

# Help to Work linking document

1. The HtW package of support applies to Jobseekers Allowance (JSA) claimants who completed the Work Programme (WP) and whose **Work Programme Completer Interview is scheduled for 28 April 2014 or after.**
2. Where the Work Programme completion date **is prior to 28 April 2014** or the **WPCI is booked before 28 April**, the previous JSA Post Work Programme Support (PWPS) guidance must be followed.

## Examples of Help to Work (HtW) linking scenarios

### New claim within 12 weeks of Work Programme end date

Scenario	Action to take	Pilot Marker actions
New claim or rapid reclaim to JSA received <b>within</b> 12 weeks of Work Programme end date	Help to Work (HtW) applies.	Relevant HtW stage pilot marker applies

### Claimant ends their JSA claim before being assigned to HtW

Scenario	Action to take	Pilot Marker actions
Claimant leaves benefit during their period on the Work Programme and reclaims JSA <b>within</b> 12 weeks of their Work Programme end date	Help to Work (HtW) applies	Relevant HtW pilot stage marker applies.

### HtW claimant ends their JSA claim after being assigned to HtW

Scenario	Action to take	Pilot Marker actions
Claimant moves on or off benefit <b>before</b> being assigned to daily WSR or CWP following WPCI /IWSI	On reclaim, if date of IWSI / WPCI is over 8 weeks since claimant left benefit, MIR applies.	HtW MIR pilot stage marker applies
Claimant moves on or off benefit <b>before</b> being assigned to daily WSR or CWP following WPCI/ IWSI	On reclaim, if date of IWSI / WPCI is under 8 weeks since claimant left benefit, can be considered for DWSR or CWP.	PWPS pilot marker applies with the relevant HtW stage

Claimant leaves JSA after they have been assigned to Help to Work but reclaims JSA <b>within</b> 12 weeks	The claimant will return to HtW measures they were previously assigned to	Pilot marker should already be set on previous claim
<b>Scenario</b>	<b>Action to take</b>	<b>Pilot Marker actions</b>
Claimant leaves JSA after they have been assigned to Help to Work but reclaims JSA <b>after</b> 12 weeks	The claimant will not return to HtW but will receive the JCP offer.	PWPS exit stage pilot marker applies
Claimant has been assigned to daily WSR, leaves benefit and reclaims <b>within</b> 12 weeks	If the claimant is within 13 weeks from the point of referral to daily WSR balance of time if still appropriate	HtW DWSR pilot stage marker will have been set from previous claim
Claimant has been assigned to CWP, leaves benefit and makes a new claim <b>within</b> the CWP allotted time (30 weeks)	If a claimant has been referred to CWP, and has a start recorded, signpost back to the provider, if reclaim at any point within 30 weeks of referral. The claimant will be required to complete the remained of their allocated time.	CWP pilot stage marker will already be set against claimant record
Claimant has been assigned to CWP, keeps failing to start, subsequent referrals are <b>beyond</b> the 8 week assessment period from the IWSI/WPCI	No limit on repeated referrals but Work Coach needs to consider if still appropriate	CWP pilot stage marker applies if appropriate

### New claim following period on other benefits

<b>Scenario</b>	<b>Action to take</b>	<b>Pilot Markers actions</b>
JSA claim, following period on ESA, <b>JSA PWPS</b> pilot marker held on LMS record, is over 8 weeks from WPCI/IWSI but within 12 weeks of Work Programme end date.	Claimant is part of HtW but not eligible for daily WSR or CWP	HtW MIR pilot stage marker applies
JSA claim, following period on ESA, <b>ESA PWPS</b> pilot marker held on LMS record, within 12 weeks of Work Programme end date	Claimant is part of HtW	Relevant HtW pilot stage marker applies

JSA claim, following period on <b>ESA/IS/IB</b> , within 8 weeks of Work Programme end date	Claimant is part of HtW, DWSR and CWP can be considered	Relevant HtW pilot stage marker applies
JSA claim following period on ESA , <b>over</b> 12 weeks from the Work Programme end date	Claimant will not be included in HtW, is transferred onto JCP offer.	PWPS exit stage pilot marker applies

### New claim 12 weeks or more since previous JSA claim end date

Scenario	Action to take	Pilot Marker actions
Claimant leaves benefit during their period on the Work Programme and reclaims JSA more than 12 weeks <b>after</b> their Work Programme end date.	Claimant will not be included in HtW, Jobcentre Plus Offer applies.	PWPS exit pilot marker applies
Claimant leaves JSA <b>after</b> they have been assigned to Help to Work but reclaims JSA more than 12 weeks later	The claimant will not return to HtW, Jobcentre Plus Offer applies.	PWPS exit pilot marker applies

### Claimant declares a change of address

Scenario	Action to take	Pilot Marker actions
Claimant referred to CWP, start date <b>not</b> recorded.	The Work Coach at the new office must decide whether a new referral to CWP is appropriate.	Update the appropriate PWPS pilot stage marker
Claimant has declared change of address, new office is <b>within</b> , the same provider Contract Package Area.	If the claimant's new office is within the same provider Contract Package Area, the provider must be informed of the change and advised to source a suitable placement for the remainder of the CWP period unless the existing placement is within acceptable travelling distance for the claimant.	HtW MIR stage pilot stage marker applies
Claimant has declared change of address, new office is <b>not</b> within, the same provider Contract Package Area.	If the claimants new office is <b>not</b> within a contract package or within commuting distance, a discussion must take place to establish if the provision can continue within the new contract package area  (e.g. where the provider has a	Update the relevant HtW pilot stage marker

	delivery presence in the new CPA, or chooses to deliver provision through a sub-contracting arrangement). If not claimant would be assigned to MIR and no further referral to CWP could be made.	
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