

Withdrawn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This publication is no longer current.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: 138

Date: 6 December 2013

Subject: WP08 Hints and Tips Guide

Action: For Information and Action

Timing: Immediate

Background

1. Issues have continued to arise regarding incorrect or incomplete WP08 DMA referral forms. This in turn has led to a significant number of these referrals being cancelled.
2. In our continuing effort to drive down the number of cancelled referrals and to help you complete a WP08 form, we have designed a [WP08 Hints and Tips tool](#).

Summary and action

3. The tool is in the form of an interactive WP08 form which has been divided into sections. If you click on these sections you will be able to view a relevant hint or tip to help make sure that you include all relevant information when completing the form.
4. Please could you encourage your staff to use the tool which will help to ensure that your referrals are correctly completed, which will in turn help to reduce the number of nugatory referrals.
5. In addition we have included a simplified word version of the same document for staff to print out and keep as an Aide Memoire.
6. Please circulate both versions of the attached WP08 guide to all relevant members of your organisation (and members of your supply chain) who are responsible for completing the WP08 forms and encourage them to use them.

7. Work Programme provider guidance will be updated in the near future to provide links to the Helps and Tips guide which will be published on the Internet in due course.

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 Programmes Division Enquiries Team