



Kickstart Payments – Kickstart gateways

Link to Gov.uk

[Kickstart Scheme Terms and Conditions](#)

A critical piece of information in the payment process is the **customer's unique Kickstart introduction referral I.D.** This is generated when a young person applies for a Kickstart vacancy and it's what we use on the remittance advice when we tell you who and what has been paid.

How much do we pay?

Funding available for each job will cover:

- 100% of the National Minimum Wage (NMW) (or the National Living Wage (NLW) depending on the age of the participant) for 25 hours per week for a total of 6 months
- associated employer National Insurance contributions
- employer minimum automatic enrolment contributions

Gateways will also be paid an initial fixed amount of £1860 to contribute to the costs of IT equipment and software licences, administration and management time, and providing support to participants to develop the skills and experience to find work after completing the scheme.

The amount of the initial grant payment per participant (£1860) that the Kickstart gateway pays to the employer depends on its agreement with the employer. DWP expects Kickstart gateways will retain at least £360 to contribute towards their administrative costs.



What do we pay?

Wages

We will use the age that the person will be at the end of the job as the basis for the salary.



Start up payment

We pay the start up payment upon notification of a start and the balance of the grant is paid in 6 equal monthly installments.

These figures are **NMW / NLW for 20/21**

	NMW/NLW	Wage	Pension	NIC	Support	Total
16/17	£4.55	£2,957.50			£1,860.00	£4,817.50
18-20	£6.45	£4,192.50	£32.18		£1,860.00	£6,084.68
21-22	£8.20	£5,330.00	£66.30	£129.17	£1,860.00	£7,385.47
23-24	£8.72	£5,668.00	£76.44	£175.80	£1,860.00	£7,780.24

These figures are **NMW / NLW for 21/22**

	NMW/NLW	Wage	Pension	NIC	Support	Total
16/17	£4.62	£3,003.00			£1,860.00	£4,863.00
18-20	£6.56	£4,264.00	£34.32		£1,860.00	£6,158.32
21-22	£8.36	£5,434.00	£69.42	£143.52	£1,860.00	£7,506.94
23-24	£8.91	£5,791.50	£80.15	£192.86	£1,860.00	£7,924.51

What are the triggers for payment?

The initial start up payment is generated by employers notifying the DWP vacancy team of a job start. Please ensure that your employers notify you when the Kickstart participant starts their job.

1st monthly payment is paid at week 6 – this is to ensure as many Kickstart participants as possible are on the payroll.

2nd monthly payment is 4 weeks after the 1st monthly payment.

Subsequent payments are every 4 weeks until the end of the job.

Payment will be received up to 11 working days after it's been processed

How do we check for the monthly payments?

Each month we go into HMRC's Real Time Information (RTI) data feed to look for evidence of earnings. We expect to see 25hrs @ NMW/NLW and so we compare the expected wage to the actual amount paid. Where there is a shortfall we may contact the employer to establish whether there is an issue.



What you will receive

You will receive a remittance advice by e-mail that itemises payments made and for which employees. This doesn't include the employees name or national insurance number. Instead it provides a unique KS referral identification number that's attributed to customers when a work coach refers them to a Kickstart vacancy. This is the same unique referral number employers use when they notify us of a job start.

The file is sent as a PDF document.

Your **reference number** and your **payee reference** numbers are unique numbers attributed to you to enable us to track payments.

The **Bid ID** is your unique Kickstart number. The 8 digit **referral I.D.** is the unique number given to a Kickstart participant when they apply to a Kickstart vacancy, and the number you quote when notifying a job start.



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Remittance Advice

Date 23/03/2021

A payment of Â£5,580.00 will be paid via Automatic Credit Transfer direct to your Bank / Building Society.
Please make allowance for the time your Bank / Building Society will require to pass the payment through their clearing system prior to crediting your account. The payment has been made in respect of the following item(s).
Your reference is [REDACTED]. Please tell us this number if you get in touch.
If you have any queries regarding the items shown please contact the HELPDESK at the above address and telephone number
YOUR PAYEE REFERENCE NUMBER IS [REDACTED]

Invoice Number	Date	Amount Paid	Amount Recovered
Invoice Description Kick5044723Invoice000001 Application ID:KSF7E1C25B Introduction ID:T8AC-DC5H Payment Number:0 Payroll Num	19/03/2021	1,860.00	
Kick5044723Invoice000002 Application ID:KSF7E1C25B Introduction ID:K73W-2EH7 Payment Number:0 Payroll Num	19/03/2021	1,860.00	
Kick5044723Invoice000003 Application ID:KSF7E1C25B Introduction ID:P9XB-XUD8 Payment Number:0 Payroll Num	19/03/2021	1,860.00	

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