

Withdrawn

This publication is withdrawn.

This publication is no longer current.

Department for Work and Pensions

Work Programme Live Running Memo

To : Work Programme Providers **From:** Change, Policy and Planning Division

Cc: Senior Performance Managers
Performance Managers
Category Management Team - Labour Market National Provision

Memo Serial Number: WP LR 195
Date: 24 July 2015
Subject: WP08 Sanction Referral Form
Action: For information and Action
Timing: Immediate

Background

In December 2014 we introduced a new WP08 sanction referral form. This form was produced following a review, to improve the clarity of information required to produce an effective sanction referral.

Since its introduction and implementation by Work Programme providers, we are looking to do further improvement work on this form.

Recent feedback indicates the form could be even clearer in terms of the actual safeguarding measures options. As we have not yet carried out the formal evaluation of the new form we are issuing further guidance in an effort to keep any changes to the form to a minimum.

Summary and Action

When referring a sanction doubt for a vulnerable ESA participant, the form has a question at Part 3 of the form entitled "Benefit details on the date the participant failed to participate" Point 9

When answering the question – "state what action was taken to contact the participant to ensure they understood the mandatory requirement of the activity". As the policy is that the participant is seen face to face either on your premises (or other premises by agreement), or by carrying out a visit to the participant's home the only 2 options that should be used are:-

- Face to Face visit, or
- Home Visit

As the current instruction is to not raise a sanction doubt if you have tried and been unable to carry out safeguarding, none of the other options are appropriate. You will need to ensure that the people within your supply chain, who deal with referring WP sanction referrals are made aware of this guidance and the correct way the WP08 should be completed.

Further Information Contact Details

All enquiries on the subject of this 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