Background

Background info

1. Job Grant is a work related payment that aims to bridge the gap between a claimant's final payment of benefit and first receipt of wages. Claimants who remain on benefit after starting work are not eligible for Job Grant.

2. Job Grant is a non-taxable, discretionary payment made under the powers of the Employment and Training Act 1973, the awards are:

    - £100 for single claimants and couples without children
    - £250 for lone parents and couples with children

3. The higher rate for those with children recognises the additional burden on families in the period between ending benefit and receiving the first wage.

4. It is not necessary for the claimant to be the parent of the child(ren) in order to be eligible for the higher rate of Job Grant, However, the child(ren) must be part of the family unit and the claimant or their partner must be in receipt of child benefit.

5. The higher rate grant is not payable if the claimant is not entitled to benefit for the child(ren), e.g. they are Persons from Abroad with no recourse to public funds.

6. Whilst Job Grant is administered via the legacy benefit systems JSAPS, ISCS and PSCS it is not a payment of benefit.

7. The claimant is not required to make a formal claim for a Job Grant but they must provide notification that they are moving from benefit into full-time work.

8. Processing staff are responsible for identifying claimants who may be eligible for a Job Grant when they or their partner are starting remunerative work or increasing their hours to 16/24 hours per week. JSAPS/ISCS/PSCS will prompt processors to consider a Job Grant payment when a claim is being terminated due to work.

Supporting Information

Eligibility Criteria

9. The claimant must be moving directly from benefit to remunerative work of at least 16 hours per week, or 24 hours for partners, that is, the claimant will not be in receipt of any type of benefit. See exception criteria.
10. The claimant/partner may be starting work, increasing their hours of existing work or combining jobs, self-employment, JCP/ND waged

opportunities or employed status Work Based Learning for Adults (WBLA)/Training for Work (TFW).

11. The claimant must also:

- expect the work to last for at least 5 weeks

- notify Jobcentre Plus that they have moved into full time work within 21 days of doing so and

- have been entitled to a qualifying benefit for the previous 26 weeks immediately prior to moving into remunerative work and

- have not already received a Job Grant relating to the same 26-week qualifying period.

- where it is the partner moving into remunerative work, be removing the whole of the family unit from benefit, i.e. if the claimant continues to receive a benefit in his or her own right, a Job Grant is not payable.

- Self-employed claimants will qualify for Job Grant if they return to work and meet the relevant criteria.

Exception criteria

12. Certain claimant groups are 'People treated as not in remunerative work' and they do not qualify for a Job Grant.

13. As the remunerative work rule does not apply to these claimants, their benefit claims are not terminated due to the number of hours they work.

14. They remain entitled to receive benefit until their income exceeds entitlement. Therefore, they do not have a gap in income to bridge between final payment of benefit and first receipt of wages.

15. For 'People treated as not in remunerative work', see the Decision Maker's Guide, Volume 4, Chapter 20 – JSA and IS – conditions of entitlement, paragraph 20464.

Qualifying Benefits

- Incapacity Benefit (IB) including IB(Y)
- Income Support (IS)
- Employment and Support Allowance (ESA)
- Jobseekers Allowance (JSA)
- Severe Disablement Benefit (SDA)
- Jobcentre Plus/New Deal Allowance payments where the allowance is based on JSA(Cont), JSA(IB), IS, ESA, IB, or SDA
- Employment Zone payments where the allowance is based on JSA(Cont) or JSA(IB)
- A combination of any of the above

Dormancy periods

16. Dormancy periods are excluded with the exception of the dormancy reason of Overpayment Recovery extinguishment.

Credits Only Claimants

17. Claimants will not qualify for a Job Grant payment if they are signing as unemployed or submitting medical evidence in order to receive National Insurance Credits only. Any period where a claimant is not entitled to a payment of benefit but is entitled to NI Credits does not count towards the 26-week qualifying period.

Qualifying Period

18. The qualifying period commences from the first day of benefit entitlement.

19. Waiting days do not count towards the qualifying period. However those cases where a claimant has claimed Incapacity Benefit (IB) **immediately** following time spent on another qualifying benefit, the waiting days served at the start of the IB claim will count towards the qualifying period.

20. Periods of Statutory Sick Pay (SSP) do not count towards the qualifying period.

21. A break of even one day will mean that the qualifying criterion is not satisfied.

22. Claimants who spend a period on jury service within the 26-week qualifying period, and would have been entitled to a qualifying benefit had they not been on jury service, can count the period spent on jury service towards the qualifying period.

23. Where a jobseeker has been sanctioned and continues to sign on, they retain underlying entitlement to JSA irrespective of whether they claim hardship payments. This period counts towards the qualifying period. See JSA Procedural Guidance, 'What is a sanction'.

