

# Department for Work and Pensions

## Work Programme Live Running Memo

**To:** Work Programme Providers

**From:** Work Programmes Division

**Memo Serial Number:** 108

**Date:** 16 April 2013

**Subject:** Youth Contract - Increase in Limit of Wage Incentive Claim Forms an Employer can send to 49 Records

**Action:** For Information and Action

**Timing:** Immediate

### Background

At the moment Employers wishing to claim for Wage Incentive payments are restricted to a limit of up to 20 separate Wage Incentive claim forms in one package or up to 20 individuals' names on the bulk claim form, when claiming Wage Incentive payments.

The purpose of this memo is to inform you of a change to this process.

### Summary and action

It has been agreed with immediate effect that, in order to speed up the process for Employers' claiming Wage Incentive payments, they can now submit a claim with up to (but no more than) 49 separate Wage Incentive claim forms at any one time or up to 49 individual names on one bulk claim form.

This means that the Employer has the choice of either:

- Completing one bulk claim form (depending on the programme) and a bank account form; or
- Completing up to 49 separate claim forms and attaching wage slips. Once completed these can then be posted in one package to the DWP Provider Payment Validation team for payment

Work Programme guidance will be amended in the near future, but in the meantime please can you ensure that all relevant parties are informed of this change.

## **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**