Identification Documents

**Examples that will prove right to work in UK**

* UK Passport (in date)
* Evidence that person in receipt of UK state benefits (e.g. letter from UK Gov or screenshot from Universal Credit\*)
* Birth Cert
* Evidence that has been employed in past 3 years (e.g. old payslip or job contract)
* Evidence of National Insurance Number (e.g. NI Card, Letter from UK Gov with NINO)

For full list of acceptable ID please see pages 13 to 14 of the participant guidance document

\*for Universal credit a screenshot must show the participant’s name, the Universal Credit logo and the benefit that the person in receipt of

**Proving Employment Status**

**Inactive to in Education/training** – proved by the caseworker assessment

**Economically Inactive** – proved by the caseworker assessment (this category is for people taking time out to care for young children)

**Unemployed** – see below

**Long-term unemployed** – see page 26 of Participant Guidance (note this category can be difficult to prove)

**Employed**: most of our participants will not be employed. If they are then a payslip or job contract is suitable evidence

**Proving Unemployed**

Please provide one of the following

1. JCP LETTER STATING THAT RECEIVES JSA OR ESA (WORK RELATED)
2. UNIVERSAL CREDIT SCREENSHOT– showing
	1. CLIENT NAME
	2. UC LOGO;
	3. AMOUNT RECEIVED in £s and what they standard allowance they are getting in £s
	4. PRINTOFF FROM UK GOV WEBSITE to confirm the standard allowance for the clients age (should match in £s what client is due/getting)
3. UNIVERSAL CREDIT SCREENSHOT – showing:
	1. Client name
	2. UC logo
	3. Commitment section where client is committed to searching for work
	or commitment section where client is committed to regular meetings (at least once a month) with their work coach
4. DWP referral/sharing form – must be signed and dated by DWP staff and have DWP logo.
5. Client’s Bank statement – where it clearly shows that client is receiving UC and that the amount matches the standard allowance in £s for their age. Or where it clearly shows they are receiving JSA or ESA (work related)
6. A recent email from a DWP email account which specifies who the client is and what their employment status is.

**Barriers to Work**

Please choose only two barriers.

The first batch of barriers on the registration form are proven by the caseworker assessment.

The second batch of barriers need back up evidence – see page 27 onwards in the Participant Guidance for details.