

DWP Central Freedom of Information Team

e-mail: freedom-of-information-rexxxxx@xxx.xxx.xxx.xx

Our Ref: 1926

16 May 2012

Dear Zoe,

You made the following request on 3/5/12.

'Please could you supply me with detailed guidance, criteria, eligibility and thresholds which cover how staff follow guidelines in deciding on Access to Work applications from disabled people seeking support in the workplace.

Specifically, I would be looking for any staff guidelines which cover how decisions are made and communicated to applicants; any management guidance on eligibility and thresholds on levels of support; and any other criteria which are used when making decisions.'

Please find attached a copy of the latest Access to Work guidance provided to advisers. The guidance covers eligibility and the criteria used when considering applications from people for support in the workplace because of disability or long term health problems.

Please be aware that the guidance product is updated and improved several times each year. We are happy to provide a copy of the latest guidance when requested, you do not need to make a formal FOI request.

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@dwp.gsi.gov.uk or by writing to DWP, Central Fol Team, 5th Floor The Adelphi, 1-11, John Adam Street, London WC2N 6HT. 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