

DWP Central Freedom of Information Team
e-mail: freedom-of-information-requesx@xxx.xxi.gov

Our Ref: Fol 4639

Date: 27 November 2017

Dear Roberta Baker,

Thank you for your Freedom of Information request of 30 October 2017. You asked:

Is it mandatory for claimants to have to use the universal credit journal to record their job search or can they provide evidence in paper format, i.e. emails of job applications or replies from employers?

Do I also have to upload a copy of my CV onto the journal? Would a paper copy be sufficient to show my work coach?

It is not a mandatory requirement for the claimant to provide the required work search evidence via their journal. The claimant must be able to provide written evidence of their work search.

It is not mandatory for the claimant to upload their CV onto the journal, the claimant must however be able to show a completed and up to date CV.

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

Yours sincerely,

DWP Strategy 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-requexx@xxx.xxx.xxx.uk or by writing to DWP, Central Fol 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
www.ico.gov.uk