

Withdrawn

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This publication is no longer current.

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

From: Work Programmes Division

Memo Serial Number: 144

Date: 14 January 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	Summary of Changes
Provider Direct	Provider Direct	Details changes that were introduced from 28.10.13 to make the service more accessible
1	Introduction and Overview	Clarifies that Work Programme providers are required to continue to offer support for prisoners whilst they are in prison.
4	Accepting referrals, initial participant engagement and registering an attachment	<ul style="list-style-type: none"> • Clarified timings for advance JSA claims • Confirmation that due to Scottish legislation, DWP are unable to mark all prison leaver' records that they are due for release without the consent of the prisoner.
5	Change of circumstances and notifications	Clarifies that Work Programme providers are required to continue to offer support for prisoners whilst they are in prison.
6	Raising a compliance doubt	<p>WP08 guidance updated including:</p> <ul style="list-style-type: none"> • References to hints and tips document • New Annex A - Mapped BDCs and • New appeals process
9	Work Programme evidencing/validating payments	Removal of references to claimant consent forms
10	Completing the Work Programme	Details the Full Exit Report process
11	Market share shift	Changes to Market Share shift and Merlin Accreditation
20		<ul style="list-style-type: none"> • Change to Provider Payments and Validation address • Guidelines on employment in the adult sex industry • Apprenticeships and the National minimum wage

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