

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Section 20 (2017) – Work Choice Wage Incentives

This Section pertains to all referrals to Work Choice during the contracts' extension period in England and Wales effective from April 2017; specifically from 25th April for contracts originally awarded in 2010, and from 7th April for Remploy.

For guidance pertaining to all referrals to Work Choice made prior to this extension period please see the previous version of Work Choice Provider Guidance which has been retained on GOV.UK for reference:

<https://www.gov.uk/government/collections/dwp-provider-guidance>

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Background

- 20.1 Work Choice funding has been secured to mirror the Wage Incentive Scheme (WIS) offered by Work Programme providers to employers to encourage them to employ unemployed 18-24 year olds into permanent jobs.
- 20.2 The Work Programme WIS was funded through the Youth Contract and was implemented in April 2012. Although separate funding has been secured to introduce the Work Choice Wage Incentive Scheme, **the process replicates the Work Programme WIS process.**
- 20.3 The Work Choice Wage Incentive was introduced in July 2012 and will remain in place until the Work Choice programme closes. It is expected that the final payments for WCWIs will be made alongside the final payments for Work Choice Job Outcomes. This means that, in order to process payments in good time, the last date that a six-month Work

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Choice Wage Incentivised period can **begin** in England and Wales is **16th March 2019**, and **17th August 2018** in Scotland.

- 20.4 Wage Incentives are designed to encourage employers to employ unemployed 18-24 year olds in permanent jobs. Wage Incentives enable you to work with employers by providing an incentive to get young people into permanent work whilst increasing the opportunity for job outcomes and sustainment payments to be achieved.
- 20.5 It is for you to engage with employers to source employment opportunities for your participants where wage incentives may be appropriate.

Processes

- 20.6 As the Work Choice Wage Incentive Scheme mirrors the Work Programme WIS, the process is already set out in the Work Programme Provider Guidance. Rather than duplicate that guidance here, this section will detail only the **differences** between the Work Programme and Work Choice Wage Incentive Schemes.
- 20.7 This section of Work Choice Provider Guidance **must**, therefore, be read in conjunction with Chapter 20 of the [Work Programme Provider Guidance](#).
- 20.8 Work Programme Guidance Chapter 20 covers:
- eligibility
 - agreeing a wage incentive opportunity - actions to take;
 - actions when participant starts work;
 - actions to take if participant does not start work;
 - management information required;
 - suitable employment;
 - how different types of employment are treated, apprenticeships etc.;
 - periods of absence;
- 20.9 Work Programme Guidance Chapter 20 also contains important Annexes including:

Annex 1 – How to claim a wage incentive

Annex 3 – **The Wage Incentive Claim form (YCW1)**

Annex 4 – Guidance to Support YCW1 claim form

Annex 5 – Wage Incentive – Bank Account Details form

Annex 7 – Bulk Claim form (**Work Choice**); a downloadable bulk claim form for **Work Choice** is available for you to complete and print.

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Work Choice-Specific Processes

20.10 As mentioned, for Work Choice there are some differences to the processes described in Work Programme Guidance Chapter 20, listed above, these are:

Work Choice WIS Eligibility

20.11 Work Choice participants must meet the following eligibility criteria to qualify for a Wage Incentive:

- Be 18-24 and disabled as defined by the Equality Act 2010.
<http://homeoffice.gov.uk/equalities/>
- Be a participant on Work Choice prior to the start of any employment that attracts a Wage Incentive.

Completion of the Wage Incentive Claim form (YCW1)

20.12 There are some small differences for completion of Part 1 of YCW1 for Work Choice providers, these are as follows:

- 'Provider CPA Number and Name' – insert Work Choice provider details, not the Work Programmes listed.
- 'Based on PRaP referral' – There is no requirement for Work Choice providers to complete this.

Action if Participant does not start

20.13 If the employer confirms that the participant did not start you should contact the participant to find out why. Offer the participant help and support to enable them to start at a later date (subject to employer agreement). However, as Work Choice is a voluntary programme there is no requirement to undertake any benefit sanction action with Jobcentre Plus.

Note: As a Work Choice provider, you are not required to complete any Work Programme paperwork (e.g. WP07 Change of Circumstances etc.)

