**To be completed by project staff only after discussion with the participant**

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| --- | --- | --- | --- |
| Participant Name |  | Participant ID Number |  |

**Please tick one box only that truly reflects the participant’s employment status**

|  |  |
| --- | --- |
| **Long Term Unemployed:** | The participant is not working, is actively seeking and available for work  Aged 25+, on JSA or **all work related** Universal Credit **continuously**  for over 12 months  Aged 25+, not on any benefits, no significant barriers to employment  and unemployed **continuously** for over 12 months |
| **OR** | |
| **Economically Inactive:** | The participant is not working, is not available or obligated to seek work because of significant barriers to employment.    Aged 25+, receiving ESA, income support or Universal Credit that is  **NOT** all work related due to significant barriers to employment  Aged 25+, not on any benefits and significant barriers to employment  **Significant barriers to employment**   * Those with particular caring responsibilities (dependent children) * Discharging care responsibilities * Lone parents * Disabled/Learning difficulties * Long term sick/health condition * Temporarily sick * Mental health issues * Looking after the family/home * Substance and/or alcohol misuse or in recovery * Homelessness * Domestic violence * Offender or Ex-offender * Persons who have retired early (reskilling issues)   When a participant is economically inactive it is especially important to outline in their Initial Needs Assessment and Action Plan:   * the specific barriers they have * how this affects them in their life and in trying to find work or training * how the project will support the participant to help them address their barriers |

**Jobcentre benefit explanations**

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| **Job Seekers Allowance** | Requires participants to be actively seeking work and immediately available for work. |
| **Universal Credit** | 1. **All work-related requirements group -** participants have to do all they can to find a job or increase part-time hours of work. This includes looking for jobs, applying for jobs, going to interviews, etc. You have to be ready and available to take up work straight away. 2. **non-work-related requirements group’ -** participants don’t have to do any activities to prepare or look for work. 3. **‘work-focused interview group’ -** participants have to go to regular interviews with their work coach at the Jobcentre to get support with preparing for work in the future. They won’t have to look for work, be available for work or prepare for work now. 4. **‘work preparation group’ -** participants have to do activities to prepare for work, e.g. attend training, do some work experience, write a CV, go to interviews with their work coach at the Jobcentre to help them find or stay in work. They won't have to actually search for work or be available for work.   **If a participant is unsure which type of Universal Credit they are on ask them:**   * if they have a claimant agreement * if they have to visit the jobcentre every 2 weeks.   If the answer is yes then they are unemployed i.e. immediately available for work and required to look for work. |
| **ESA** | 1. **Work related activity group (WRAG)**   The ESA work-related activity group is for claimants who the DWP consider will be capable of work at some time in the future and who they consider are capable of taking steps immediately towards moving into work (work-related activities). However, the law explicitly states that work-related activities must not require claimants to 'apply for a job or undertake work, whether as an employee or otherwise'.   1. **Support group**   The ESA support group is for claimants who the DWP consider to have such severe health problems that there is no current prospect of their being able to undertake work or work-related activities. |
| **Income support** | Awarded to people who do not have to look for work due to their circumstances e.g. lone parents with children under 5. Income support is a means-tested benefit i.e. entitlement is based on income and savings and other capital, which must be below a certain threshold to qualify |

.**\*\* IMPORTANT NOTICE \*\***

**Please note if a participant declares that they are not in receipt of benefits that require them to actively seek and be available for work at enrolment, but a DWP audit shows that they received these benefits, their benefit could be clawed back for the period they were on the project and they could be prosecuted for fraud. It is therefore, very important that you correctly identify whether a participant is LTU or EI**