

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Work Choice Live Running Memo 60

To: Work Choice Providers

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Copy:

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Memo serial number: LR 60

Date: 28 November 2017

Subject: 1: Supported Businesses / Protected Places monthly return revised monthly
return dates

Subject: 2: Reminder: ensure PRaP acknowledgment activity is completed

Action: Submit monthly returns in time for revised deadline.

Timing: Immediate

Information

Work Choice Live Running Memos 55 and 56 introduced a revised monthly
Supported Businesses Protected Places return, due on the 23rd of each month.

In order to ensure Protected Places payments are made in a timely manner, in
particular over the Christmas period, we are altering the monthly deadline for
submitting these returns.

From December 2017 DWP must receive your Protected Places return by close of
business on the 20th of each month, or close of business on the last working day
prior to the 20th should the 20th fall on a weekend or public holiday.

Action

Please ensure you complete and submit the monthly Supported Business Return by 20 December 2017, paying attention to the completion notes tab for an explanation of the data required in each column. DWP will not pay for any Protected Place for which the supporting evidence, as requested on the monthly Supported Business return, is not supplied.

You are reminded that this updated Protected Places return form contains participants' personal information and must be emailed to the Disability Employment Provision Policy Team using PGP encryption. You must email the form to: ELVIRA.MARTIN-DE-LA-VEGA@DWP.GSI.GOV.UK

Failure to use PGP encryption will result in a security incident being created as per Generic Guidance Chapter 8 Information Security; please refer to this chapter for further information or as appropriate.

Reminder: PRaP Acknowledgment Activity

Providers have been notified of final referral dates for each Work Choice CPA in England and Wales; you are reminded that, upon receiving a referral, Provider Guidance allows up to 10 working days to arrange an interview with the customer and further 10 working days, maximum, to start the customer on your programme, should they chose to volunteer to participate.

Please ensure you adhere strictly to this timescale, taking care to update PRaP with the appropriate outcome immediately your participant makes their choice.

Please note, Provider Guidance states: You must record a formal start on the Work Choice programme at the point when the customer agrees to become a participant in Work Choice. You should be clear that your obligations as your participant's Work Choice Provider begin on the start date you input into PRaP.

Further Information and Contact Details

If you have any queries about this Live Running Memo please consult your Performance Manager in the first instance, or contact the Work Choice Policy Team via: disabilityemploymentprovisionpolicy.enquiries@dwpgsi.gov.uk