

If you contact us, use this reference:
[Insert National Insurance Number]



Department for
Work and Pensions

[Insert Claimant Name] «Title» «Initial»
«Surname»
[Insert Claimant Address]

Jobcentre Name
[Insert Jobcentre address]

www.direct.gov.uk/jobseekers

Telephone: 0845 604 3719
Textphone: 0845 608 8551

The Work Programme

Start notification letter (JSA)

Dear **[Insert Claimant Name]** «Title» «Initial» «Surname»

From today to continue receiving Jobseeker's Allowance and/or National Insurance credits, you must take part in the Work Programme.

[insert name of Provider], or one of their partners, will support you whilst on the Work Programme. They will discuss what help you need to find work, and draw up an action plan of things you'll do to improve your chances of getting and keeping a job.

You must complete any activities that [insert name of Provider], or one of their partners, tells you to do.

You will still need to attend the Jobcentre and meet your benefit conditions including reporting any changes of circumstances.

You must take part in the Work Programme until you are told otherwise.

When you take part in the Work Programme, you are also taking part in the Employment, Skills and Enterprise Scheme which is established in law by The Jobseeker's Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011.

If you fail to take part in the Work Programme without a good reason, under The Jobseeker's Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011, your Jobseeker's Allowance could stop for up to 26 weeks. You could also lose your National Insurance credits.

We have passed your contact details on to [insert name of Provider]. They, or one of their partners, will be in touch with you shortly.

Yours sincerely

On behalf of Manager