



Department
for Work &
Pensions

DWP Central Freedom of
Information Team
Caxton House
6-12 Tothill Street
London
SW1H 9NA

Frank Zola
request-879282-3169d249@whatdotheyknow.com

[freedom-of-information-
request@dwp.gov.uk](https://www.dwp.gov.uk/freedom-of-information-request)

[DWP Website](https://www.dwp.gov.uk)

Our Ref: FOI2022/55833

3 August 2022

Dear Frank Zola,

Thank you for your Freedom of Information (Fol) request received on 16 July. You wrote:

“Please disclose digital copies, via email, of your currently available Jobcentre/DWP produced documents/forms/booklets that your customers can use to record work search activities.”

DWP Response

We confirm that we do hold the information you have requested relating to Job Seekers Allowance (JSA).

Attached is ‘My Work Plan’ booklet which is available to JSA (Income Based) claimants or legacy claimants and the ‘Your Meeting Plan’ document which is available to JSA (Contributions) or New Style claimants

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

Yours sincerely,

DWP Central Freedom of Information Team
Department for Work and Pensions

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.gov.uk or by writing to: DWP Central Fol Team, Caxton House, 6-12 Tothill Street, London, 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.

Website: [ICO FOI and EIR complaints](#) or telephone 0303 123 1113.