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Payments from CSA to CMS

The purpose of this summary is to provide a high level overview of the cash transfer from CSA process. This is a fully automated process carried out between CSA scheme systems (CS2, CSCS, CCD (Clerical Case Database)) and the CMS system.

Any payments received on the CSA systems (CSCS, CS2 and CCD) from the paying parent or paying parent employer after the case has been transferred to the CMS scheme, must be recorded on the CSA scheme for accounting purposes before they can be transferred. Unallocated payments on any of the CSA systems will be assigned to the CSA 1993 system suspense account. This will occur when:

- Payments from the paying parent continue to be received after transition i.e. because the paying parent has not changed the details of their standing order

- Monies are received from employers/bailiffs/banks after the case has been transitioned

- The CMS system has received and forwarded deduction from earnings order (DEO) or deduction from earnings request (DER) receipts through the employer single payment process to the CSA systems in error, and these receipts need to be recovered

Once the CSA systems identify a payment as belonging to a transitioned case, the money will be automatically transferred to the CMS scheme's account. The CSA systems will make a consolidated daily payment into the CMS scheme account via an electronic file detailing the payment. This file will contain the paying parent's national insurance number (NINO), the paying parent's forename and surname, the payment amount and the CSA scheme receipt reference number. Once the electronic file is received, the payment is assigned to the appropriate account i.e. employer, third party, paying parent or suspense account.
The CMS system will send a prompt to the CMS scheme caseworker to contact the client who has made the payment e.g. paying parent, paying parent's employer, so that they can ensure future payments are received onto the CMS system.

An **NRP Paid in Wrong System** SR will generate and CMSL2500 is automatically issued to the client. This SR will be closed automatically and does not require any caseworker action.

Payments received onto the CMS system will be allocated as follows:

- If no CMS scheme case is identified and a transitioned case exists, the system will automatically transfer the payment to the transitioned case

- Where a CMS scheme case is identified, the payment will allocate to the liability first and then any arrears

- After allocating to the CMS scheme liability and arrears, any remaining amounts from payment received will be held in the account and allocated when the next receipt is due

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.

CMSL2500 - Important information about your child maintenance payments

> Off system letter to the paying parent to inform them that they have made a payment in error to the Child Support Agency (CSA) instead of to the Child Maintenance Service, and to request they call the CMS to ensure future payments are made correctly.
>
> Complete the freetext fields with the paying parent's name and the date their case opened with the Child Maintenance Service.
>
> All other fields in this letter are pre populated by the system. Once complete, review the letter to ensure the correct information is provided.

Automated Financial Transition Arrears

CSA Scheme Information Received – Update CMS

CSA Payments To CMS - Summary

Manual Allocation Flag – Set Up

Manual Allocation Flag - Remove

Method Of Payment Overview

Receipting - Manual

Terminology Changes