Management Information (MI)

20.14 MI for Work Choice Wage Incentive is no longer collected.

Sub-Contractors

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20.15 Your sub-contractors can also refer participants to employment that is suitable for a Wage Incentive and issue subsequent paperwork. You must ensure that your sub-contractors are aware of the scheme, including the Work Choice eligibility criteria, and the final dates that an incentivised period can begin, and have familiarised themselves with the relevant guidance, both here and in Chapter 20 of the Work Programme Guidance.

Participant consent

20.16 As part of the payment validation process for job related outcomes, Providers are required to obtain participants' consent to allow DWP to contact their employers. A customer consent form has been designed for this purpose and can be found at the end of this Section (Annex 1). This consent form has been designed to ensure that DWP is compliant with DPA requirements for the purpose of contacting employers and cannot be altered.

20.17 You should note that the provisions of Designation Order 2014 (Claimant Consent) applies only to participants in mandatory programmes.

Good Practice

20.18 You are responsible for marketing the scheme to employers. To assist you to market the Wage Incentive, please see <http://www.dwp.gov.uk/youth-contract/key-initiatives/wage-incentives/> where you will find Good News Stories, FAQs and Fact Sheets for employers.

20.19 When you, or your sub-contractor, identify any employment opportunity that is suitable for a participant aged 18-24 years old and could attract a Wage Incentive, you must check the eligibility criteria and discuss with the employer if they want to use wage incentives.

20.20 Due to upcoming programme closure, when marketing this incentive to employers, you or your sub-contractors must be mindful of the final start dates as set out in para 20.3 above.

20.21 When an employer agrees to take the participant on, it is your, or your subcontractors', responsibility to alert the employer to the claims process.

20.22 Following confirmation that the eligible participant has started work with the employer, you should immediately issue the appropriate claim form/s to enable the employer to claim payment/s at the correct time, and record the issue of the forms.

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Work Choice Providers

20.23 Like Work Programme, Work Choice Prime Providers are not able to claim the Work Choice Wage Incentive where they themselves are the employer.

Supported Businesses

20.24 Supported business can claim a wage incentive as long as the 18-24 year old is not being recruited into a Protected Place for which the financial payment of £4,800 per annum is also being paid.

20.25 A supported business cannot claim the Wage Incentive payment if the Work Choice Prime Provider is the owner, or part owner of the supported business.

Work Choice Single Point of Contact List (SPoC)

Providers are requested to update these contacts names as and when changes arise via

DISABILITYEMPLOYMENTPROVISIONPOLICY.ENQUIRIES@DWP.GSI.GOV.UK

CPA	Work Choice Provider	Area	Contact Details
1	Momentum	Highlands, Islands, Clyde Coat & Grampian	Lynne Gallagher Momentum Performance Manager 7 th Floor Savoy Tower 77 Renfrew Street Glasgow G2 3BZ lgallagher@MomentumSkills.org Telephone: 0141 333 0567
2	Shaw Trust	Forth valley, Fife & Tayside	Ashley McCloy Centrum Offices, 38 Queen Street, Glasgow G1 3DX Ashley.mccloy@shaw-trust.org.uk Tel: 0771 307 9583

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3	Shaw Trust	Glasgow, Lanarkshire & East Dunbartonshire	Ashley McCloy Centrum Offices, 38 Queen Street, Glasgow G1 3DX Ashley.mccloy@shaw-trust.org.uk Tel: 0771 307 9583
4	Shaw Trust	Edinburgh, Lothians and Borders, Ayrshire, Dumfries, Galloway & Inverclyde	Zac Quinn CBC House, 24 Canning Street, Edinburgh EH3 8EG Zac.quinn@shaw-trust.org.uk Tel: 0771 438 0998
5	Working Links	North & Mid Wales, South East Wales	Marian Roberts Working Links Wales 9 – 11 Boston Street Holyhead Anglesey LL65 1BW Marian.roberts@workinglinks.co.uk Tel: 07805 946930
6	Shaw Trust	South West Wales, South Wales Valleys	Georgina Saunders Swansea Office Georgina.saunders@shaw-trust.org.uk Tel: 0797 180 3307
7	Shaw Trust	South Tyne & Wear Valley; Northumbria	Joy Merrington EAC, 1a Letitia Street, Industrial Estate, Middlesborough, TS5 4BE Joy.meerington@shaw-trust.org.uk Tel: 0786 654 3561