24. Where a jobseeker is disallowed or disentitled to benefit for one day or more, eligibility will only be maintained for any period where a hardship payment has been paid. See JSA Procedural Guidance, 'Disallowing a Jobseeker's Allowance claim'.

25. Claimants may only receive one Job Grant payment within a 26-week qualifying period. If, having received a Job Grant, the claimant makes a repeat claim to benefit a further 26 weeks would need to be served in order to qualify for a further Job Grant payment.

26. If a claimant's claim has been suspended, a Job Grant award cannot be made until a decision on the suspension has been made. The outcome of the decision will need to be checked for its impact on benefit entitlement. However, eligibility to the Job Grant will be maintained if hardship is payable.

27. Periods spent on benefits in Northern Ireland count towards the qualifying period.

28. The period spent on an EZ counts towards the qualifying period if the payment received is based on JSA (Cont) or JSA (IB) and a residual element of JSA(IB) remains in payment, e.g. a personal job account. The Job Grant would be payable to anyone satisfying the qualifying criteria who moves onto a waged ND employed status WBLA/TFW opportunity, e.g. where payment of JSA (IB) ceases altogether.

Linking

29. There are no linking provisions. Therefore, to be eligible to receive a Job Grant the claimant must have been in receipt of a qualifying benefit, or combination of qualifying benefits, without interruption for 26 weeks immediately prior to entering work.

Timescale for paying Job Grant

30. It is important that Job Grant payments are issued promptly. This ensures that claimants receive the money when it is most needed, i.e. during the transition period when payment of benefit stops and they receive their first wages.

31. Although specific targets have not been set, the intention is that a Job Grant payment should be issued within five working days of receiving all the necessary information required to make a decision.

Checking for previous Job Grant payments

32. Before awarding the Job Grant you must also check that a payment has not been paid in respect of the same 26-week qualifying period by another source.
Details of Job Grant payments previously paid are: -

Benefit	Displayed in
For Jobseekers Allowance	JSAPS dialogue JA502: Payment enquiry. JSAPS dialogue JA507: Linking/Claim History JSAPS dialogue JA510: Notepad enquiry. Clerical records.
For Income Support	ISCS dialogue IS502: Payment enquiry. **J** will display for Job Grant in the **Type** header when a Job

	Grant payment has been issued. ISCS dialogue IS510: Notepad enquiry. Clerical records.
For Incap/SDA	PSCS dialogue RP 011 screen RP306. Clerical records.

- Common Enquiry Service (CES) and Departmental Central Index (DCI); hold an indication of benefit interest.
- It may be necessary to contact other Benefit Sections in order to gather information. Record details on an A6.

Establishing entitlement to Job Grant

33. A claimant is not required to make a formal claim for a Job Grant but they must provide notification that they are moving from benefits to full time work.

34. For payment of Job Grant to be considered claimants must notify Jobcentre Plus within 21 days of starting work. If they do not provide all the relevant information within this timescale a Job Grant will not be payable.

35. The Decision Maker has the discretion to extend the 21-day period if the claimant's circumstances are considered exceptional.

36. Claimants notify Jobcentre plus in different ways when they are starting work. For instance, Jobseekers Allowance claimants should complete the ES40 which has a tick box to indicate that they expect their job to last 5 weeks or longer. If the claimant has failed to indicate on the ES40 whether the job will last 5 weeks or more, no further action is required and a Job Grant will not be payable.

37. For other claimants a check must be made to establish if the job is expected to last at least 5 weeks. It must be made clear to the claimant that the information must be provided within 21 days or a Job Grant will not be payable.

38. When details have been received, an entry should be made in the system Notepad or clerical documents.
39. When a claim to benefit is terminated, warning messages will appear alerting the user to consider entitlement to Job Grant.

Warning messages

JSAPS
40. In JSAPS dialogues JA099 and JA200 warning message **W7727 Check Job Grant eligibility, consider 26 week qualifying period** will display when the following termination codes have been input in JA099: Record Claim Termination Details

02 – Working on average 16 hours per week or more

04 – Found work

06 – CMB claimed

16 – Training *

20 – New Deal Employment Option taken

21 – New Deal Environmental Task force

22 – Voluntary work

23 – Welfare to Work

29 – EZ Paid Work Placement

* Use of termination code 16 would only lead to a Job Grant payment when the jobseeker's claim was terminated and they were classed as being on Employed Status Training.

ISCS

41. In ISCS dialogue IS200 warning message **W9784 Consider Entitlement to Job Grant** will display when the following termination codes have been input.

03 – Customer in remunerative work of 16 hours or over

04 – Partner in remunerative work of 24 hours or over

18 – other

27 – Customer employed on average 16 hours or more per week

PSCS

42. **Consider Job Grant** will be displayed when an Incapacity End type 6 Returned To Work is recorded in dialogue RP303, screen RP680.

