**ESF Referrals from Job Centre Plus**

National ESF Guidance document: [ESF Data Evidence Requirements – Eligibility and results](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591548/ESF_Data_Evidence_Requirements_v2.pdf) for receiving referrals.

Location of relevant guidance in the document:

* Page 11 mid page
  + 2.5 Methodology for obtaining evidence of ESF eligibility
  + Step 2: Request items from the preferred list of evidence

**Summary**

To receive written confirmation/referral from DWP/JC+ or similar, the referrer should provide a written statement. The written confirmation must be signed, dated and at least contain:

* name of participant
* name of ESF project
* the eligibility criteria being confirmed i.e. long term unemployed or economically inactive (as outlined above)

If a participant’s eligibility is confirmed by an introduction/referral or correspondence from DWP/Jobcentre Plus, National Careers Services or local authority the referral document can be accepted in good faith at face value in the absence of any information to the contrary (such referrals are not considered to be participant `self-declarations’). The beneficiary/ provider does not need to obtain additional evidence on how that organisation was able to provide such confirmation but the referral should confirm that the eligibility criteria have been met and should also name the individual (and preferably be addressed to the ESF project). The onus on checking eligibility rests ultimately with the ESF project/provider.

**Using the JC+ Referral form**

The JC+ referral template has been designed to ensure that it meets the National ESF requirements for eligibility - [ESF Data Evidence Requirements – Eligibility and results](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/591548/ESF_Data_Evidence_Requirements_v2.pdf)

If you wish to amend the template, please seek approval from London Councils for revisions to ensure the form maintains its eligibility and compliance.

Please ensure that you meet and discuss the possible use of this referral form with your JC+ office and or JC+ Work Coach contact directly, prior to its use.