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8	Shaw Trust	North & East Yorkshire & The Humber; Tees Valley	<p>Caroline Dryden EAC, 1a Letitia Street, Industrial Estate, Middlesbrough, TS5 4BE</p> <p>Caroline.Dryden@shaw-trust.org.uk</p> <p>Tel: 07841879956</p>
9	Shaw Trust	Cumbria & Lancashire	<p>Samantha Dawson Shaw Trust, Unit 3 St Nicholas Street, Carlisle, Cumbria, CA1 2EJ</p> <p>Samantha.Dawson@shaw-trust.org.uk</p> <p>Tel: 07540001447</p>
10	Shaw Trust	Greater Manchester Central; Greater Manchester East & West	<p>Elaine Rogers Acresfield House, Crompton Place Shopping Centre, Exchange Street Bolton, BL1 1RS</p> <p>Elaine.Rogers@shaw-trust.org.uk</p> <p>Tel: 07720094072</p>
11	Shaw Trust	Merseyside; Cheshire, Halton & Warrington	<p>Steve Rossiter The Hawthorns 239 Hawthorne Road Bootle L20 3AW</p> <p>Steve.Rossiter@shaw-trust.org.uk</p> <p>Tel: 07912561434</p>
12	The PLUSS Organisation	West Yorkshire	<p>Tom Bromwich Head of Employment Services 2nd Floor, Basepoint Business Centre, Yeoford Way Exeter EX2 8LB</p> <p>Tom.Bromwich@pluss.org.uk</p> <p>Telephone: 01392 224445</p>

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13	Shaw Trust	Derbyshire; South Yorkshire	Paul Nevin (until Manager is appointed) The Base 14 Marshgate Doncaster DN5 8AF Paul.Nevin@shaw-trust.org.uk
14	Shaw Trust	Nottinghamshire; Lincolnshire & Rutland	Naseem Kauser Nottingham Voluntary Action Centre, 7 Mansfield Road, Nottingham, NG13FB Naseem.Kauser@shaw-trust.org.uk
15	Working Links	Leicestershire & Northamptonshire	Rhys Toone WORKING LINKS 2nd Floor, City Gate East, Tollhouse Hill, Nottingham, NG1 5FS Ryhs.toone@workinglinks.co.uk Mobile: 07816 951225
16	Shaw Trust	The Marches; Staffordshire; Coventry & Warwickshire	Peter Eden Merrivale House Deansway Worcester WR1 2ES Peter.Eden@shaw-trust.org.uk Tel: 0720094071
17	Advance Housing & Support	Birmingham & Solihull; Black Country	Scott Parkin Advance Employment 94 New Walk, Leicester. LE1 7EA scott.parkin@advanceuk.org Mobile: 07725241101

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18	Shaw Trust	Cambridgeshire & Suffolk; Norfolk	<p>Vicky Sewell Work Choice Operations Manager Shaw Trust Level 2, 11 Prince of Wales road, Norwich NR1 1BD</p> <p>Vicky.Sewell@shaw-trust.org.uk</p> <p>Telephone: 0808 180 2002 Mobile: 07973 134 262</p>
19	Shaw Trust	Bedfordshire & Hertfordshire; Essex	<p>Alison Wells Waltham Cross</p> <p>Alison.Wells@shaw-trust.org.uk</p>
20	Working Links	Waltham Forest, Redbridge, Havering, Barking & Dagenham; City & East London	<p>Omar Richards Performance Manager for Specialist Contracts 259 High Street, Stratford, London E15 2LS</p> <p>omar.richards@workinglinks.co.uk</p> <p>Telephone: 0208 536 5450 Mobile: 07967 215 454</p>
21	Seetec	West London; Central London; Barnet, Enfield & Haringey	<p>Mark Hudson National Business Development Manager Boardman House, 64 The Broadway, London, E15 1NG</p> <p>Mark.hudson@seetec.co.uk</p> <p>Mobile: 07771 353069</p>
22	Ingeus	South London; Lambeth, Southwark & Wandsworth	<p>Raman Bains, Ingeus, 66 Prescot St, London. E1 8HG.</p> <p>Email: rbains@ingeus.co.uk</p>