Length of Employment

43. Once the appropriate exclusion reason has been recorded you need to establish if the employment is expected to last 5 weeks or more.

44. If it is not clear, first establish if the claimant has been in receipt of a qualifying benefit for at least 26 weeks. If not, no further action will be required.

45. Issue More Information Letter if further information is required to enable you to make a decision.

46. See [Establishing entitlement to Job Grant](#) if the claimant has returned an incomplete ES40 card.

Repeat entitlement

47. Claimants may only receive one Job Grant payment within a 26-week qualifying period. If, having received a Job Grant, the claimant makes a repeat claim to benefit a further 26 weeks would need to be served in order to qualify for a further Job Grant payment.

Example

John claims Income Support as a lone parent from 4 May 2005 to 2 March 2006. He then finds work and his claim to benefit is terminated. John meets all the eligibility criteria and he receives a higher rate Job Grant payment.

John works from 3 March 2006 until 12 June 2006 when his job ends. He claims Income Support again from 13 June 2006. On 7 October 2006 he finds another job and his claim to benefit is terminated again.

On this occasion John is not entitled to a Job Grant payment because his qualifying period started on 13 June, the day he reclaimed Income Support and he has not been in receipt of a qualifying benefit for 26 weeks or more.

Verification

48. There is no requirement to make any additional check on the jobseeker's statement that they have found work of 16 hours a week or more (24 hours for partners) and expect the work to last at least 5 weeks.

49. However, you may wish to check if you have any substantial grounds for doubt about the information provided. Remember that you must ask the jobseeker's permission before contacting their employer/future employer.

Employment lasts less than 5 weeks

50. In the event that the claimant's employment does not last for at least five weeks and the claimant subsequently makes a repeat claim to benefit, the payment of the Job Grant is not recoverable.

51. There may be circumstances where a claimant's employment ends before the Job Grant payment has been made. Even though you may be aware that the claimant is no longer in employment, the Job Grant should still be paid if the claimant had originally met the qualifying criteria. If any doubt arises regarding this, a referral to the Decision-Maker may be appropriate.

Partners

52. A Job Grant can be considered when the claimant's partner starts full-time work of 24 hours or more per week and all the other qualifying conditions are satisfied.

53. For a Job Grant to be payable when it is the partner who is moving into full-time work, the benefit claim must be terminating. Eligibility conditions are satisfied if the claimant remains claiming National Insurance Credits only.

54. Where a partner commences full-time work, you must first establish if the claimant has been in receipt of a [qualifying benefit,](#) or a combination of benefits, for at least 26 weeks. Help on how to check this information is in the section of this guide, [Checking for previous Job Grant payments.](#) If this condition is satisfied, a Job Grant can be paid providing that the other eligibility conditions are met.

55. If the claimant has not been in receipt of a relevant benefit or combination of benefits for at least 26 weeks, consider whether the claimant and partner have been members of the same couple and claiming benefit for an accumulated 26 weeks, irrespective of whose name the claims were in.

56. Where a partner commences work and the claimant has not been in receipt of a qualifying benefit for 26 weeks or more consider if the partner has been in receipt of a qualifying benefit in their own right. If so the partner will qualify for Job Grant if all other eligibility criteria are met.

57. The appropriate rate of Job Grant should be considered when a partner commences remunerative work, the higher rate Job Grant will only apply if the couple have dependant children.

Note: The Job Grant payment must always be issued to the claimant even when it is the partner who is moving into full-time work.

58. Where a claimant and partner both move into work, only one Job Grant will be payable.

Joint claims

59. The Job Grant is payable when either or both jobseekers move into work of 24 hours or more. If one member of a joint claim finds work of 16 hours or more, but less than 24 hours, the jobseeker would be eligible for a Job Grant if their claim is terminated. If the jobseeker remains part of a 'dependence status' claim they would not be eligible for a Job Grant and the claim will revert to a standard claim with the relevant claimant declaring part time earnings.

60. If both members of the joint claim move into full time work and their claims are terminated they would both be eligible for a Job Grant payment if they satisfy the eligibility criteria. Each joint claim member will qualify for the lower rate award.

Change of Circumstances – Balancing Payments

61. A balancing payment may be paid to claimants who have already received a Job Grant payment of £100 but have retrospectively notified a change of circumstances regarding children or have notified a change, which has not been processed. Where the date of change is prior to the claimant starting work and the change is dealt with retrospectively a balancing payment of £150 should be considered.

Example
John was receiving Jobseekers Allowance for himself and his partner Janet. He notified his local jobcentre that Janet had had a baby but this change of circumstance has not been processed. John then moved into full time work after the baby was born but the Job Grant was paid at the lower rate of £100.

