

DWP Central Freedom of Information Team

e-mail: freedom-of-information-request@dwpgsi.gov.uk

Our Ref: VTR 194

20 January 2014

Dear Mr Paul Jones

Thank you for your Freedom of Information request received on 14 January 2014. You asked:-

"Please issue me with all your internal guidance and template letters, forms or documents for your mandatory reconsideration and production of statement of reasons for sanctions procedures."

Unfortunately, I am unable to proceed with your request without clarification of the information you wish to receive, as the rules / notifications are different.

To help me do so, I would like to know which benefit you are referring to. The key benefits where sanctions are imposed are:

- Jobseeker's Allowance
- Income Support
- Personal Independence Payment

Other benefits impacted by sanctions are:

- Incapacity Benefit
- Employment and Support Allowance
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Please note that if I do not receive appropriate clarification of your information requirements within three months from the date of this letter, then I will consider your request closed.

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwpgsi.gov.uk or by writing to DWP, Central Fol Team, Caxton House, Tothill Street, London, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF www.ico.gov.uk