Department for Work & Pensions Procedures ▸ Method Of Payment Overview

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Method Of Payment Overview

The purpose of this summary is to provide a high level overview of the method of payment (MOP) process which complements the more detailed procedures. The MOP is split into two distinct processes which are method of payment to (MOPT) and method of payment from (MOPF).

All receiving parents need to have a MOPT recorded on the system which will be gathered at the application stage. This allows us to allocate child maintenance payments to the receiving parent.

A receiving parent can request to change their MOPT at any time. This change of circumstances (CofC) would be completed by the team responsible for maintaining the case at that time.

All paying parents need to have a MOPF recorded on the system which will be gathered during the application stage. This allows us to collect child maintenance payments from the paying parent and record the payments onto the system. Standing order (SO) must be set as the default MOPF if the paying parent fails to supply one.

Where either client requests to use the Child Maintenance Group's (CMG's) collect and pay service advise them that collection fees apply and that these fees can be avoided by making their own family based arrangement, or by choosing the service type of direct pay. For more information refer to Collection Fees Summary and Direct Pay Summary.

Either client can request to change the service type to direct pay, and the change will be accepted where certain criteria have been met. The paying parent can ask for a change to direct pay and, providing that they have demonstrated a history of compliance, can switch without the receiving parent's permission. The request will be accepted where either:

- The receiving parent requests the change

- Both parents agree that the service type should be direct pay

- The paying parent requests the change and passes the unlikely to pay check.

The unlikely to pay check is a discretionary caseworker decision. For more information refer to Unlikely to Pay Check.

A paying parent can request to change their MOPF or add an additional MOPF to their case at any time. This CofC would be completed by the team holding the case at that time. You will actively encourage a paying parent to use a preferred MOPF, and need to seek team leader (TL) authorisation if a paying parent wants to change from a preferred MOPF to a non preferred MOPF.

For more information on methods of payment 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.

BHOCA - Set Up

Change MOPF - Summary

Change MOPT - Summary

Collection Fees Summary

DEO - Cancel

DEO - Self Selected - Set Up

DER - Cancel

DER - Self Selected - Set Up

DFB - Cancel

DFB - Change amount

DFB - Change type

DFB - Set Up

Direct Debit - Cancel

Direct Debit - Set Up

Direct Payment - Cancel

Direct Payment - Set Up

Direct Pay Summary

Method Of Payment From - Set Up Initial

Method Of Payment To - Set Up Initial

MOPF Set Up - Multiple

Paying In Slips

POCA - Cancel

POCA - Set Up

Standing Order - Cancel

Standing Order - Set Up

Unlikely to Pay Check

What happens if a paying parent pays their full years liability up front in a lump sum?

The payment is paid out in instalments to the receiving parent.

Is it possible for the paying parent to change a preferred MOPF to a non-preferred MOPF?

Yes, but you should actively encourage a paying parent to use a preferred MOPF, and will need to seek team leader authorisation to change it.

What will the caseworker set as the default method of payment from (MOPF) to if the paying parent fails to supply one?

Standing order