The change of circumstances is processed retrospectively and it is identified that John should have received a Job Grant at the higher rate of £250.

John is entitled to the balancing payment, which will always be £150, i.e. the difference between the higher and lower rate Job Grant.

62. In all instances where a change of circumstance, where the date of change is prior to the claimant starting work, has been processed retrospectively, the claim must be reopened, the change of circumstances applied and the exclusion applied again. Once the claim has been excluded again with the appropriate reason code a warning message will display to consider entitlement to Job Grant. Functionality within the system dialogue allows the balancing payment to be made.

More information required from claimant

63. If there is insufficient information to determine whether all the qualifying conditions are satisfied, further enquiries must be made, particularly if it is evident that if the claimant is leaving benefit to go into full time work they may be eligible for a Job Grant.

64. The Job Grant: More Information Letter has been developed to assist you when more information is needed from the claimant to enable a decision to be made on payment of Job Grant. A clerical version of this form, JG4 or JG4(IB) is also available.

65. Where more information is required and the claimant is issued with a Job Grant: More Information Letter, the claimant has 14 days from the date of issue to reply. If the claimant does not provide the information within 14 days no further action is necessary.

To request further information:

Step	Action For Jobseekers Allowance claimants
1	access Job Grant Administration JA460
2	JA460209: Job Grant Administration will display
3	ensure that the Award Job Grant field displays 'N'. If it has defaulted to 'Y', then amend to 'N'
4	scroll down to the Request Additional Information field and input 'Y'
5	scroll through the remaining fields and press ENTER

Step	Action For Income Support claimants
1	access the JOB GRANT ADMINISTRATION screen in dialogue IS160
2	in the **Date Started Work field**, if a date is already displayed check that this corresponds to the date the claimant/partner started work. If it does not, input the date claimant/partner started work. (If the field is already pre-populated it will be protected and you will not be able to amend it)
3	ensure that the **Award Job Grant** field shows **N**. If not change to **N**
4	scroll down to the **Request Information** field and Input **Y** and press **ENTER**
5	scroll through the remaining fields and press **ENTER**

Step	Action For Incapacity Benefit/SDA claimants
1	access dialogue RP303 screen RP694 **Outcome Reason Details**
2	Select destination letter type 2
3	BF6604 is created to produce form JG4000

| 4 | The issue of the form and the date of issue can be viewed in dialogues RP801 and RP001. |

Appeal rights

66. The decision to make a payment of Job Grant is discretionary and there are no appeal rights. A decision not to pay Job Grant will only be issued to those claimants who:
- formally request a Job Grant, or
- ask for reconsideration of a decision not to pay a Job Grant which results in the same outcome, or
- enter into correspondence about Job Grant, i.e. when you have asked them for more information about their job and they are not entitled to a payment

67. In these instances a JG2 should be issued detailing the reason that a Job Grant has not been paid. If the jobseeker disputes the non-eligibility to Job Grant, they should be advised to put their reasons in writing. On receipt of the request for reconsideration, a different officer should consider the case, issue a refusal notification if applicable, or if the decision has been changed to an award, then an award notification will be issued along with a payment. Details of the decision should be recorded on an A6 and in Notepad.

Suspected fraud

68. If the claimant is under investigation for suspected fraud, payment of Job Grant may not be appropriate, e.g. a claimant has been found to be working and claiming in the course of an investigation and their claims ends as a result of this.

69. The Decision Maker must have sufficient evidence of fraud to revise the decision and terminate the award.

70. If there is fraud interest on a claim, the Special Interest Indicator D displays on the bottom of each screen. In clerically maintained cases, check the claimant's claim papers for a fraud annotation.

71. It may be necessary to contact the local Fraud Investigation Service to establish whether the claimant is under investigation.

Replacement payments

72. The usual policy applies when dealing with claimants who report a Job Grant payment lost, stolen or not received. If there is a need to consider a replacement payment the user must follow current procedures.

73. When displaying the Job Grant Method of Payment the **type** will be preceded with **J** as follows

- JGI – Job Grant system cheque
- JCG – Job Grant clerical cheque
- JAC – Job Grant direct payment

Recalling Direct Payments

74. If there is a need to recall a Direct Payment the user must follow current procedures.

Claimant transfers to Pension Credit whilst a Job Grant payment is still outstanding

75. In the event that a claimant starts full-time work but subsequently claims or transfers to Pension Credit before the Job Grant payment is made, it will not be possible to make a system payment, as access to the appropriate dialogues will be denied. The outstanding Job Grant payment will have to be made clerically.

Death of a claimant

76. If a claimant dies prior to a Job Grant payment being made, the payment must be made to the claimants' partner/representative providing the eligibility conditions have been met. All appropriate action must be taken on the claim as per current guidelines.

