



MOPF Set Up - Multiple

The method of payment from (MOPF) is the financial details obtained from a paying parent in order to set up payments for child maintenance. The preferred methods for this are either direct debit (DD) or a deduction from earnings order (DEO) which should be promoted at all times. A legitimate reason must be provided by the paying parent in order to set up standing order (SO) or BHOCA methods.

A paying parent may wish to set up multiple MOPFs on a case, this could be due to arrears on the case which the paying parent may want to pay separately from their maintenance payments.

An additional MOPF can be set up to collect arrears/fees when the paying parent is on a deduction from benefit (DFB), however due to a problem with Direct Debits, the alternative MOPF must be Standing Order or a card payment.

If DFB is not a MOPF there are no restrictions on other combinations of MOPF (i.e. DEO and DD would function as expected).

This procedure will explain the steps taken to set up multiple MOPFs on a case.

The preferred MOPFs are:

- Direct debit (DD)
- Deduction from benefit (DFB)
- Deduction from earnings order (DEO)
- Deduction from earnings request (DER)

Non-preferred MOPFs include:

- Standing Order (SO)
- BHOCA

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.

Create service request (SR)

1. Create an SR, from the drop down lists select:

- **Process = Payments**
- **Area = Method of Payment From**
- **Sub Area = Select appropriate MOPF**

2. Go to the relevant method of payment from (MOPF) set up procedure to record the MOPF details (you must only complete the SRs with the **Process = Payments, Area = Method Of Payment From** in each MOPF procedure). **Direct Debit - Set up, DFB - set up, Self Selected DEO - set up, Self Selected DER - set up, Standing Order - set up.**

3. When you have completed the MOPF SR, repeat steps 1-2 to set up an additional MOPF.

Create a manual schedule

4. Once you have completed the MOPF SRs, you will need to manually create the P2P. If you are setting up multiple MOPFs pre initial, you will need to wait until the initial calculation has been performed before continuing to **step 5**. If it is post initial, continue to **step 5**.

5. The system will generate a perform calc SR for you to complete. The reason field will show as **Process Multiple MOPF**, set the SR to **In Progress**.

6. Go to the **Payment Schedule** view, in the **Payment Arrears** applet select **New**. In the **MOP Details** applet select **New** and enter the first MOPF.

7. Once you have entered the first MOPF, select **New** and add the second MOPF.

8. For each MOPF select the Method of Payment and enter the collection amount, the collection date should automatically populate. Add an End date, ensuring that this is the same for all MOPF's and aligns with the last collection date.

9. The total amount between each MOPF must match the **Total Amount** field in the **Payment Arrears** applet. Update the **Start Date, No of Periods** and **Non OGM Per Period** fields.

10. Select the **Generate P2P** button, the system will generate an activity plan to allow you to issue the schedules to the receiving parent and paying parent.

11. Once you have issued the schedules, set the **Status** of the SR to **Closed** and the **Sub Status** to **Complete**.

Related Items

[Direct Debit - Set Up](#)

[DFB - Set Up](#)

[Self Selected DEO - Set Up](#)

[Self Selected DER - Set Up](#)

[Standing Order - Set Up](#)