

# Withdrawn

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# **Work Programme Live Running Memo**

To: Work Programme Providers  
Cc: Senior Performance Managers  
Performance Managers

From: Change Policy and Planning Division

## **Memo Serial Number: WP LR 204**

Date: 8 June 2016  
Subject: Amendments to Work Programme Provider Guidance  
Action: For Information  
Timing: Immediate

### **Background**

The purpose of this memo is to inform you of amendments that have been made to Work Programme Provider Guidance chapters.

### **Summary and action**

Please ensure, with immediate effect, that the revised information in the following Work Programme Provider Guidance chapters is used by you and all of your subcontractors.

| <b>Chapter</b> | <b>Title</b>                          | <b>Date of change to guidance</b> | <b>Version number</b> | <b>Summary of change</b>  |
|----------------|---------------------------------------|-----------------------------------|-----------------------|---|
| 1              | Introduction and Overview             | 04/03/2016                        | 6                     | General housekeeping/formatting.  |
| 1              | CPA18: Introduction and Overview      | 04/03/2016                        | 2                     | General housekeeping/formatting.  |
| 2              | Work Programme Claimant Groups        | 07/03/2016                        | 15                    | General housekeeping/formatting changes to reflect LMS35 release and revised Annex 1. |
| 2              | CPA18: Work Programme Claimant Groups | 07/03/2016                        | 4                     | General housekeeping/formatting changes to reflect LMS35 release and revised Annex 1. |
| 3a             | Mandation                             | 29/02/2016                        | 16                    | General housekeeping/formatting.  |
| 3a             | CPA18: Mandation                      | 03/03/2016                        | 4                     | General housekeeping/formatting.  |
| 3b             | Work Programme Action Planning        | 25/01/2016                        | 5                     | General housekeeping/formatting.  |
| 3b             | CPA18: Action Planning                | 03/02/2016                        | 2                     | General housekeeping/formatting.  |
| 6              | Raising a Compliance Doubt            | 18/04/2016                        | 29                    | General housekeeping/formatting.  |
| 6              | CPA18: Raising a Compliance Doubt     | 18/04/2016                        | 8                     | General housekeeping/formatting.  |
| 8              | JSA Entitlement Doubt                 | 04/03/2016                        | 8                     | General housekeeping/formatting.  |
| 8              | CPA18: JSA Entitlement Doubt          | 04/03/2016                        | 3                     | General housekeeping/formatting.  |

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| 9  | Work Programme Evidencing/Validating                              | 26/01/2016 | 13 | General housekeeping/formatting and Paragraph 36 amended to read – The sample is matched against HMRC data which includes information drawn from HMRC Real Time Information (RTI)   |
| 9  | CPA18: Work Programme Payment Validation                          | 11/02/2016 | 3  | General housekeeping/formatting and paragraph 36 amended to read – The sample is matched against HMRC data which includes information drawn from HMRC Real Time Information (RTI)   |
| 11 | Market Share Shift  | 22/04/2016 | 5  | General housekeeping/formatting.  |
| 11 | CPA18: Market Share Shift   | 22/04/2016 | 2  | General housekeeping/formatting.  |
| 13 | Accessing Other Programmes, Schemes, Grants and Incentives        | 23/03/2016 | 10 | General housekeeping/formatting. Removal of Residential Training Centers, Skills Supports for Work Programme Participants (ESF funded), Training For Work (Scotland) ILA- amount corrected to £200 rather than £500. Youth Business Scotland changed to Enterprise removal of Employability Fund. |
| 13 | CPA18: Accessing Other Programmes, Schemes, Grants and Incentives | 23/03/2016 | 3  | General housekeeping/formatting. Removal of Residential Training Centres, Training For Work (Scotland), Train to Gain & Return to Work Credit. ILA- amount corrected to £200 rather than £500. Youth Business Scotland changed to Enterprise.   |

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| 16 | Participants Complaints                               | 04/04/2016 | 9 | General housekeeping/formatting and updating ICE contact details  |
| 16 | CPA18: Participants Complaints                        | 04/04/2016 | 3 | General housekeeping/formatting and updating ICE contact details  |
| 17 | Training Allowance                                    | 24/02/2016 | 4 | General housekeeping/formatting. Addition of paragraph giving details of correct use of training allowance and paragraph including link to MAPPA guidance |
| 17 | CPA18: Training Allowance (JSA Claimants Only)        | 02/03/2016 | 2 | General housekeeping/formatting. Addition of paragraph giving details of correct use of training allowance and paragraph including link to MAPPA guidance |
| 19 | Delivering Work Programme Information Sessions        | 14/03/2016 | 5 | General housekeeping/formatting   |
| 19 | CPA18: Delivering Work Programme Information Sessions | 14/03/2016 | 2 | General housekeeping/formatting   |

## Further Information

All enquires on the subject of the memo should be raised with your Performance Manager in the first instance. They will endeavour to provide you with an answer as soon as possible.

Regards

**Work Programme Provision Enquiries Team**