



## LSDO - Authorise

This procedure covers the maintenance service team leader process for authorising the referral to enforcement with a recommendation for lump sum deduction order (LSDO) action.

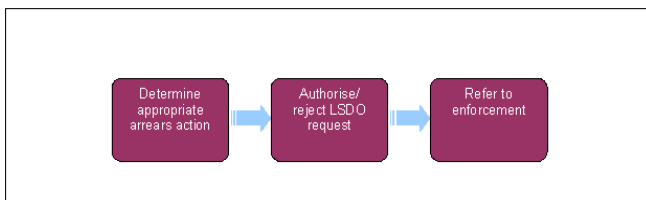
A LSDO enables the Child Maintenance Group (CMG) to instruct a deposit taker (usually a bank or building society) to deduct an amount from a paying parent's account.

Where there have been unsuccessful attempts to secure payment from the paying parent, the caseworker in maintenance service will use asset information (bank or building society account information) to make a referral for disclosure. For more information refer to [Disclosure For Deduction Order Action](#).

Where disclosure is successful and indicates that the paying parent has an account suitable for a deduction order, the TL in maintenance service will authorise the referral to enforcement with a recommendation for LSDO action. The enforcement case manager will then consider whether deduction order action is the most appropriate action to take. For more information refer to [Civil Enforcement Overview](#).

A paying parent is subject to a fixed enforcement charge of £200.00 when CMG take LSDO action. The charge is applied by the specialist team case manager, rather than the referring officer. This avoids the need to reverse a charge if the action is found not to be appropriate. The enforcement charge is separate from any fee imposed by the paying parent's bank to cover costs associated with the action. For more information refer to [Enforcement Charge - Apply](#) and [Apply Costs](#).

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.

### Determine appropriate arrears action

#### Caseworker action


1. This process is initiated by caseworkers in the maintenance service as part of the Arrears Review SR. When disclosure is successful and the caseworker has selected **Authorise LSDO Initiated** on the Arrears Review SR, the caseworker will create the **Authorise LSDO** SR by selecting the following values from the drop-down lists:

- **Process = Arrears**
- **Area = Arrears Management**
- **Sub Area = LSDO**


#### Team leader action

2. Locate the Authorise LSDO SR in the Work Allocation screen and assign the SR to yourself.
3. Update the **Status** to **In Progress**. An activity plan will generate.

### Authorise/reject LSDO request

4. Review the details of all actions completed previously, the arrears amount and the caseworker notes on why the relevant action was taken. Select the **Go to Contact** button to view the **Contact Summary** to locate all the previous actions for the paying parent.
5. Consider all the information you have reviewed at step 4 and use it to make your decision on whether the lump sum deduction order (LSDO) action is appropriate. There is a £200.00 enforcement charge associated with this action, follow local guidance for minimum enforceable amounts. For more information on when LSDO action is appropriate refer to the Policy, Law and Decision Making Guidance 

- If LSDO action is appropriate, update the **Notes** field with your comments. Then select **Appropriate** in the activity plan outcome field and go to **step 7**.
- If LSDO action is not appropriate, update the **Notes** field with your comments on the reason why it is not appropriate and include your recommendations for the appropriate arrears decision. Go to **step 6**.

6. Select **Not Appropriate** in the activity plan **Outcome** field and update the **Resolution code** to **LSDO Inappropriate**. Go to **step 8** to manually close the SR.  
 At this point you are authorising the referral of the case to enforcement with a recommendation for LSDO action.
7. Select **Appropriate** in the activity plan **Outcome** field and update the **Resolution code** to **LSDO Authorised**, then refer the case back to the originating caseworker. TL action is now complete.

### Caseworker action

8. If your manager has not authorised the LSDO, manually close the LSDO SR by updating the **Status** to **Closed** and the **Sub Status** to **Completed**.
9. If your manager has authorised the LSDO, return to the procedures for **Arrears - Consider Action** - Disclosure successful authorise RDO/LSDO and go to **step 5**.

[Apply Costs](#)

[Arrears Overview](#)

[Civil Enforcement Overview](#)

[Disclosure For Deduction Order Action](#)

[Enforcement Charge - Apply](#)

[LSDO - Set Up/Amend](#)

[What is a lump sum deduction order \(LSDO\)?](#)

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