Other in-work payments

77. Claimants who are eligible for a Job Grant payment may also be immediately eligible for other in-work benefits/tax credits.

78. A claim for any in-work benefits/tax credits should not be delayed because of establishing eligibility for the Job Grant.

79. A Job Grant payment will be treated as capital in the calculation of in-work payments.

80. It is important that the Job Grant is paid as soon as the Decision Maker decides that the conditions are met. If MIRO is paid, there is no need to wait until the run-on period has ended.

To make an award

Claimants in receipt of Job Grant to JSA claimants

81. When you receive notification of commencement of full time work either directly from the jobseeker, via the Jobcentre Plus office or a Work Available Report (WAR), take normal system or clerical claim termination action. **See Claims Guide Volume 3 - Claim Termination for more information.**

82. Action to make a Job Grant award can be found in **JSA Circular 3/04**

83. Once you have confirmed entitlement to Job Grant by ensuring all the eligibility criteria is met, access JSA dialogue JA460: Job Grant Decision.

84. Screen JA460209 Job Grant Decision Screen is entered into following Screen JA460208. This is where processors can select one of the three functional options.

```
JA460209                        JOB GRANT DECISION                 dd/mm/yy hh:mm
---------------------------------------------------------------------------------
CLAIM TERMINATION DATE                           [**/**/**]


WORK COMMENCEMENT DATE                           [!!/!!/!!]


AWARD JOB GRANT?                                 [!]


METHOD OF PAYMENT                                [!!]
DATE OF ISSUE                                    [**/**/**]
RATE OF JOB GRANT PAYMENT                        [!!!!!!]
REQUEST ADDITIONAL INFORMATION?                  [!]


JOB GRANT INFORMATION COMPLETED                  [!!/!!/!!!!]


ISSUE REFUSAL LETTER?                            [!]


NEXT ITEM: !!!!!!!!!!!!!!!!!!!!! NEXT DIALOGUE:!!!!!! *** *****
```

85. The fields in Dialogue JA460 are used as follows; -

- Claim Termination Date Field
  - This is a System filled date of claim termination; it will be populated by the exclusion date for terminating cases. Job Grant payments are only applicable when a case is terminating.

- Work Commencement Date Field
  - This date will require completion if a prior Job Grant payment has been made for an entitlement date within the last 26 weeks. It can also be used to show the date following the last day of the claim.

- Award Job Grant Field.
  - This field is defaulted to 'N' and must be amended to 'Y' where appropriate. If 'Y' is input the processor will not be allowed to request additional information or a denial of payment letter. If the field is set to 'N' then a Job Grant will not be awarded, JSAPS will

not issue a refusal letter unless the processor requests this action to be done.

To make an award of a Job Grant to JSA claimants

Step	Action
1	access Dialogue JA460, Screen JA460209 Job Grant Decision will display
2	in the Award Job Grant field, input 'Y' (the default will be 'N')
3	check that the **Method Of Payment** field is pre-populated with the claimant's current method of payment. This field can be amended to GI (Giro), CG (Clerical Giro) or AC (Direct Payment)
4	the **Rate Of Job Grant** field will be pre-populated with the standard amount that a claimant/partner should receive given their current circumstances.
5	in the **Accept Payment** field Input either Y or N depending on whether the rate of payment has been accepted.
6	in the **Job Grant Information Completed** field input the date that all the information required to make the award was received. This is a mandatory field and must be completed as failure to do so will prevent you from making the award and you will see the following error message **E1860.**
7	scroll through the remaining fields and press **ENTER** to confirm payment
8	If the payment is by CG, JSAPS will print form FF100. The payment code for Job Grant is **589.** The FF100 must be sent securely to Finance Section for payment, along with any other relevant documents

For clerically maintained JSA cases.

Step	Action
1	complete JSA14P using payment code 589 and record details in the notes box
2	pass clerical papers to Band C to confirm Job Grant is due and to authorise the payment
3	record details of the Job Grant on an A6 and in JA110: Maintain

	Notepad showing the date payment was issued and the amount.
4	prepare award notice JG1 for issue with the payment
5	pass the JSA14P securely in a sealed envelope to the Finance Section for payment. If faxing, alert the nominated officer.

86. Dialogue JA460 **must** be used for all Job Grant payments payable to the Jobseeker. This applies where it is the claimant who is moving into work. All Job Grant payments made in respect of a partner starting work **must** be paid in Dialogue JA490.

