

Withdrawn

This publication is withdrawn.

This publication is no longer current. For referrals made from April 2017, read the [New Enterprise Allowance phase 2 provider guidance](#).

Universal Credit New Enterprise Allowance

Referral and Mentoring Provider feedback form

This form should be used for all referrals to NEA from 05/01/2015.

Part 1: Office details

From

Jobcentre Plus
office name

Work Coach
Name

Contact number

Fax number

To

Mentoring
Provider

Contact name

Contact number

Fax number

Part 2: Claimant details

Surname

NI number

Phone

Mobile phone

Date of birth

Other names

Address

Part 3: Initial appointment outcome

Claimant's appointment to discuss
NEA was arranged for

Claimant attended
appointment

No

☐

Yes

☐

If Yes:

Claimant has been
accepted onto NEA ☐

Claimant not
eligible for NEA ☐

Business proposal
not viable ☐

Claimant no longer
interested in NEA ☐

Part 4: Progress report

Jobcentre Plus will review the claimant's progress 8 weeks after the initial appointment date, if the Business Plan has not been approved by that date. If the Business Plan is not expected to be approved by week 8, please give an update on how the claimant is progressing.

Is the Business Plan
likely to be completed
if more time is given?

No ☐

Yes ☐

If yes how long? Up to 4 weeks

☐

Over 4 weeks

☐

Part 5: NEA engagement ends

Claimant's engagement in NEA ended on

Mentoring Provider Contact Name

Mentoring Provider Contact Number

Reason(s)

Claimant considers that Business start-up is no longer a realistic goal ☐

Mentoring Provider considers that Business start-up is no longer a realistic goal ☐

Part 6: Business Plan approval

I can confirm that a Business Plan was approved for the above claimant on

Mentoring Provider Contact Name

Mentoring Provider Contact Number

Notes about completing this form

Jobcentre Plus will send this form to the Mentoring Provider at the time of the initial referral. The Mentoring Provider will return the form to Jobcentre Plus at certain times during the mentoring relationship. **Do not e-mail this form.**

Parts 1 and 2 Jobcentre Plus will fill in the details in these parts.

Part 3

The Mentoring Provider will confirm if the claimant attended their initial appointment attended or not and whether the claimant has been accepted onto NEA.

Part 4

If the Mentoring Provider is not expecting the Business Plan to be approved by week 8, they must inform Jobcentre Plus whether the Business Plan is expected to be ready for approval if more time is given and, in their opinion, how much longer is required.

Part 5

If the claimant's engagement with NEA ends, without a Business Plan being produced, the Mentoring Provider should record the date engagement in NEA ended and return the form to Jobcentre Plus immediately.

Part 6

When the Business Plan is approved, the Mentoring Provider should input the date of approval, complete their details and return this form to Jobcentre Plus.

Parts 5 and 6 may be completed at any time after the first meeting with the Mentoring Provider. If the mentoring relationship comes to an end before the end of the initial 8 week period, because the Business Plan is approved or either party withdraws from the process, it may not be necessary to complete Part 6.