

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

Cc: Account Managers
Account Executives
Senior Performance Managers
Performance Managers

From: Work Programmes Division

Memo Serial Number: 150

Date: 28 April 2014

Subject: Revised WP07 form (Change of Circumstances)

Action: For Information and Action

Timing: Immediate

Background

The WP07b form is used to report changes in circumstances between yourselves and Jobcentre plus.

To help improve the reporting of changes of circumstances we have made some amendments to help ensure that details of a change are reported more accurately (see form attached).

Summary and action

The WP07b has had the following changes made to it:

- A new box has been added to capture the Last Effective Date of a claim (for JCP to complete).
- New boxes have been added to enter the date of change and date of claim and whether or not the participant has found work.

Please can you ensure that all suppliers are made aware of the contents of this memo and begin to use the revised form as soon as possible?

Guidance will be updated 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