

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk)

Our Ref: FOI2019/13537

30 April 2019

Dear James Wilson,

Thank you for your Freedom of Information (Fol) request received on 2 April. You asked:

*I need copies of the template letters used to invite ESA claimants to a Work Capability Assessment (WCA) and the template letters used to notify claimants of the outcome determination of a WCA.*

**DWP Response:**

Please find attached copies of the following letter templates, used to notify claimants of Work Capability Assessment appointments and decisions:

- AL1 letter is used to advise claimant of their assessment appointment
- WCA AL1c leaflet is issued with the AL1 letter to provide further information about the assessment
- ESA65 letter is issued following assessment, where a claimant has been found fit for work
- ESA72 letter is issued following assessment, where a claimant has been placed into the support or work related activity group.
- ESA72sc letter is issued following assessment, where a claimant has been placed into the support group and they have a severe condition. This contains dropdowns (shown as DD in the letter) and the appropriate option is chosen depending on someone's personal circumstances.

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

Yours sincerely,

DWP Central FoI Team

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**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](mailto:freedom-of-information-request@dwpgsi.gov.uk) or by writing to DWP, Central FoI Team, Caxton House, Tothill Street, 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 [https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745