survey aims to help assess the take-up and effectiveness of AtW for participants on the Work Choice programme.

We do not envisage that additional conversations with participants will be necessary for providers to complete the survey. Each Work Choice participant will have a Development Plan reflecting their aspirations and job goals and including all support mechanisms considered and agreed. Providers routinely consider AtW solutions during review and development planning meetings. It is this information that we would like you to use when completing the survey.

Please return the completed spreadsheets to Gill Harper, via the Work Choice Policy Team inbox: disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk by 15 January 2017

Further Information / Contact Details:

A brief explanation of the elements of AtW is attached at [Annex 1 to this note](#).

Guidance on how to assist your participant to apply for AtW is supplied in Annex 6 of Work Choice Provider Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/523247/work-choice-provider-guidance-annex6.pdf

If you have any queries about this Live Running Memo please consult your Performance Manager or contact the Work Choice Policy Team via disabilityemploymentprovisionpolicy.enquiries@dwp.gsi.gov.uk

Annex 1

Description of Each Element of Access to Work (AtW) for Work Choice Providers

NOTE: Not all AtW elements are available to participants in Work Choice, but may be applicable once the participant leaves the programme. CONSULT WORK CHOICE PROVIDER GUIDANCE ANNEX 6 for details.

Communication Support at Interview (CSI)

CSI helps with the cost of employing an interpreter or communicator to accompany the customer to a job interview if the customer would find it difficult to understand or to make themselves understood.

CSI is generally used by hearing-impaired customers but is available to anyone who has a disability which affects their ability to communicate.

Travel to Work

Travel to Work can provide short or long term financial assistance to disabled people who incur extra costs in travelling to and from work because of their disability. It is used to reimburse an agreed portion of the costs of taxis or adaptations to vehicles.

Travel to Work costs cannot be paid for customers on a JCP Work Trial as these will be reimbursed by the jobcentre.

Customers are expected to contribute towards the cost of any adaptations to vehicles or the purchase of vehicles which they use for purposes outside work.

Car parking charges cannot be considered under any element.

The following travel costs are covered under other elements of AtW or other schemes/programmes:

- travel within working time is covered under Miscellaneous (see below)
- payments to a relative or friend for travel costs other than a mileage rate are covered by the Support Worker element
- purchase of specialised vehicles specifically for work must be dealt with under Special Aids and Equipment
- special arrangements apply to adaptations to vehicles bought or leased through Motability.
- AtW does not contribute to fares to interviews. JCP's Flexible Support Fund may be able to help.

Support Worker

AtW offers financial help to cover the full cost of providing a Support Worker (SW) in the workplace and to help the customer to travel to and from work.

In all cases the support given is to help the customer to do their job. The SW must not do the work of, or replace, the disabled customer. The only exception to this is when AtW are paying for a Job Aide SW who can carry out up to 20% of the customer's job.

There are many different types of SWs and some customers may need more than one type to meet their needs. The following is a list of the different types of SW but it is not exhaustive:

- British Sign Language(BSL) Interpreter
- Carer
- Counsellor
- Driver
- Job-Aide
- Job Coach
- lip speaker
- note taker
- palantypist
- personal reader
- travel buddy.

Adaptations to Premises and Equipment

Through AtW, help is available to pay the additional costs to modify an employer's or self-employed person's premises or equipment to allow a disabled customer to work and stay in work.

The different types of adaptations for which help is available are:

- ramps for wheelchairs
- lifts
- widening of doors
- disabled toilet and washrooms
- upgrades of computers and other equipment.

If an entirely new piece of equipment is needed, the customer will need to apply for help under Special Aids and Equipment.

Special Aids and Equipment

Help is available for disabled customers to buy specialised aids and equipment, but only for employment purposes.

A special aid is any item that a disabled customer needs to do a job which a person without a disability would not need to do the same job.

Equipment is any tool that a disabled customer needs to do a job and which most people would not need.

If the equipment needs to be attached or linked to an existing piece of equipment, then it would be classed as an adaptation. The customer would need to apply for help under the Adaptations to Premises and Equipment element of AtW.

Miscellaneous

The Miscellaneous support classification is only to be used for short term or one-off support and which does not come under any other elements, or extra in-work travel costs. Only a few applications will fall in to the first category.