Work Search Reviews

Weekly Work Search Reviews

1. From 1 October 2016, all new claimants are required to attend Weekly Work Search Reviews (WWSRs) for the first 13 weeks of their claim.
Note: The 'Claim Hotspot' must be updated to weekly.
2. It's expected that all claimants making a new claim from 1 October 2016 will be assigned to WWSRs unless exempt from labour market conditions or a postal claimant.
3. The Customer Service Operations Manager (CSOM) will ensure compliance with the policy intent where all claimants entitled to WWSR receive the intervention.
4. Compliance may be supported by the weekly Labour market System (LMS) Management Information Statistics (MIS) report available via the Management Information (MI) portal.
Note: This provides districts with the number of claimants potentially in scope for WWSR, broken down by site.
5. Although the WSRs conducted at the end of the claimant's payment cycle (P and R) will continue, the WWSR doesn't need to be conducted on the same day of the week as the claimant's normal fortnightly WSR.
6. The content is the same as any other WSR and provides an additional opportunity to check progress against activities for which a Jobseekers Direction (JSD) has been issued, or follow up actions to meet the requirements of Day One Conditionality.
7. At every WWSR, a signed labour market declaration is taken from the claimant.
8. The existing requirements when claimants attend at the wrong time or Fail to Attend remain in place.
9. Claimants who fail to attend without good cause could face sanctions. This is to ensure fairness in the welfare to work system as claimants have a responsibility to take reasonable steps to find work.
10. All claimants who are sanctioned must be informed of hardship payments.
11. Unless exempt, claimants must attend WWSR for the first 13 weeks of their claim, even if this date changes to an earlier date because of an allowed backdated claim.
12. Following the first 13 weeks, claimants will have weekly or fortnightly WSR in line with current procedures.
Note: The extension of WWSR will still apply even if the claimant has a Permitted Period.

Certain customers will be excluded from Weekly Work Search Reviews

13. Excluded from weekly signing are;
    * claimants who have a short period of sickness evidenced by self certification (and/or a Statement of Fitness For Work (SoFFW)), after this, the claimant will need to make a claim for Employment and Support Allowance (ESA)
    * claimants receiving or accompanying their child or partner for medical treatment outside of Great Britain (GB)
    * claimants attending court or a tribunal as a party to proceedings or as a witness.
    * claimants who are prisoners leavers
    * claimants whose partner, child or qualifying young person has died within the past 6 months.
    * claimants who are receiving and participating in a structured recovery orientated course for alcohol or drugs.
    * claimants who have recently been a victim of domestic violence

- claimants who are responsible carers of a 'child in distress' due to bereavement or being a victim /witnessing violence and abuse (including domestic violence and abuse)
- claimants who are an Armed Forces reservist
- claimants who are undertaking an Open University course and attending a residential camp as a requirement of that course
- claimants who are engaged in a public service (such as when performing duties as a fire-fighter, lifeboat volunteer, coastguard or councillor) or attending jury service
- claimants who are attending a job interview abroad
- claimants who are absent abroad with a partner who receives a pension or disability premium
- claimants who are looking after a child full time where the person who usually looks after them
- claimants who are attending an employment programme
- claimants who are Postal Signers
- claimants who have a domestic emergency
- claimants becoming or being homeless

Linking

14. Linking rules don't apply. If a claimant stops claiming JSA then reclaims, the 13 week WWSR period starts again. There is no balance of time rule.