

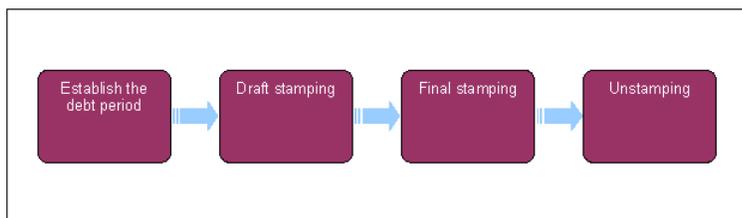


LO Stamping CSA Scheme Arrears

When seeking a liability order (LO) for residual arrears on a case that has been closed on the CSA and re-opened in the CMS you must check that the transitioned arrears fall into the correct debt period, and decide which debt types you wish to include in the enforcement action. This procedure will guide you through the following actions to take to correctly stamp only the debt you wish to enforce:

- Checking that the CSA arrears have the correct posted date (the day before the CMS effective date), and making correction where required
- Un-draft stamping any CSA arrears that have been incorrectly draft stamped as part of CMS enforcement action
- Reversing any CSA arrears that you do not wish to pursue by LO, and re-inputting them once you have draft/final stamped the required debt.

This procedure is for enforcement case managers in all areas, although the system action specific to reversing and re-inputting arrears will be taken by the 1993/2003 Scheme Reassessment Team



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

Confirm arrears to be enforced

Steps 1 - 10 guide you through the process of checking and correcting the posted date and stamping of any residual arrears

1. When a case has been closed on the CSA and re-opened under the CMS, any unsecured arrears will be input into CMS system against the following due types:
 - Residual arrears PWC
 - Residual Arrears SoS GB
 - Residual Arrears SoS NI
 - Suspended Res Arrears PWC
 - Suspended Res Arrears SoS GB
 - Suspended Res Arrears SoS NI
 - Deferred Res Arrears PWC
 - Deferred Res Arrears SoS GB
 - Deferred Res Arrears SoS NI

One or more of these due types may have been input against a case.

2. From the paying parent's **Contacts Summary**, select the **Financial Accounts** view within the overflow menu.
3. Select the **account number** in the centre of the screen. Disregard the **Account** applets below the account number as more detailed information is available further on.
4. Select the **Payment Schedule** view to see the **NRP Balance Details**, **Liability Schedule** and **Promise to Pay** applets
5. Check the **Liability Schedule** applet to identify any unsecured residual arrears in one or more of the following categories:
 - Residual Arrears PWC
 - Residual Arrears SoS GB
 - Residual Arrears SoS NI
 - Suspended Res Arrears PWC
 - Suspended Res Arrears SoS GB

- Suspended Res Arrears SoS NI
- Deferred Res Arrears PWC
- Deferred Res Arrears SoS GB
- Deferred Res Arrears SoS NI

Each of these arrears types will be marked with the date they were posted on the CMS system.

Check/amend arrears posted date

6. Once you have identified the unsecured residual arrears types that have been added to the CMS System you must confirm that the posted date of the arrears is immediately prior to the effective date of the CMS case (e.g. if the CMS case was effective from 10/10/2013 any residual CSA arrears should be marked as posted on 09/10/2013).
 -  If the posted date is later than the effective date of the CMS case there is the risk that the debt period could be stamped against a CMS liability order (LO) action, potentially causing an incorrect balance to be enforced by that order.
 -  If any residual arrears have been draft stamped against a CMS LO period the draft stamping must be lifted, and re-applied once the residual arrears posted date has been corrected.
7. Within the **Liability Schedule** view look for any of the nine due types listed in **Step 5**, and whether the **Due Status** is showing as **Unsatisfied**
8. For all unsecured residual arrears types, also check whether the posted date is after to the effective date of the CMS case, and whether they have already been marked as draft stamped in the **LO/ALO Status** column. Each arrears type will be marked either **Not Stamped, Draft,** or **Cancelled**
 - If the arrears posted date needs to be amended to prior to the CMS initial effective date but the debt has not been draft stamped go to **Step 9**
 - If the arrears posted date needs to be amended to prior to the CMS initial effective date and the debt has been draft stamped go to **Step 35** to remove the draft stamping
9. If you find you need to amend the posted date to be prior to the effective date of the CMS Enforcement Case Workers Can carry out that action.
10. Case-worker would need to **follow steps 31 to 44** of the [Arrears \(CSA\) Manually Add/Correct Balance](#).

