



HMRC - Verify CHB In Payment For ROC/CIFBA

This explains what happens in the background between Her Majesty's Revenue & Customs (HMRC) and the Child Maintenance Group (CMG) and what actions caseworkers need to take, when:

- The system is triggered to check that child benefit is in payment for a relevant other child (ROC) and child in family based arrangement (CIFBA), during the application process.
- A caseworker triggers the system to check if child benefit (CHB) is in payment when they are verifying a reported change of circumstances, relating to the ROC or CIFBA, which could happen in either the application, maintenance or enforcement segments.

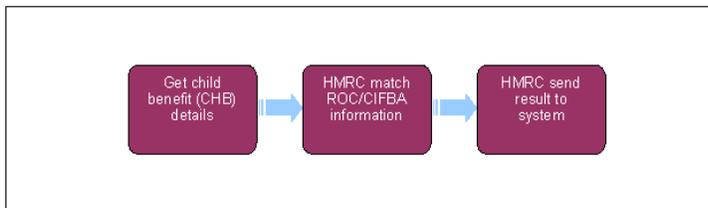
A ROC is a child who is 20 or under; in non advanced full time education or approved training, who normally resides with and is supported by the paying parent and is a child for whom the paying parent or their partner receives CHB. If it is the partner of the paying parent who is in receipt of CHB, then that partner must live in the same household as the paying parent. A child would also be considered a ROC if CHB has been suspended because they are temporarily out of the country. For more information refer to the Policy, Law and Decision Making Guidance 

When a paying parent has a private agreement to support a child outside the 2012 scheme, the CMG terms them a CIFBA. When a paying parent is supporting a CIFBA the CMG will recognise such an arrangement when calculating the paying parent's liability to ensure their financial responsibility to all of their children is accurately reflected. For more information refer to the Policy, Law and Decision Making Guidance 

CHB is a tax free payment that parents claim for their children. The payment can be claimed by anyone who qualifies. CHB has to be in payment for a ROC or CIFBA, for the CMG to consider them as such.

However a check for CHB is started, the system goes through the same process. It sends all relevant information regarding the ROC and CIFBA to HMRC. HMRC checks if CHB is in payment and returns the information to the system.

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



 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.

Get child benefit (CHB) details

1. You have to check that CHB is in payment, when the details of a relevant other child (ROC) or child in family based arrangement (CIFBA) are input. Another trigger is when you are verifying information for a change of circumstances, relating to the ROC or CIFBA.
2. To start this interface request, after inputting the details of a ROC or CIFBA, select **ROC/Private Support Child (PSC)** from within the **Client Details** tab and the system sends details of the ROC and or CIFBA to Her Majesty's Revenue & Customs (HMRC).
3. HMRC matches details to a person in its database and checks whether CHB is in payment.

HMRC send result to system

4. When HMRC find a match they return the following for a ROC and CIFBA:
 - Yes

- No
- Child not found



If HMRC cannot match any of the details provided, investigate it further by checking you have the correct details for the ROC or CIFBA.



This HMRC interface checks that CHB is in payment for a ROC or CIFBA, it does not check who it is in payment to. If there is a reported change to the child's living arrangements from any client other than the paying parent or their partner, you will have to ask for evidence that proves where the child is living, from both parties. For more information on discretionary decisions refer to the Policy, Law and Decision Making Guidance 

5. The relevant fields relating to the ROC/CIFBA are automatically updated on the system, according to the response.
6. Review the details provided by HMRC and take appropriate action:
 - Continue with application or change of circumstance (CofC)
 - During an application process you can create a **Wait** Activity, or during a CofC process you can change the **Status** of the SR to **Wait**, so that further evidence can be requested and the SR can be continued at a later date.
 - Update the original SR

For more information on what needs to be considered when CHB is not in payment, refer to the Policy, Law and Decision Making Guidance 

For more information refer to [Child Leaves Full Time Education - ROC](#) and [Existing Case - New CIFBA](#).

NICMS to replace CMG in Northern Ireland

[Application - Child In Scotland](#)

[Application - Paying Parent](#)

[Application - Receiving Parent](#)

[Child Leaves Full Time Education - ROC](#)

[Existing Case - New CIFBA](#)