87. Access to Dialogue JA490 will only be allowed to issue a Job Grant payment where Exclusion Reason 04 applies (Partner in remunerative work working an average 24 hours or over)

Further Information

88. Further information on the background and making an award of Job Grant can be found in: -
   • JSA Circular 3/01
   • JSA Circular 5/01
   • JSA Payment Procedural Bulletin 20/04
   • JSA Payment Procedural Bulletin 24/04

Notifications

89. System notifications are issued through dialogue JA460: Job Grant Decision.
90. There are three different types: -
   • Payment notification (J8500)
   • Refusal (J8600)
   • Further information (J8700)

Refusal Notifications

91. If a refusal notification is not requested when a disallowed decision is recorded, an on-line message will display **Consider issuing Refusal Notification.**

92. It is not necessary to issue a Job Grant refusal notification in every instance. A Job Grant refusal notification should only be issued when the claimant has made enquiries about payment of a Job Grant or requested that we reconsider an earlier decision not to pay a Job Grant and payment is not appropriate.

To issue a refusal notification to JSA claimants

Step	Action
1	access dialogue JA460 screen JA460209 Job Grant Decision
2	in the **Work Commencement Date field**, if a date is already displayed check that this corresponds to the date the claimant/partner started work. If it does not, input the date claimant/partner started work. (If the field is already pre-populated it will be protected and you will not be able to amend it)
3	ensure that the **Award Job Grant** field shows **N**. If not change to **N**
4	in the **Job Grant Information Completed** field, input the date that all the information was received to make the decision to refuse payment. This is a mandatory field and must be populated
5	scroll through the fields to the **Issue Refusal Letter** field and input **Y**
6	scroll through the remaining fields and press **ENTER**

To make an award of Job Grant to IS claimants

93. When you receive notification of commencement of full time work take normal claim termination action. You must confirm entitlement to Job Grant by ensuring all the eligibility criteria is met.

94. ISCS will allow you to authorise and record payments of the Job Grant using dialogue IS160: Job Grant Administration.

95. Details on how to make a payment are in **IS GAP Guide, Chapter 5, Special Circumstances,** paragraph 17500 et seq.

96. Access to dialogue IS160 is not automatic. Payment of Job Grant is an off-line decision, based upon the eligibility conditions being met and you will need to select this dialogue to action one or more of the available functions.

97. The dialogue consists of two screens:
   - JOB GRANT NINO PROMPT screen
   - JOB GRANT ADMINISTRATION screen

98. When accessing dialogue IS160, the JOB GRANT NINO PROMPT screen will be displayed first. This will allow the NINO to be entered for claim selection. This screen must only be accessed when you have considered the eligibility conditions.

JOB GRANT ADMINISTRATION screen

```
********  *********************************************  ********  *****
***********************************************************************

 CLAIM  TERMINATION  DATE    [********]
 DATE  STARTED  WORK          [!!!!!!!!!]

 AWARD  JOB  GRANT?           [!]

 METHOD  OF  PAYMENT          [!!]
 DATE  OF  ISSUE             [********]
 AMOUNT  OF  PAYMENT         £[********]
 ACCEPT  PAYMENT              [!]

 REQUEST  INFORMATION?        [!]
 JOB  GRANT  INFORMATION  PROVIDED  [!!!!!!!!]

 ISSUE  REFUSAL  LETTER?      [!]


NEXT  ITEM:  !!!!!!!!!!!!!!!!!!!!  NEXT  DIALOGUE:  !!!!!!  ***  *****
```

99. Dialogue IS160 Screen IS160242 will allow you to:
   - Request a Job Grant payment by Clerical Cheque (CG), System Cheque (GI) or Automated Credit Transfer (AC);
   - Request a Job Grant: More Information letter;
   - Issue a Job Grant: Refusal letter when payment of a Job Grant is not appropriate

To make an award of a Job Grant to IS claimants

Step	Action
1	access Dialogue IS160
2	at the NINO PROMPT screen input the claimant's NINO. Press **ENTER**. The JOB GRANT ADMINISTRATION screen will display
3	if the **Date Started Work** field is not already populated, input the date the claimant/partner started work. (If the field is already pre-populated it will be protected and you will not be able to amend it)
4	in the **Award Job Grant** field input **Y** (the default will be **N**) if the Job Grant is to be awarded, i.e. no further information is required or a refusal letter is not appropriate. Press **ENTER**
5	check that the **Method Of Payment** field is pre-populated with the claimant's current method of payment. This is a mandatory field and, if an incorrect code or no code is entered, the following error message will display: **E3106: Error: JG payment may only be by AC, CG or GI**

6	the **Amount Of Payment** field will be pre-populated with the standard amount that a claimant/partner should receive given their current circumstances.
7	in the **Accept Payment** field Input either Y or N depending on whether the rate of payment has been accepted.
8	in the **Job Grant Information Provided** field input the date that all the information required to make the award was received. This is a mandatory field and must be completed as failure to do so will prevent you from making the award and you will see the following error message: **E5984: Date Start Work and JG Info Provided fields must be populated**
9	scroll through the remaining fields and press **ENTER** to confirm payment
10	If the payment is by CG, ISCS will print form FF100. The payment code for Job Grant remains as **589** The FF100 must be sent securely to Finance Section for payment, along with any other relevant documents

For clerically maintained IS cases.

