

Dear User

## **EMA APPLICATION PROCESS FOR 2009/10 AND THE EMA GUARANTEE**

This communication is to inform you of the process for the EMA Guarantee and to let you know how you can get hold of 2009/10 EMA application packs. Please share the contents of this email with your EMA Co-ordinators and all other staff responsible for administering EMA within your school or college.

### **Learners returning for the 2009/10 EMA Year**

Learners who have been paid EMA during the 2008/09 academic year do not need to reapply. The EMA Guarantee means that they will be eligible for support at the same level until the end of the academic year in which they turn 19.

Please be aware that some learners may choose to reapply if their household income has reduced.

Learners who received an EMA payment during 2008/09 will automatically receive a continuing entitlement letter and an EMA Agreement before the end of May 2009. **As a learning provider, you will use this continuing entitlement letter in exactly the same way as the EMA Notice of Entitlement, i.e. to add the learner to the payment system using the Learner Support Reference Number.**

We will be writing to learner's parents or carers shortly to explain this process.

Learners who do not receive a letter and an Agreement by the end of May should contact the Learner Support Helpline on **0800 121 8989**.

### **E2E learners**

Those learners who are on E2E programmes of study that will extend beyond 31 August 2009 will be sent a letter outlining their options nearer the time.

Learners who are enrolled on E2E programmes of study that will not extend beyond 31 August 2009 and who have not received a full income assessment in the 2008/09 EMA year are not eligible for the EMA Guarantee and should reapply for support in 2009/10.

### **Getting hold of 2009/10 application packs**

The EMA Guarantee will mean that the number of learners requiring an application form should be significantly less than in previous years.

LSC Publications (known as Prolog) will not automatically send application packs to state schools. If you are a state school and would like 2009/10 application packs please order them directly from LSC publications on **0845 60 222 60** quoting reference number **LSC-P-NAT-090013**.

Independent schools will continue to be sent packs as in previous years.

Connexions Partnerships may request packs from LSC Publications from **May 2009**.

Work-based learning providers, colleges and other partners will not be sent a stock of packs this year, they must request these directly from LSC Publications from **May 2009**.

**2008/9 EMA Year – requesting packs**

LSC Publications is no longer able to take requests for 2008/09 EMA application packs. Learning providers requiring packs should contact the Learner Support Helpline on **0845 600 7979** who will be happy to supply packs.

If you have any queries please don't hesitate to contact the Learner Support Helpline on **0845 600 7979**.

With kind regards,

**LSS Helpline, Assessment and Payment Body, on behalf of the LSC.**