

DWP Central Freedom of Information Team

e-mail: freedom-of-information-request@dwpgsi.gov.uk

Our Ref: VTR575

DATE: 14 March 2016

Dear Mr Smith

Thank you for your Freedom of Information request of 15 February 2016. You asked:

A large number of part-time DWP staff will soon be eligible to claim Universal Credit.

I ask for copies of all official documentation relating to the operational procedures for DWP staff transferring to Universal Credit.

Will DWP staff be required to transfer to UC from a specific date ?

Also I request details of the procedures under which DWP Jobcentre staff claiming Universal Credit will have their claims for UC verified and monitored either by colleagues or local management.

There are no separate operational procedures for DWP staff transferring over to Universal Credit (UC) as they will be treated no differently to other claimants who are claiming legacy benefits.

DWP employees transferring over to UC will do so by a change of circumstances or the managed migration of the caseload. There is no specific date for them to transfer.

DWP employees who are also UC claimants are treated exactly the same as other UC claimants in respect of UC rules and regulations.

UC claims from DWP employees will be administered by other DWP employees in Jobcentres and Service Centres in the same way as other UC claims.

DWP employees who are also UC claimants are not required to let their employer know that they are claiming UC.

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

Yours sincerely,

DWP Strategy FoI 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-request@dwpgsi.gov.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