**Proof of Benefits Letter - Guidance**

1. **What is a Proof of Benefits letter from Jobcentre Plus?**

The Proof of benefits letter is available for individuals who are in receipt of Employment and Support Allowance, Job Seekers Allowance, Income Support, Incapacity Benefit and Universal Credit.

The Proof of benefits letter can provide verification of long-term unemployed (LTU).

A letter is addressed and sent to the benefit recipient (3-5 working days, by 2nd class post) confirming the benefit they are in receipt of and the start/end/ongoing period of receipt.

The proof of benefits letter will enable participants to provide verification of their length of unemployment i.e. their LTU status from a statutory authority, confirming their employment status eligibility for ESF support.

1. **How can a Proof of Benefits letter from Jobcentre Plus be requested?**

A participant must call and request a ‘Proof of Benefits’ letter from Jobcentre Plus (JC+).

To request the Proof of benefits letter, participants will be required to call JC+ on telephone number 0345 608 8545. Participants will need to ask for a ‘proof of benefits letter’ when prompted by the automated system as to the reason for their call and have to hand their National Insurance number/benefits reference number.

Participants who are in receipt of Universal Credit are advised to access their online Universal Credit account or can call 0345 600 0723 if proof of benefits information is not available online.