

## **Contracted Provision Live Running Memo**

To: All Work Programme, Work Choice, New Enterprise Allowance and Community Work Placement, Work Choice Providers

cc: Category Managers  
Senior Performance Managers  
Performance Managers  
PRaP Operational Support Team

From: Andrew Thomas, Head of Work Programmes Division, Contracted Employment Provision Directorate

Memo Serial Number: WP203

Date: 25/05/2016

Subject: Revised Sampling Timetable

Action: For information and action

Timing: Immediate

### **Background**

Currently WP post payment validation activity includes matching samples against HMRC data, this automated process is checking for tax records against the individuals for the required period. Following the introduction of the Real Time Information system (RTI) Work Programme samples will now be matched against RTI data. Please note, that due to system availability it has been necessary to amend the sampling timetable.

### **Summary and action**

From June 2016 (May 2016 transaction data) Work Programme will be sampled on the 15th working day of the month. It has therefore been necessary to move NEA sampling from the 15th working day to the 1st working day of the month.

Providers are asked to take note of the revised timetable [included at annex 1](#) and ensure any reversal activity is kept within the specified timescales.

**Further Information Contact Details**

If you require any further clarification on this memo, please contact your Performance Manager in the first instance.

## Annex 1 DWP Sampling Timeframe

Providers are expected to ensure that all outcomes are checked prior to claim and that all claims must be valid at the point of submission for payment. Once claimed, DWP will extract a sample of cases for validation.

The table below outlines the DWP sampling timeframe for drawing the samples used for validation and then extrapolation.

Programmes	Sample is drawn	We therefore don't expect claims to be backed out from:
New Enterprise Allowance (NEA)	Samples drawn from the 1 <sup>st</sup> working day of the month	the last working day of the previous month
Community Work Programme (CWP)	Sample drawn from the 6 <sup>th</sup> working day of the month	the 5 <sup>th</sup> working day of the month
Work Choice* (WC),	Sample drawn from the 11 <sup>th</sup> working day of the month	the 10 <sup>th</sup> working day of the month
Work Programme (WP)	Sample drawn from the 16 <sup>th</sup> working day of the month	the 15 <sup>th</sup> working day of the month

### For example, using May and June 2016

#### May 2016

1. **For WP** the sample will be taken from Tue 3<sup>rd</sup> May
2. **For CWP** the sample will be taken from Tue 10<sup>th</sup> May
3. **For WC** the sample will be taken from Tue 17<sup>th</sup> May
4. **For NEA** the sample will be taken from Tue 24<sup>th</sup> May

#### June 2016

1. **For NEA** the sample will be taken from Tue 1<sup>st</sup> June
2. **For CWP** the sample will be taken from Tue 7<sup>th</sup> June
3. **For WC** the sample will be taken from Tue 14<sup>th</sup> June
4. **For WP** the sample will be taken from Tue 21<sup>st</sup> June

Once the sample is drawn, the Department would not normally expect a request to back out the claim as the error will be dealt with through the extrapolation of the error rate found from checking the validation sample.

If you require any further clarification on this timetable, please contact your performance manager in the first instance.

\* None Remploy Work Choice contracts will commence sampling in the near future and will be sampled on 10<sup>th</sup> working day of the month.