

Withdrawn

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Specialist Employability Support (SES) live running memo 17

To: SES Providers

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Memo Serial No: 17

Date: 21 December 2017

Subject: Claiming a Short and Sustained Job Outcome payment for participants
starting Specialist Employment Support programme on or before the 31 August 2017

Action: For PRIME provider Information/Action

Timing: Immediate

Following Round Two of validation for SES Short Job Outcomes the Department has identified that some Providers had misunderstood the process for claiming a Short Job Outcome. The Department has found the following errors:

- Inputting an incorrect participant provision end date into PRaP; and/or
- Not inputting the provision end date into the appropriate field in PRaP

The administrative error or omission is currently resulting in a failed outcome at validation even when the Department have confirmed that the participant has been in employment for 16 hours per week for at least 13 continuous weeks.

To avoid these errors in future, providers must enter a correct participant provision end date in PRaP, which must be before the participant has started employment for 16 hours per week for a minimum of 13 continuous weeks. Please note by inputting the correct information first time this helps to speed up the validation process and removes the need for the Department to repeatedly be in touch with you in order to establish the information required for a claim to pass validation.

Clerical workaround for short Job Outcome claims for participants starting the programme on or before the 31 August 2017

To avoid claims failing for a purely clerical reason the Department will introduce a workaround whereby at the point of validation where an incorrect or omitted

Provision End Date is found the DWP Validation Team will contact the Provider to clarify the participants end date. At review stage, please supply this information in your review return

If an end date has been incorrectly entered or omitted the DWP Validation or Review team will ask the provider to complete the following action:

- The Provider will need to input the correct participant Provision End Date in the “Other Information free text box contained on the Job Details screen in PRaP” and as long as the remaining aspects of the Job Outcome definition are met (i.e. hours and weeks in employment, thereby confirming a valid job) the claim will pass validation.

Timing

This change will only be applicable for Short Job Outcomes claimed for participants whom have started on the SES programme on or before the 31 August 2017. For starts registered on PRaP from the 1 September 2017 the PRaP system will require the provider to input a participant programme end date prior to submitting a short or sustained job outcome.

Impact on Sustainment Outcomes

Prior to submitting a Sustainment Outcome claim for participants whom have started on the SES programme on or before the 31 August 2017, providers must check that the correct participant end date has been input to PRaP.

If the correct participant end date has not been recorded, the clerical workaround highlighted above must be applied, so the DWP Validation Team can view the correct end date in the other information free text box contained on the Job Details screen in PRaP to support the validation of SES Sustainment Outcomes.

If you do not follow this process, the Sustainment Outcome will be deemed a fail by the Departments Validation team.

Further information and contact details

If you have any queries about this Live Running Memo please consult your Performance Manager or contact the SES Policy Team via the DWP SES Policy inbox: SES.POLICY@DWP.GSI.GOV.UK