Draft Stamping

Steps 11 to 34 guide you through the process of draft and final stamping a period of residual debt

11. Once you have confirmed that all the unsecured residual arrears have a posted date prior to the initial CMS effective date as described above, you must decide which debt you wish to enforce. Make a note of any arrears types that you do not wish to enforce (e.g you may wish to take enforcement action to recover Residual PWC Arrears, and Residual SoS arrears, but not to collect Suspended Residual SoS Arrears) Refer to Policy Law and Decision Making Guidance for further guidance on enforcing CSA unsecured debt 
 -  It is important that you take the actions described in **Steps 12 to 25** on the same day as the 1993/2003 Reassessment Team provide a financial ledger return to CFAT each evening. This means that they need to reverse the debt, and re-input it in the same day in order for their accounts to balance.
12. If you are taking enforcement action to secure all unsecured residual debt types go to **Step 15**. If you wish to enforce only some of the unsecured residual debt types proceed to **Step 13**.
13. Send an email to the CSA Reassessment Team inbox: **CM 2012 Scheme 1993-2003 reassessment team**, providing them with the following details:
 - Case /client reference
 - Reversal amount
 - Due type/s
 - Posting date
14. Once the 1993-2003 Reassessment Team have taken their action they will contact you by email to confirm that the requested debt due types have been reversed.
15. Select **Update Form/Document** to generate the **Enforce Form**. In this view the **LO Details** and **Liability Order Magistrates Court Details** applets may be recorded. When you open **Enforce Forms** for the first time, the **Debt Period From/To** fields will default to two months prior to today, and today respectively. The LO reference number will also generate at this point. This is a unique 12 digit number beginning 82...
16. Set the relevant debt period using **Liability Schedule** view next to **Enforce Forms**. In the case of unsecured residual arrears select both the **From** and **To** date as the date of the unsecured residual arrears you wish to enforce e.g. if the residual arrears are marked as posted on 09/10/2013 the **From** and **To** date should both also be 09/10/2013
17. Return to the SR and select **Query Liability Schedule** to pull the missed payments from BaNCS, for the debt period you've chosen. You can do this more than once if you need to change the debt period.
18. Select **Send Order** to draft stamp the LO with the debt period you've chosen. The system will then record the LO debt period in BaNCS, with the LO reference number against each missed liability. Reselect **Query Liability Schedule** to refresh this information on the system.
19. Once you've stamped the LO, the system will automatically update **Original LO Debt Amount** in the **Enforce Forms** view.

20. Also within the **Enforce form**, update **Amt Applied on LO** to match the arrears balance in **Original LO Debt Amount**.
21. Make a note in **SR Notes** of the stamped debt period, using the format: "1993/2003 arrears draft stamped in BaNCS, transition postings date debt period From XX/XX/XX, TO XX/XX/XX, LO reference 82XXXXXXXXXX"
22. The **Status** will remain at **Draft** until you are advised that the LO has been granted. While in **Draft Status**, LO debt period dates can be changed if necessary, and in the case of transitioned arrears this will be necessary.
23. Once you have draft stamped the debt period, return to the **Liability schedule** view and revise the **From** and **To** dates to reflect the actual period in which the arrears accumulated on the CSA.
 -  This action is necessary as the letter sent to the paying parent will use these dates.
 -  Do not select **Send Order** again at this point as you do not wish to send these revised dates to BaNCS.
24. Make a note in **SR Notes** of the actual debt period using the following format:"CSA ACTUAL debt period From XX/XX/XX, To XX/XX/XX LO reference number 82XXXXXXXXXX"
25. If appropriate, contact the 1993/2003 Scheme Reassessment Team again, and request that they re-input the residual arrears types that you did not wish to enforce.
 -  Proceed with your LO action. refer to the procedure for **Liability Order - Magistrates Court** for further guidance.