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			Tel: 07557 852219
23	Shaw Trust	Berkshire, Buckinghamshire & Oxfordshire	<p>Lee Corcoran Shaw Trust 116-120 London Road 2nd Floor Headington Oxford OX3 9AX</p> <p>Lee.Corcoran@shaw-trust.org.uk</p> <p>Tel: 01494 455670 Mobile: 0752 595 1502</p>
24	CDG Wise Ability	Hampshire & Isle of Wight	<p>Linda Matthews Work Choice Partnership Director CDG-WISE Ability, First Floor, Salisbury House, Salisbury Street, Southampton, Hampshire. SO15 2EJ</p> <p>linda.matthews@cdg-wiseability.co.uk</p> <p>Direct: 0300 247 2432 Mobile: 07766204086 Fax: 023 80 388479</p>
25	Working Links	Surrey & Sussex; Kent	<p>Beverly Foard Scope Employment Services, William Street Offices, William Street, Brighton, BN2 0BG</p> <p>Beverley.foard@workinglinks.co.uk</p> <p>Tel: 07977 239127</p>
26	Working Links	West of England; Gloucestershire, Wiltshire & Swindon	<p>Kelly Moss Working Links Unit 1 Fullers Court Westgate Street Gloucester GL1 2PH</p> <p>Kelly.moss@workinglinks.co.uk</p>

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			Tel: 07970 052516
27	Shaw Trust	Dorset & Somerset	<p>Louise Jones Unit 7, County Walk Shopping Centre, Taunton, TA1 3TZ</p> <p>Louise.Jones@shaw-trust.org.uk</p> <p>Tel: 07725 307908</p>
28	The PLUS Organisation	Devon & Cornwall	<p>Tom Bromwich Head of Employment Services 2nd Floor, Basepoint Business Centre, Yeoford Way Exeter EX2 8LB</p> <p>Tom.Bromwich@pluss.org.uk</p> <p>Telephone: 01392 224445</p>

Annex 1

Employment Programmes – consent to share information

[Name of Provider] is working with Jobcentre Plus programme participants on behalf of the Department for Work and Pensions (DWP) to help these participants to increase their skills to help them find and keep work. [Provider] may claim a payment from DWP for every Jobcentre Plus participant who finds work while or after participating in a programme.

To claim a payment from DWP [Provider] may need to confirm details of your employment

To validate these claims DWP may need to confirm details of your employment. Where appropriate, this may involve confirming details with each of your employers.

To achieve this, [Provider], DWP and your future employers need your consent to share information about you as follows:

Stage 1: [Provider] will give your name and national insurance number to your future employer.

Stage 2: Your employers will use your name and national insurance number to identify you, so that they can confirm to [Provider] some or all of the following information:

- The date you began each period of your employment;
- Whether your employment is continuing;
- If not continuing, the date each period of your employment ended;
- whether you were employed during a specific period;
- the number of hours you worked each week;
- the amount of your earnings each week;
- your employee number or other unique identifier.
- This information can only be provided where company payroll/structures exist, and therefore if no payroll numbers or detail is present, this information cannot be supplied.

Stage 3: To validate payment claims from [Provider], DWP may contact your employer using your name and national insurance number to ask for the information listed at stage 2. It will use this information to:

- Check if the information given to it by the [Provider] is correct; and
- Evaluate the programme.

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DWP will store your information securely for audit purposes.

If you do not give consent, this will not affect your entitlement to participate in the programme, or any job offer or employment obtained. You can write to [Provider] at any time to withdraw your consent and this will not affect your placement on the programme or any employment or offer of employment made.

Participant name..... (Please print name in full)

I give consent for [Provider], my future employer and DWP to share information as described in stages 1 to 3 above.

I confirm that:

I have read the information above and understand why this information sharing is needed and how this information will be used.

I understand that:

If I am in receipt of any benefits, my entitlement to these benefits will not depend on whether I choose to give consent or not.

My placement on any programme with [Provider] and any employment or future offer of employment will not depend on whether I choose to give consent or not.

I can withdraw my consent at any time by writing to [Provider]

Signature

Date.....