

DEO - Target Schedule

This procedure will describe the action taken by the system to create, confirm and issue the DEO target schedule.

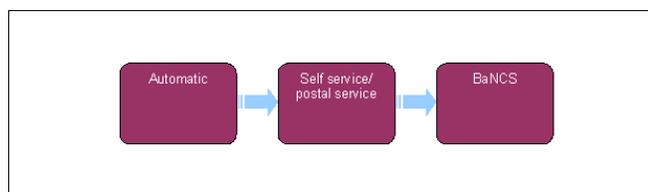
A deduction from earnings order (DEO) is one of the preferred methods of payment from (MOPF) which the Child Maintenance Group (CMG) can use to secure payments of child maintenance and/or arrears from a paying parent's wages/earnings.

All employers with active DEOs will be sent a target schedule by the system showing a list of all the DEOs they are expected to pay in the next month.

Employers who use the self service option will receive a self service message prompt alerting them that their latest target schedule is available online. Non self service users will receive a paper copy of their schedule via post.

Complete and attach form CMSF8100. The information needed to complete this form is accessible from the **Service Requests List** within the **Service** tab and **Employers List** within the **Accounts** tab of the employer the schedule to issued to. Complete the **CSA** tab with any CSA paying parents from the previous month's actual schedule, leaving the **Monthly Amount Due** field blank.

For more information refer to the Policy, Law and Decision Making Guidance. 



 When speaking to clients always use the new terminology - for more information refer to [Terminology Changes](#).

 This procedure uses the terms receiving parent and paying parent.

The receiving parent is the parent who receives or who is expected to receive child maintenance, known as the parent with care (PWC) or person with care (PeWC) on the system and in legislation. The paying parent is the parent who pays or who is expected to pay child maintenance, known as the non resident parent (NRP) on the system and in legislation.

Manual target schedule

Complete and attach form CMSF8100. The information needed to complete this form is accessible in the Service Requests List within the **Service** tab and **Employers List** within the **Accounts** tab of the employer you are issuing the schedule to. Complete the **CSA** tab with any 1993/2003 scheme paying parents from the previous month's actual schedule, leaving the **Monthly Amount Due** field blank.

For large employers, a list of paying parents can be produced and exported to excel to be copied and pasted onto the CMSF8100, to do this follow the below steps.

1. Select **Accounts** and then select the employer for the DEO target schedule you are producing. Select the **NRP** view, this will display all paying parents with active DEO's for this employer.
2. Right click (Shift+F10) in the **Title Bar**. This will display the **Field Menu** applet, select **Columns Displayed** and configure the screen to display **First Name**, **Surname** and **NI number**. Select **Ctrl & s** to save the changes.
3. Right click (Shift+F10) on the screen and select **Export** from the menu. select the following options:
 - **Rows to export = All rows in current query**
 - **Columns to export = Visible columns**
 - **Output format = Tab delimited text file**
4. Select **Next**, the **File Download** applet will now be displayed, select **Open**. The list of paying parents will be displayed as an excel file. The list can now be copied and pasted into CMSF8100.
5. To gather the required information to complete the **Employee's Scheme Reference Number** and **Monthly Amount Due** fields, you will need to access the **Service Requests List** within the **Service** tab and **Employers List** within the **Accounts** tab of the employer you are issuing the schedule to. Do not complete the **Monthly Amount Due** field for **CSA** clients.

Automatic process

6. A deduction from earnings order (DEO) target schedule is confirmed and processed automatically on a monthly basis five days before the due date (sixth of each month - see below).
 - All DEO schedules will be pre-populated with the paying parent reference details.
 - The target schedule will include the monthly normal deduction rate (NDR) due for each employee.

- The schedule will include blank line entries to allow the employer to add Child Maintenance Group (CMG) DEOs if applicable.
- The target schedule will include a report of any changes in the current period schedule as compared to the previous one.
- The target schedule will give instructions for the employer to return a copy to the CMG confirming deductions made in the DEO period including payment variations and the reasons.

 The protected earnings proportion and normal deduction rate (NDR) will be communicated to the employer as part of the initial DEO notification. For more information on DEO's refer to the Policy, Law and Decision Making Guidance. 

 NDR means the rate specified in a deduction from earnings order (expressed as a sum of money per week, month or other period) at which deductions are to be made from the liable person's net earnings

7. All target schedules sent to employers are standardised to a monthly frequency.

- The DEO period for deductions runs from the sixth of the month to the fifth of the following month (this is the formal deduction period to be used in the CMSL2040 issued to the paying parent's employer)
- The DEO payment due date will be the 19th of the following month e.g. January's DEO payment will be due on the 19th of February (this is the date upon which the payment is expected to arrive within the Child Maintenance Group)
- We accept weekly or other non-standard frequency DEO payments from employers
- We accept bulk payments from employers grouping together non-standard deductions.

8. The schedule includes any previous CSA DEOs.

9. The system checks to see if there are any changes since the last schedule and applies the changes where necessary.

10.  The target DEO schedule is issued to the employer according to their preferred method of contact.

 When it is identified that the employer was paying DEO monies for both Closed Scheme and CMS2012 employees and the only 2012 PP is no longer on DEO, a target schedule will not have generated and issued to the employer. In this scenario, the employer is to be notified that they will not receive a target schedule. Where an employer has not submitted their own schedule, they can obtain a blank schedule to complete from the CSA website - [Child Support Agency - Employers Deduction from Earnings Form](#).

Self Service

11. Self service users will receive a self service message prompt alerting them that their latest target schedule is available online.

12.  Non self service users will receive a paper copy of their target schedule via post, CMSF8100.

13. Employers will return the pre-populated target schedule detailing changes where applicable including:

- Changes for the period e.g. underpayments due to protected earnings and/or non-standard payment frequency.
- Permanent changes to the schedule i.e. a paying parent has left their employment
- Adding an extra name to the schedule i.e. new employee.

Team Leader Steps

14. Select the Activities tab to view all the correspondence that has been issued.

15. Select the **Target Schedule** hyperlink.

16. Select the **Go to Correspondence** button, and then the **Open Generated Document** button, the schedule that has been issued to the employer will now be viewable.

NICMS replaces CMG in Northern Ireland

[CMSF8100 – Your employee child maintenance payment schedule](#)

This schedule is sent to the employer on a monthly basis to confirm how much their next monthly payment to the Child Maintenance Group (CMG) should be. It must be sent back to us if the amount they will pay does not match the amount on the schedule – with an explanation why.

All fields in this letter are system generated, no manual intervention is required.

BaNCS

[DEO- Cancel](#)

[DEO - Enforced](#)

[DEO - Reconcile](#)

[DEO - Update](#)

[Employer/Agent Contact](#)

[Employer - Handle Missed Payment SR](#)

[Employer - Provide Refund](#)

[Employer - Refer To Enforcement](#)

[Employer - Use Overdraft](#)

[Terminology Changes](#)

[What is a target schedule?](#)

It is a list that employers with active DEO's will be sent showing the DEO's they are expected to pay in the next month.