

If you call or write to us, please use this reference:  
[Reference number or NINO]

**jobcentreplus**

Department for  
Work and Pensions

Title, Initial, Surname  
Address Line 1  
Address line 2  
Address line 3  
Address line 4  
Postcode

Building/Office location  
Office type  
Street  
Town  
Post Code

**www.gov.uk**

Telephone: 0000 000 0000  
Textphone: 0000 000 0000

## Your Employment and Support Allowance (ESA) payments

**Permitted work rules have changed**

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Dear

We are writing to tell you the permitted work rules changed on 3<sup>rd</sup> April 2017.

### **What this means for claimants**

Claimants can now undertake permitted work for less than 16 hours each week and earn up to £120 every week after tax. There is no limit on the number of weeks you can do permitted work for.

### **What happens next**

You don't have to contact Jobcentre Plus unless there have been any changes to the work you are already doing.

### **Please tell us about any changes**

It's important that you tell us **straightaway** about any changes that could change the amount of benefit you get. For example, you need to tell us if:-

- you have a new health condition, or your existing health condition gets worse
- your health condition gets better
- there is a change to your, or your partner's, income or savings.

If you have any questions about this letter or you need it in Braille, large print or audio, please call us on **0345 608 8545**.

Find out more about the changes we need to know about at **www.gov.uk** and search for ESA40.

If you do not tell us **straightaway** about these changes then you could be paid more or less money than you should.

### **More information**

For more information about your benefit, please visit **www.gov.uk**

Yours sincerely,

Office Manager

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### **Equality and Diversity**

We are committed to treating people fairly, regardless of their disability, ethnicity, gender, sexual orientation, transgender status, marital or civil partnership status, age, religion or beliefs. Please contact us if you have any concerns.

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### **Call charges**

Calls to 0345 numbers cost no more than a standard geographic call, and count towards any free or inclusive minutes in your landline or mobile phone contract.