

## **WP05**

### **Work Programme**

#### **Start notification letter (JSA)**

#### **Jobcentre Plus**

Telephone:

Fax:

Textphone:

**Date:** dd/mm/yyyy

Dear

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

Insert Provider Name 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 Provider Name 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.

If you fail to take part in the Work Programme without a good reason, 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 Provider Name who will be in touch with you shortly.

Yours sincerely,

Manager (on behalf of the Secretary of State)