

To: Work Programme Provider      From: [REDACTED]  
Provision Team Leader  
Department for Work and Pensions  
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Cc: Account Managers      Tel: [REDACTED]  
Account Executives  
Senior Performance Managers  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Email: [REDACTED]  
Date: 14 February 2012

## Judicial Review Announcement - Revised Notification for JSA Claimants – Work Programme

Dear Provider,

Further to the letter dated 13 February 'Judicial Review Announcement – JSA Claimants', I am writing to provide you with the wording that must now be included on all Mandatory Activity Notifications (MANs).

### Action

For all new JSA referrals to the Work Programme from 13 February, Jobcentre Plus will issue a revised WP05 notification letter. For all existing programme participants, DWP will issue a new WP05 letter which will be received all claimants by the 20 February 2013. Claimants are not required to take any action and the letter is for information only. Likewise, providers are not expected to take any retrospective action on existing participants.

By 20<sup>th</sup> February, you must ensure that all participants who you wish to mandate to an activity are issued with a revised MAN letter containing the necessary wording to satisfy the outcome of this judicial review.

All provider MANs issued to JSA claimants advising them to undertake an activity which may result in a sanction **MUST** be revised.

The text that needs to be included in MANs is provided in Annex A.

The text that needs to be included in the MANs for **JSA work experience on a voluntary basis letter** (to maintain basic standards of good behaviour), is provided in Annex B.

It is important to ensure that the above text is properly documented in your revised MAN so that labour market decision making activity can be legally enforced.

From 20 February onwards, on the basis that your new MANs are being used, Mandation activity can resume.

Please confirm by Noon Tuesday 19 February that you have either amended your MANs clerically or you have amended your IT to include the revised wording in your mandation notifications; using the template in Annex C.

If you have to amend you're your mandatory notifications clerically first and IT at a later date, you must send an additional assurance template confirming the change.

Please send your assurance template to [REDACTED]

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.

Yours Sincerely

[REDACTED]

## **Annex A - Mandation activity notification wording**

**Please insert the text directly after the mandatory statement “If you do not undertake the activities required in this notification your benefit could be affected”:**

When you take part in the Work Programme, you are taking part in a scheme established by law under the Jobseeker’s Allowance (Schemes for Assisting Persons to Obtain Employment) Regulations 2013.

If without a good reason you fail to attend or participate in the Work Programme your Jobseeker’s Allowance and National Insurance credits will be stopped (or will be paid at a reduced rate, depending on your circumstances) for:

- four weeks; or
- 13 weeks, if DWP have previously decided on one or more occasions that your JSA should be sanctioned because you failed to comply with your Work Programme requirements, or you committed any of the failures listed below within 52 weeks (but not within two weeks) of your last failure.

The failures referred to are, if without a good reason, you:

- fail to attend an adviser interview
- if applicable, fail to take part in a particular employment programme (such as the work programme)
- do not take the opportunity of a place on an employment programme or training scheme
- refuse or fail to apply for or accept a place on such a programme or scheme notified to you by your adviser
- fail to attend or give up a place or through your own misconduct lose a place on such a programme or scheme
- fail to comply with a Jobseeker’s Direction.

## **Annex B - Mandation activity notification wording for JSA work experience on a voluntary basis letter (to maintain basic standards of good behaviour)**

**Please insert the text directly after the paragraph “As part of your participation in the Work Programme, you have agreed to take part in work experience on a voluntary basis to help you gain work skills and experience”:**

**Please note:** Whilst doing the work experience you must maintain basic standards of good behaviour. If you fail to do this, you may lose your place with your host employer. If this happens, or if you fail to comply with your other obligations whilst on the work programme, as previously notified to you, your Jobseeker's Allowance and National Insurance credits will be stopped or paid at a reduced rate depending on your circumstances (sanctioned) for:

- four weeks, or
- 13 weeks if DWP have previously decided on one or more occasions that your Jobseeker's Allowance should be sanctioned because you previously lost a place on work experience by reason of your behaviour or failed to comply with your Work Programme requirements, or you committed any of the failures listed below, within 52 weeks (but not within two weeks) of your most recent failure.

The failures referred to are, if without a good reason you:

- fail to attend an adviser interview
- if applicable, fail to take part in a particular employment programme (such as the work programme)
- do not take the opportunity of a place on an employment programme or training scheme
- refuse or fail to apply for or accept a place on such a programme or scheme notified to you by your adviser
- fail to attend or give up a place or through your own misconduct lose a place on such a programme or scheme
- fail to comply with a Jobseeker's Direction.

## **Annex C - Judicial Review (February 2013) - Revised Notification for JSA Claimants – Work Programme Assurance Template**

[Insert Prime Provider name] can confirm that by 20 February 2013:

	<b>Yes</b>	<b>No</b>	<b>Date</b>
I can provide assurance that within my organisation and my supply chain are now using the revised wording in their Mandation Activity Notifications			
I have implemented a clerical letter solution pending any IT system being changed (please provide date)			
I have amended my IT system in accordance with this letter			

Name:

Position:

Contact details: