

## Tranche Selection Overview

The purpose of this procedure is to provide a high level summary of how Tranche Selection will work during Phase 2.

Cases are Transitioned across from the CSA scheme systems when a client making a new application on the CMS scheme has a paying parent in the same role in one or more linked cases on one of the CSA scheme systems. This triggers those cases to be closed on the CSA scheme systems within a 33 day timescale in order for them to correctly Transition to the CMS scheme.

Cases will also Transition if the CMS scheme paying parent is the partner of a CSA scheme paying parent and one of them is in receipt of a prescribed benefit. This is known as **Reactive Case Closure**.


Where a new application is linked to an existing case in either of the scenarios described above, this will trigger **Reactive Case Closure**. This means that the CSA scheme case will be closed in 30 days (plus two days for posting). In order to ensure that they continue to have a case in the statutory maintenance scheme, one of the parties to the CSA scheme case must make an application to the CMS scheme (via the mandatory gateway) before the end liability date. If an application is made within the timescales, the new liability will start on day 33. If no application is made, then the CSA scheme case will simply close.


For Phase 2, Tranches of cases (A certain number of cases with pre-selected values, e.g. cases that are active with a nil liability) will be selected by the CSA schemes to be closed, this is known as **Proactive Case Closure**.

Clients will be advised by letter that their case is closing on the CSA scheme within 200 days and only if one of the clients make a new application to the CMS scheme will a case be set up for the ongoing liability.

The Tranches will be selected in segments under the following criteria:

- Segment 1: All Nil assessed cases (regardless of whether arrears are in payment, how such arrears are being collected or where in the CSA scheme operations the case is being held).
- Segment 2: Nil compliant cases (not on an enforced method of payment or subject to ongoing enforcement action, i.e. Segment 5 including clerical cases)
- Segment 3: Remaining Clerical Cases (excluding segment 5)
- Segment 4: Remaining cases, on an oldest first basis (excluding segment 5)
- Segment 5: Cases in Enforcement (cases subject to a Deduction form Earnings Order/Request, Deduction Order or subject to an ongoing enforcement action).

 Note that when running Tranches, the mop up (residual) cases from earlier segments will not be selected in the order they were for Segment 1. For example, when running Segment 2 and picking up any residual cases left over from Segment 1, they will not be split into date order (oldest first), they will just come across in any order.

 Where Tranches are manually changed, e.g. changed to amend the number of cases from 1500 per day to 1000 per day for 1 week, the user will need to manually return the Tranche criteria the week after as this will not happen automatically.

For more information on how the segments are selected please refer to the Policy, Law and Decision Making Guidance. 

Once a Tranche has been selected, the system will automatically send LTR's (Legacy Transition Requests) for the selected Tranche of cases.

- LTR 1 - Once the CSA schemes receive this, they will issue the first closure notification to the clients, and will set the end liability date (182 days from the date of LTR1 - this is made up of 180 days for the client journey, plus two days for posting).
- LTR 2 - This will trigger 30 days before the end liability date, and a reminder letter will be sent to the clients at this stage. The LTR 2 executes the end liability after the 30 day period, and another letter is then issued to clients to confirm.
- LTR 3 - This will trigger the final actions to be completed on the CSA scheme before the case can be fully closed, this includes all case cleanse activities and arrears action, and sending a final notification to the client to advise their case has now fully closed on the CSA scheme and their arrears (if applicable) have transitioned across.

Clients are encouraged to take action to make their child maintenance arrangements as soon as possible after they receive the first contact letter (LTR 1). If they want to achieve continuous liability between their existing case on the CSA scheme and their new CMS scheme case, they need to apply before the end liability date. If they apply at any point up until the end liability date, their application will be processed and a calculation made based on the information available at that time.

However, their new liability will not take effect until the day after their liability ends on the CSA scheme case. The making of an application by clients involved in a closing CSA scheme case will not result in a change to the end liability date.

However, if a new application relating to a different receiving parent is received on the CMS CMS scheme case that is already part of a proactive case closure journey, the closing case will move to the **Reactive Case Closure** journey unless the new application is received within the last 30 days of the proactive case closure journey.

For further information please refer to the Policy, Law and Decision Making Guidance: 

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