

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

Cc: Account Managers
Account Executives
Senior Performance Managers
Performance Managers

From: Work Programmes Division

Memo Serial Number: 166

Date: 8 August 2014

Subject: Amendments to Work Programme
Provider Guidance

Action: For information and action

Timing: Immediate

Background

The purpose of this memo is to inform you that amendments 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.

Chapter	Title	Date of Change to guidance	Version Number	Summary of Change
2	Work Programme claimant groups	28/07/2014	9	Clarification that "Vulnerable Status" only applies to ESA Claimants, and does not include Lone Parents as well.
4	Accepting referrals, initial participant engagement and registering an attachment	28/07/2014	9	Change in process for unattached referrals for prisoners
5	Change of circumstances and notifications	10/06/2014	6	New easement for homeless persons
6	Raising a compliance doubt	25/07/2014	19	Clarification that It is your responsibility to make every effort to see vulnerable ESA participants face to face (which may include a visit to their home), to make sure that they fully understand their responsibilities before proceeding with a compliance doubt.
20	Youth Contract: Wage Incentive Scheme	28/07/2014	11	Confirmation of the end of the Wage Incentive scheme from 06/08/2014

Further information and 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 Division Enquiries Team