LO granted - Final stamping

26. When your are advised that the LO has been granted you will final stamp the debt period.
 - If you are taking enforcement action to secure only some of the unsecured residual arrears types proceed to **Step 27**.
 - If you are taking enforcement action to secure all unsecured residual arrears types go to **Step 30**.
27. Once the LO has been granted you will replicate the steps you took during the draft stamping process,to reverse and re-instate debt types you don't wish to enforce.
 -  It is important that you take the actions described in **Steps 27 -34** on the same day as the 1993/2003 Reassessment Team provide a financial ledger return to CFAT each evening. This means that they need to reverse the debt, and re-input it in the same day in order for their accounts to balance.
28. Send an email to the 1993/2003 Scheme Reassessment Team inbox: **CM 2012 Scheme 1993-2003 reassessment team**, asking them to reverse the debt types you don't wish to enforce. Provide them with the following details:
 - Case / client reference
 - Reversal amount
 - Due type/s
 - Posting date
29. Once the 1993/2003 Reassessment Team have taken their action they will contact you by email to confirm that the requested debt due types have been reversed.
30. Navigate to the **Liability Schedule**. Select both the **From** and **To** date as the date of the transition posting date of the residual arrears you wish to enforce, e.g. if the residual arrears are marked as posted on 09/10/2013 the **From** and **To** date should both also be 09/10/2013.
 -  This date will be found in SR notes recorded at **Step 21**.
31. Update the **Status** to **Final** in the **Liability Schedule** view, followed by **Send Order**. The debt period will now be final stamped in BaNCS. When set to **Final**, the **Liability schedule** dates become read only.
32. As the **Liability Schedule** dates are now read only, navigate to the **Enforce Form** view and amend the **From** and **To** dates to reflect the actual period of the debt, as recorded at **Step 24**.
33. Once you have final stamped the debt period return to the Outcome of hearing - LO Granted section in the procedure for **Liability Order - Magistrates Court** for further guidance.
34. If appropriate, contact the 1993/2003 Reassessment Team again, and request that they re-input the residual arrears types that you did not wish to enforce.

LO Dismissed or Withdrawn - Unstamping debt period

35. If your are advised that the LO has been dismissed or withdrawn you will not final stamp the debt period.
 - If you are taking enforcement action to secure only some of the unsecured residual arrears types proceed to **Step 36**.
 - If you are taking enforcement action to secure all unsecured residual arrears types go to **Step 39**.
36. If you are advised that an LO has been dismissed or withdrawn you will replicate the steps you took during the draft stamping process,to reverse and re-instate debt types you didn't wish to enforce.
 -  It is important that you take the actions described in **Steps 37 - 43** on the same day as the 1993/2003 Reassessment Team provide a financial ledger return to CFAT each evening. This means that they need to reverse the debt, and re-input it in the same day in order for their accounts to balance.

37. Send an email to the 1993/2003 Reassessment Team inbox: **CM 2012 Scheme 1993-2003 reassessment team**, asking them to reverse the debt types you don't wish to enforce. Provide them with the following details:
 - Case / client reference
 - Reversal amount
 - Due type/s
 - Posting date
38. Once the 1993/2003 Reassessment Team have taken their action they will contact you by email to confirm that the requested debt due types have been reversed.
39. Navigate to the **Liability Schedule**. Select both the **From** and **To** date as the date of the transition posting date of the residual arrears you wish to enforce, e.g. if the residual arrears are marked as posted on 09/10/2013 the **From** and **To** date should both also be 09/10/2013.
 -  This date will be found in SR notes recorded at **Step 21**.
40. Update the **Status** to **Cancel** in the **Liability Schedule** view, followed by **Send Order**. The debt period will now be cancelled in BaNCS, When set to **Final**, the **Liability schedule** dates become read only.
41. As the Liability Schedule dates are now read only, select **Update Form/Document** to access the **Enforce Form**. Amend the **From** and **To** dates here to reflect the actual period of the debt to reflect those you recorded at **Step 23**.
42. Once you have cancelled the debt period, return to the Outcome of hearing - LO withdrawn/cancelled section in the procedure for **Liability Order - Magistrates Court** for further guidance.
43. If appropriate, contact the 1993/2003 Reassessment Team again, and request that they re-input the residual arrears types that you did not wish to enforce.
 -  All lines within the **Liability Schedule** view that had been draft stamped should now be marked as **Cancelled**.
 -  If you have unstamped the LO period due to an incorrectly stamped residual debt period return to **Step 9** to continue with your action.