



2007 - 2013 ACTION NOTE

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2007- 2013 ESF PROGRAMME: ESF MANUAL CLAIMS PROCESS

WHO

Managing Authority regional teams, Intermediate Bodies (IBs), ESF Co-financing Organisations (CFO) and national DWP and LSC ESF Teams, DWP Risk Assurance Division. Copied to George Kintzele (DG Empl).

WHAT

This note and attachments provide details on changes to the interim manual process for the submission and certification of claims for expenditure in the 2007-2013 ESF programme.

CLEARED

Ian Chapman, Head of ESF Delivery Team

BACKGROUND

1. Action Note 007/07-13 provided details on how the interim manual claims process would work. Until the new web based ESF IT system will allow CFO and non CFO providers to submit claims for expenditure over the internet the manual system will continue to operate. This is expected to be January 2010
2. To ensure the robustness of the claim to the Commission minor amendments have been made to the forms, to eradicate some of the minor errors that were found after evaluating the paper claims processed to date.

ACTION

3. Managing Authority (MA) regional teams and Intermediate Bodies (IBs) should ask their CFOs and non-CFO providers to submit claims for expenditure using the latest version of the manual claim forms attached.
4. The forms are largely the same with a few refinements:
 - a provider checklist has been added that will help ensure that the claim has been correctly completed. Providers should complete the check list and submit with the claim;
 - prompts and guidance have been added to the body of the claim form;
 - the guidance has been streamlined; and
 - further detailed guidance will go in the manuals on the ESF website www.esf.gov.uk
5. All other guidance in Action note 007/07-13 still stands.

For general advice and guidance please contact your GO/LDA or the following regional contacts.

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CONTACT

7. For more information on this note contact:

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List of Annexes:

- Annex 1: CFO claim form
- Annex 2: Non-CFO claim form
- Annex 3: Guidance on completing the CFO claim form
- Annex 4: Guidance on completing the Non-CFO claim form
- Annex 5: Claim checklist
- Annex 6: Guidance on completing the claim checklist
- Annex 7: Provider checklist