

Eligibility checks

1. Before you complete the Readiness and Scoring process, you must ensure the potential participant is eligible for the Work and Health Programme (WHP).

Note: The potential participant must satisfy all 3 steps above to be considered for the WHP.

Step 1

2. You must first complete the checks below.

The answer to one of these checks must be YES
does the potential participant meet the disability definition
does the potential participant meet one of the specified Early Access Disadvantaged groups

Step 2

3. Confirm the potential participant:

The answers to all these checks must be YES
has the right to reside in the United Kingdom (UK)
has the right to work in the UK
is resident in England or Wales
is not in paid work
is aged 16 or over

Note: For non-caseload potential participants, you must see proof of the above.

Step 3

4. Check LMS to see if the potential participant:

The answers to all of these must be No
has previously completed the Work and Health Programme (WHP) and identify if they have started a WHP opportunity type before.
is already participating in a Department for Work and Pensions (DWP) provision
can be helped through attending other DWP programmes or provision (only if they are on a work coach caseload)

5. If the claimant is on a work coach caseload, has volunteered to join the WHP and fails any of these checks, you must contact them to inform them that they cannot be considered for WHP.
6. If the potential participant is not on a work coach caseload and fails any of these checks, you must contact them to let them know.
7. If the potential participant passes the eligibility checks, you must then identify those who would benefit most from the support given in WHP to secure sustained employment. You must do this by considering the details below.

Potential participant with a disability

8. Persons with a disability can be referred by the work coach on a voluntary basis at the most appropriate time. The potential participant must have a disability or disabilities as defined by the Equality Act 2010: 'Physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities. For example, for the purpose of the act, long term is defined as 'has lasted or is likely to last at least 12 months'; cancer, HIV infection and multiple sclerosis are defined as disabilities; an impairment which consists of a severe disfigurement would be considered as having an 'adverse effect'.

Early Access Disadvantaged Groups

9. Early access to the WHP will be available to a number of priority groups.
10. These groups may need additional support to move into employment.
11. These are:
 - an ex-offender (someone who has completed a custodial or community sentence) or an offender (someone who is serving a community sentence)
 - a carer
 - an ex-carer
 - a homeless person
 - a former member of Her Majesty's (HM) Armed Forces (AF)
 - a member of the HM AF reserves
 - a partner of current or former Armed Forces personnel
 - a person for whom a drug or alcohol dependency (including a history of) presents a significant barrier to employment
 - a care leaver
 - a refugee
 - a victim of domestic violence
 - a young person in a gang

Note: A young person in a gang is defined by the Home Office as a young person at any age up to and including 24 years.

12. Referrals for these groups will be at the discretion of the work coach.
13. You must judge when an individual would benefit from early access to the programme and early access criteria is met.
14. For those potential participants on a caseload, you must further consider whether the individual:
 - can be helped, in the opinion of Department for Work and Pensions (DWP), by the offer
 - has already been helped by Jobcentre Plus with their core jobsearch activity (if appropriate). Core jobsearch activity includes basic jobsearch skills, tasks such as Curriculum Vitae (CV) writing, use of e-mail and support with the use of Universal Jobmatch (UJ). Jobcentre Plus will initially support individuals with these skills before they move into contracted provision, unless the Work

Coach identifies that it is beneficial for an individual to go to the WHP immediately; (not applicable for potential participants who are not on a work coach caseload)

- needs more support than can be provided within the standard Jobcentre Plus offer (or through other available services and provision), (not applicable for potential participants who are not on a work coach caseload)
 - has committed to the goal of finding employment within one year
15. If the potential participant fails the eligibility criteria and suitability checks and is on a work coach caseload and has volunteered to join the WHP, you must contact them to inform them they cannot be considered for WHP.
 16. If the potential participant fails the eligibility criteria and suitability checks and is on a work coach caseload, but they are unaware they have been considered for WHP, there is no requirement to discuss WHP with them.
 17. If the potential participant fails the eligibility criteria and suitability checks and is not on a work coach caseload, you must contact the potential participant to let them know.