Step	Action
1	Complete A14A to show the award calculation.
2	In the notes panel record the reason for payment Strike through the payment panel and Write Records Only
3	Complete form FF100 using giro code 589 and record details in the notes box. The FF100 must be headed **ECP.**
4	Pass clerical papers to Band C to confirm Job Grant is due and to authorise payment.
5	Record details of the Job Grant on an A6 and in IS110: Maintain Notepad showing the date payment was issued and the amount.
6	Prepare award notice JG1 for issue with the payment
7	Pass the FF100 and JG1 securely in a sealed envelope to your Finance Section for payment. If faxing, alert the nominated officer.

Notifications

100.   System notifications are issued through dialogue IS460: Job Grant Decision.

101.   There are three different types: -
- Payment notification (M7100)
- Refusal (M7200)
- Further information (M7300)

Refusal Notifications

102.   If a refusal notification is not requested when a disallowed decision is recorded, an on-line message will display **Consider issuing Refusal Notification.**

It is not necessary to issue a Job Grant refusal notification in every instance. A Job Grant refusal notification should only be issued when the claimant has made enquiries about payment of a Job Grant or requested that we reconsider an earlier decision not to pay a Job Grant and payment is not appropriate.

To issue a refusal notification to Income Support claimants

Step	Action
1	access the JOB GRANT ADMINISTRATION screen
2	in the **Date Started Work field**, if a date is already displayed check that this corresponds to the date the claimant/partner started work. If it does not, input the date claimant/partner started work. (If the field is already pre-populated it will be protected and you will not be able to amend it)
3	ensure that the **Award Job Grant** field shows **N**. If not change to **N**
4	in the **Job Grant Information Provided** field, input the date that all the information was received to make the decision to refuse payment. This is a mandatory field and must be populated
5	scroll through the fields to the **Issue Refusal Letter** field and input **Y**
6	scroll through the remaining fields and press **ENTER**

To make an award of Job Grant to IB/SDA claimants

103.   When an Incapacity End type 6 "Returned to Work" is recorded in dialogue RP303, screen RP680 an on-line consider message Consider Job Grant is displayed.

104.   If a claim ends for any other reason you will have to determine from the information available if a Job Grant payment can be made or whether a Job Grant enquiry form is appropriate. It will not be necessary to issue the form in every case.

105.   Once it has been determined that a claimant is entitled to Job Grant the appropriate payment should be requisitioned via PSCS.

106.   Guidance on how to make a payment is in **IS/MA Bulletin 38/04**

Recording decisions on PSCS – Dialogue RP303 and 703

Step	Action
1	From **dialogue RP303** Access **RP693 Job Grant/Outcome Reason Details** screen RP680 to record Job Grant entitlement decision details. Select **function key F3** to access Job Grant Details. The F3 function key will not be available where: - • INCAP account is owned by IPC, or • Benefit type is other than IB, IB(Y), or SDA, or • BF6598 is present "Job Grant payment requisition outstanding" This BF is created when an allowed decision is recorded in screen RP693.
2	Enter **Decision Type** • A – Allowed • D - Disallowed When a Job Grant decision type of "Allowed" is entered, a BF6598 will be set. This will output a payment prompt every seven days until a Job Grant payment is issued. If it is determined that the payment is not required the case should be referred to the team leader to delete the BF in dialogue RP801. This will result in the 'Allowed' decision being marked as void.
3	Enter **Information date** This is the date when all the information is available to enable a Job Grant decision to be made.
4	Enter **End date** This is the last day the claimant was entitled to benefit.
5	Enter **Rate** • H - £250.00 for Higher • L - £100.00 for Lower

	• B - £150.00 for Balancing The amount field will be automatically populated when the rate field is completed
6	Access dialogue **RP703** screen **RP739 Job Grant Payment Requisition** to requisition an automatic Job Grant payment or record the issue of a manual Job Grant payment.
7	Access screen **RP725** by selecting **7** Job Grant.
8	The **amount field** in **RP739** will display the rate of Job Grant to be paid according to the information recorded in RP303693. Available options are to pay either automatically or manually.
9	If an automatic payment is selected the method of payment (MOP) will be determined by the current MOP held on the account. The payment code for manual payments is **589**.
10	A BF5476 **Clerical Payment details required** will be created to ensure the payment serial number and issue date are recorded in dialogue RP702.
11	**Refusal Notification** - this field will be pre-populated with **N.** Input **Y** if the decision recorded is "disallowed". A BF6601 (Refusal Notification) will be set up and the notification JG2000 will be issued to the claimant.

