

Withdrawn

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SES Live Running Memo 14

To: SES Providers

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Memo Serial No: 14

Date: 18th July 2017

Subject: SES Stage 1 contract closure actions to be taken.

Action: For PRIME provider action

Timing: Immediate to 01/09/2017

Information

The SES stage 1 contract will come to an end on 31/08/2017. All referrals for August must be on PRaP by the closure dates.

Key dates

18/07/17 to 28/07/17 - Providers to Clear any backlogs of acknowledgment and start activity for All SES opportunities.

01/08/17 to 03/08/17 - During this period JCP to refer all customers for August to the Initial Assessment opportunity on LMS / WSP.

03/08/17 to 31/08/17 - 20 day MSL agreement period for providers to start all customer referrals on provision.

Provider Action

By 28th July - Request JCP to send any missed referrals for all opportunities to bring them up to date.

2nd August - Providers ensure that any incorrect referrals to the IA opportunity are rejected and all expected referrals are received via PRaP. Policy and Performance managers should be informed immediately in these circumstances.

Department for Work and Pensions

3rd August - If any referral is incorrect contact Policy and Performance managers to request a referral to be actioned immediately. Reject the referral as per BAU. Final day to request any missing referrals.

4th August - Providers acknowledge IA referrals on PRaP. If any referral has a mistake take the following action to contact the PM/Policy who will instruct to work without a PRaP referral to IA.

25th August - Final day for providers to inform JCP of all outcomes of IA's by COP.

29th August - Providers to have cleared any backlogs for Start Back and Main for August Referrals. Any missing referrals should be advised to Policy and Performance managers for action by close of business.

30th August - Providers ensure that any incorrect referrals are rejected. If so, policy and Performance Managers are informed immediately. Continue to request missed referrals via Policy and Performance managers.

31st August - If the referral is incorrect contact Policy and Performance managers for a referral to be actioned immediately. Reject the referral as per BAU. Final day to request any missing referrals.

Further Information / Contact Details

Changes to the guidance will be uploaded to the SES Provider Guidance on GOV.UK in the next few weeks.

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