

# Withdrawn

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# Department for Work and Pensions

## Work Programme Live Running Memo

**To:** Work Programme Providers

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

**From:** Change, Policy and Planning Division

**Memo Serial Number:** WP186

**Date:** 01 April 2015

**Subject:** Amendments to Work Programme Provider Guidance

**Action:** For Information and action

**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 are used by you and all of your subcontractors.

Chapter	Title	Date of Change to guidance	Version No	Summary of Change
2	Work Programme claimant groups	25/02/15	V12	Referrals to Payment Group 8 (WP IB and IS Volunteers) from 2 <sup>nd</sup> March 2015
3a	Work Programme Mandation	24/10/14	V12	Guidance has been clarified regarding the process of mandating WP participates to an employment opportunity
3a	Work Programme Mandation	25/03/15	V12	Introduction of extended period of sickness for JSA participants only from 30th March 2015
5	Change of circumstances and notification	26/11/14	V8	Addition of an extra change of circumstances that JCP must notify providers of – To notifying that a participant now has vulnerable status

5	Change of circumstances and notification	25/03/15	V8	Introduction of policy on Migrant Access to Benefit (MABs) from 9th February 2015
5	Change of circumstances and notification	25/03/15	V8	Introduction of extended period of sickness for JSA participants only from 30th March 2015
4	Accepting Referrals, Initial Participant Engagement and Registering an Attachment	18/03/15	V11	Information relating to voluntary sharing of the claimant commitment by the participant.
6	Raising a compliance doubt	24/10/14	V22	Guidance clarified regarding the process of raising a sanction doubt where a participant has failed to undertake an employment opportunity they have been mandated to. <b>Annex 1</b> has been updated to show the current mapped BDC sites
6	Raising a compliance doubt	16/03/15	V22	References made to new WP08 form (sanction referral form)
8	JSA Entitlement Doubt	23/03/15	V7	Introduction of extended period of sickness for JSA participants from 30th March 2015
13	Accessing other programmes, schemes, grants and incentives	12/01/15	V7	Reference to In Work Credit removed as no longer relevant
13	Accessing other programmes, schemes, grants and incentives	19/02/15	V8	Inclusion of guidance for the Wheels to Work scheme
18	Forms	24/10/14	NA	<ul style="list-style-type: none"> <li>The new Refusal of Employment doubt form (PRE01) has been included</li> <li>Updated Form WP08</li> </ul>
<b>Provider Tools</b>	Hints and Tips for completion of the New WP08 form (Word version)	15/01/15	V2	Hints and Tips for completion of the New WP08 form (Word version)
<b>Provider Tools</b>	Hints and Tips for completion of the New WP08 form (Excel version)	15/01/15	V2	Hints and Tips for completion of the New interactive Excel WP08 form

## Further information

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.