

# Department for Work and Pensions

## Work Programme Live Running Memo

**To:** Work Programme Providers

**From:** Work Programmes Division

**Memo Serial Number:** 144

**Date:** 14 January 2014

**Subject:** Amendments to Work Programme Provider Guidance

**Action:** For Information and Action

**Timing:** Immediate

### Background

The purpose of this Memo is to inform you that amendments have been made to Work Programme provider guidance chapters.

### Summary and action

Please ensure, with immediate effect, that the revised information in the following Work Programme provider guidance chapters is used by you and all of your subcontractors.

<b>Chapter</b>	<b>Title</b>	<b>Summary of Changes</b>
<b>Provider Direct</b>	<b>Provider Direct</b>	Details changes that were introduced from 28.10.13 to make the service more accessible
<b>1</b>	Introduction and Overview	Clarifies that Work Programme providers are required to continue to offer support for prisoners whilst they are in prison.
<b>4</b>	Accepting referrals, initial participant engagement and registering an attachment	<ul style="list-style-type: none"> <li>• Clarified timings for advance JSA claims</li> <li>• Confirmation that due to Scottish legislation, DWP are unable to mark all prison leaver' records that they are due for release without the consent of the prisoner.</li> </ul>
<b>5</b>	Change of circumstances and notifications	Clarifies that Work Programme providers are required to continue to offer support for prisoners whilst they are in prison.
<b>6</b>	Raising a compliance doubt	WP08 guidance updated including: <ul style="list-style-type: none"> <li>• References to hints and tips document</li> <li>• New Annex A - Mapped BDCs and</li> <li>• New appeals process</li> </ul>
<b>9</b>	Work Programme evidencing/validating payments	Removal of references to claimant consent forms
<b>10</b>	Completing the Work Programme	Details the Full Exit Report process
<b>11</b>	Market share shift	Changes to Market Share shift and Merlin Accreditation
<b>20</b>		<ul style="list-style-type: none"> <li>• Change to Provider Payments and Validation address</li> <li>• Guidelines on employment in the adult sex industry</li> <li>• Apprenticeships and the National minimum wage</li> </ul>

## **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 Programme Provision Enquiries Team**