Legacy Transition Request (LTR) - summary

The purpose of this summary is to provide a high level overview of how transition requests will be received and progressed by the CSA Scheme teams.

When an application is received to the CMS scheme, a Look Up is performed by the Data Warehouse to check if the paying parent named is a paying parent on one or more active cases on a CSA scheme system. When this is the case an electronic file specific to each CSA scheme system is sent to request reactive transition; these are known as LTRs (Legacy Transition Requests). Cases for proactive closure will be automatically selected based on set criteria and the system will receive all cases in the paying parent's casegroup. The relevant LTRs will be applied to all cases in each Tranche, and the CSA scheme systems and the Data Warehouse will be updated.

On receipt of the transition request, the CSA scheme caseworkers will determine what action is required from the following three requests:

- Legacy Transition Request One (LTR1) – Initiate/Update Transition Workflow
- Legacy Transition Request Two (LTR2) – End Liability
- Legacy Transition Request Three (LTR3) – Close Case/Adjust/Write off Arrears

The LTRs will trigger the CSA scheme systems to automatically generate alert codes (CSCS) and case prioritisation work items (CS2) to prompt the caseworkers to update cases and if required establish a stable arrears figure. LTRs will also prompt the systems to automatically issue notifications to keep clients informed as their case progresses through the case closure journey.

The LTRs will contain an indicative T-Date (Transition Date). This is to ensure that the liability on CSA scheme is ended no later than 38 days, this is known as **Reactive Case Closure** and 187 days for **Proactive Case Closure**. In order to ensure they continue to have a case in the statutory scheme, when selected for either **Reactive** or **Proactive Case Closure** one of the parties of the CSA scheme case must make an application to the CMS scheme via the mandatory gateway.

Cases selected for Case Closure can be identified within the workflow management and can be filtered by T-Date, in order to prioritise any case cleansing actions before the case is transitioned to the CMS 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.

End CSA Scheme liability - Summary

CSA Scheme Receiving Parent Application - Manual Set Up

Manual Handling - Transition Case Data Capture Summary

Transition Contingency

Automated Financial Transition Arrears

What is a Legacy Transition Request?

This is an electronic file specific to each Legacy system that is sent to request transition.

Will a caseworker be notified if a case is to be transitioned to the 2012 scheme?

Legacy systems will automatically generate alert codes (CSCS) and case prioritisation work items (CS2) to prompt caseworkers.