107.   Note that where an account holds an incapacity end date of 00/00/00, a Job Grant cannot be requisitioned through PSCS until a relevant end date is recorded.

Notifications

108.   One of the following forms will be automatically issued to the claimant when a Job Grant payment is requisitioned through PSCS: -
- JG1001 – Job Grant Direct Payment notification
- JG1002 – Job Grant Cheque payment notification
- JG1003 – Job Grant Direct Balancing Payment
- JG1004 – Job Grant Cheque Balancing Payment

109.   If a Job Grant is paid manually an award notice JG1 will need to be issued clerically.

Refusal notification

110.   If a refusal notification is not requested when a disallowed decision is recorded, an on-line message will display **Consider issuing Refusal Notification.**

111.   It is not necessary to issue a Job Grant refusal notification in every instance. A Job Grant refusal notification should only be issued when the claimant has made enquiries about payment of a Job Grant or requested that we reconsider an earlier decision not to pay a Job Grant and payment is not appropriate.

112.   If a refusal notification is requested on an account where a date of death is held, the message **"Entry not valid, date of death held"** will display.

To issue a refusal notification to IB/SDA claimants

Step	Action
1	The Refusal Notification field is pre-populated with 'N' If the decision recorded is 'disallowed' change this to 'Y'
2	BF6601 (Refusal Notification) will be set up and JG2000 will be issued to the claimant.

Further information

113.   Further information is available in IB/MA Bulletin 51/04.

Reports and Management Information
Statistical reports

114.   The following statistical information will be collected
* Number of higher rate Job Grant payments issued
* Number of lower rate Job Grant payments issued
* Number of balancing payments issued
* Number of Job Grants paid within 5 days
* Number of Job Grants paid within 10 days

Other reports

115.   The Data Protection Act (DPA) print will display details of Job Grant.

116.   For JSA claimants, the Transfer to Clerical (TTC) print – JA72510 will only display the last payment of Job Grant. In the case of a balancing payment being made, this will be the £150 payment.

Recording clerical awards

117.   Offices must continue to collect statistics for any Job Grant payments issued for cases not maintained on ISCS/JSAPS/PSCS.

- Claimant's name; and
- NI number; and
- Date information received
- Date issued (higher rate payment)
- Date issued (lower rate payment)
- Date issued (balancing payment)
- Number of days taken to clear
- Paid within 5 days
- Paid within 10 days

118.   These statistics should then be submitted with other clerical stats as usual.

IB Weeding Scan

119.   The weeding scan will delete Job Grant payments 2yrs after the Job Grant end date.

Pre payment checks

120.   Job Grant payments will be subject to the existing random pre-payment check requirements.

121.   Selected payments will require that a nominated officer accepts or rejects them. For IS payments this will be through Dialogue IS220. Job Grant cases will be displayed with a reason type **16**. For JSA payments this will be through Dialogue JA420. Job Grant cases will be displayed with a reason type **20**. For IB/SDA cases the functionality in RP303 will be applied and the check case control BF6541 'Pre Payment Check' will be created.

122.   Existing reason type of **11** (Inexperienced users) can also occur for Job Grant.

123.   If the pre-payment check is accepted, a Job Grant payment will be triggered.

124.   If the nominated officer rejects a Job Grant payment, existing functionality will result in the pre-payment check being deleted. The result of

this will be to return to the point before Job Grant was awarded allowing you to process/reject the award or request further information.

125.   Payments selected for a pre-payment check and which are not subsequently cleared will not convert to post payment check.

Appendix 1

Job Grant More Information Letter

We need some more information to work out if you are entitled to a Job Grant payment

You have recently told us about a change in your circumstances which means you may be entitled to a Job Grant payment.

Please complete the page called **Information We Need**.

To be considered for Job Grant payment, you must reply within 14 days.

When you send us the information, you can use the envelope and reply slip sent with this letter. The envelope does not need a stamp.

If you want more information please get in touch with us. Our address and phone number are at the top of this letter.

Yours sincerely

Information we need
Please tick the relevant response to the following questions.

Have you or your partner if you have one returned to work or started a new job?
[ ] No – you do not need to answer any more questions, please sign and date this form and return it as soon as possible
[ ] Yes – Please go to the next question

Do you work for 16 hours or more a week or does your partner work for 24 hours or more a week?
[ ] No – you do not need to answer any more questions, please sign and date this form and return it as soon as possible
[ ] Yes – Please go to the next question

Do you/your partner expect the work, to last for 5 weeks or more?
[ ] No
[ ] Yes

Please sign and date this form and return it within 14 days from the date at the top of this letter.