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|  | Insert Participant NameAddress Line 1Address line 2Address line 3Address line 4Postcode      |  | [Provider Name]Building or Office locationOffice typeStreetTownPostcode[Contact Tel.No] |
| You must take part in a mandatory Restart Scheme activity |
| Dear              |
| I am writing to tell you about an activitywhich you must take part in. This activity will help you prepare for, or move into, work.If you want to find out more about this activity, please contact me using the details at the top of the letter.What you have to do is shown below:

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| **Your activity is** |  |
| **On** |  |
| **Time** |  |
| **Location** | **Can include 'see enclosed map'** |
| **Your contact at** **[Insert name of provider] is**  |  |
| **They can be contacted on**  | **0000 000 0000** |

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| **\*Delete if not applicable \*If the activity is by telephone, we will contact you on [insert participant's phone number]. at [Insert time]. You must be available to take the call.** \*Delete if not applicable \*(If the telephone number shown is not your correct telephone number, contact me on the number at the top of this letter to let me know. You will also need to let your work coach know your correct telephone number.)\*Delete if not applicable \*You will be required to show evidence that you have completed the mandatory activity by providing [insert evidence needed for completion e.g. an updated CV].Please contact me at the number on this letter to tell me if you need an approved child carer, an interpreter, help with travel costs, or any other service to be able to attend. We may be able to arrange this and cover your costs. **If you do not take part in your Restart Scheme activity****If without good reason you fail to attend and fully take part in this activity, your benefit may be affected as a low-level sanction may be applied to your Jobseeker’s Allowance.** When you take part in the Restart Scheme, you are taking part in a scheme established by law under the Jobseeker’s Allowance (Schemes for Assisting Persons to Obtain Employment) (Amendment) Regulations 2017. If we decide you do not have a good reason for failing to attend a meeting you were mandated to attend, or for failing to complete an activity you were mandated to complete your Jobseeker’s Allowance will stop. We call this a sanction.If this happens, you will either lose your Jobseeker’s Allowance payment and National Insurance credits for 4 weeks**Or**13 weeks depending on what other similar sanctions you have had in the previous 52 weeks, if any.**Sanctions for 16 and 17-year olds**If we decide you do not have a good reason for failing to attend a meeting you were mandated to attend or for failing to complete an activity you were mandated to complete, your Jobseeker’s Allowance will be affected. We call this a sanction.  If this happens your payment will be reduced by * 40% or
* 20% if you are pregnant or seriously ill

for two weeks, or up to your 18th birthday if that occurs within 2 weeks.**It is important that you check with your work coach if you are not sure how a sanction could affect you.****For more information about sanctions please read your commitments.**This tells you about sanction levels and explains how much of your Jobseeker’s Allowance payment you could lose. You can also contact your work coach for more information.If your Jobseeker’s Allowance is stopped or reduced, you may be entitled to hardship payments.Yours sincerely[Insert name] |