Department for Work & Pensions Procedures ▸ ECH Transition Contingency

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ECH Transition Contingency

There are additional steps required for exceptional cases to issue the Legacy Transition Request (LTR) files, which inform 1993/2003 scheme cases that transition should be triggered.

This contingency procedure will provide guidance on what steps need to be taken to inform 1993/2003 scheme that transition has been triggered due to a 2012 scheme exceptional case application, making sure the 1993/2003 scheme correctly end the liability and inform case participants of the transition where appropriate.

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.

2012 scheme action required - ECH caseworker

CS2 and CSCS cases

Once the manual handling - legacy lookup process has been completed and you have recorded the paying parent lookup manual handling outcome against the case and it has been identified that a case linked to the 2012 scheme application exists on 1993/2003 scheme, you need to complete the **Manual Legacy Transition Request** spreadsheet with the following information:

- 2012 Scheme Case Reference Number
- Paying Parent Name
- Paying Parent NINO
- Paying Parent Date of Birth
- Paying Parent 1993/2003 Scheme PID / PIN
- 1993/2003 Scheme - CS2 or CSCS
- Transition Date (T-Date) this is the date that the outcome of the manual handling was recorded as reactive transition with or without pause

Note that from Phase 2 of the 2012 Scheme (01/07/2014), the 9 day timescale for Reactive Transition will increase to 30 days,this will be known as Reactive Case Closure. Where clients on the 1993/2003 scheme have already been selected for Proactive Case Closure (180 days), in order to ensure they continue to have a case in the statutory maintenance scheme, one of the parties of the 1993/2003 scheme case must make an application to the 2012 scheme via the mandatory gateway. The case / casegroup will then move to the Reactive Case Closure journey. You will then need to access the contingency data tracker spreadsheet which is saved in the following folders:

Note there are separate folders for both GB and NI areas.

GB Folder:

\\dfz72625\Folders\2012 DATA WAREHOUSE CONTINGENCY

NI Folders

2012 Scheme Applications

CMED NI Future Scheme Special Client Records

Once you have updated the template, name the file as the date of completion and advise your team leader who will check before emailing the file to **CMG Hastings Transition Team** (also copying in the 2012 design team) who will arrange for the spreadsheet to be populated with the Legacy case reference numbers.

The 1993/2003 scheme caseworkers will take the required action to end the liability where the identified case has ongoing maintenance.

Now go to the procedure Manual Handling - Transition Case Data Capture Summary to continue with the manual look up process.

CCD cases

Once the manual handling - legacy lookup process has been completed and you have recorded the paying parent lookup manual handling outcome against the case and it has been identified that a case linked to the 2012 scheme application exists on the CCD the small systems Incident Proforma must be completed with details of the CCD casegroup which is to be transitioned.

The proforma is held on the Intranet and can be accessed via the following link: http://intralink.link2.gpn.gov.uk/1/csa/btools/forms/new/csf/dwp_t558855.doc (copy and paste into Internet Explorer)

Save the blank copy of the form into your team's shared folder using the naming convention of the current date and the paying parent's surname.

Complete the proforma with the following required information - all fields are mandatory.

- Legacy System = CCD (This will always be CCD)
- LTR1 Effective Date - Enter the Transition Date recorded on the 2012 System
- LTR2 Effective Date - Enter the Transition Date recorded on the 2012 System
- LTR3 Effective Date - Enter the Transition Date which is recorded on the 2012 System
- Legacy Person ID - You should enter the 1993/2003 Scheme Paying Parent Person ID/PIN which is recorded on the 2012 System
- Paying Parent NINO
- Paying Parent first name
- Paying Parent last name
- Paying Parent Date of Birth

Once saved, the template should be checked by your team leader/manager to ensure that the information has been recorded correctly. Once checked, the proforma should be emailed to CSA Small Systems Team (also copying in the 2012 Design team). In the body of the email ensure that you request a red top version of the Wholly Clerical Case Transfer Template (WCCTT) to be issued as this version is specific to ECH cases.

The CCD caseworkers will take the required action to end the liability where the identified case has ongoing maintenance.

Now go to the procedure Manual Handling - Transition Case Data Capture Summary to continue with the manual look up process.

Related Items

C3 Transition Overview

1993/2003 Scheme Receiving Parent Application - Manual Set Up

Manual Handling - 1993/2003 Scheme Lookup (Applicant)

Manual Handling - 1993/2003 Scheme Lookup Contingency Summary

Manual Handling - 1993/2003 Scheme Lookup (Paying Parent)

Manual Handling - 1993/2003 Scheme Lookup (Paying Parent Partner)

Manual Handling - Transition case data capture summary