

## Notifications

### Overview: Contents

- [Notifications: Overview](#)
- [Date notifications are treated as sent: Overview](#)

### Decision Making Guidance: Contents

- [Notification of an Initial Maintenance Calculation: Decision Making Guidance](#)
  - [Notification of a Default Maintenance Decision: Decision Making Guidance](#)
  - [Notification of a Revision / Supersession: Decision Making Guidance](#)
  - [Notification that maintenance liability has ceased: Decision Making Guidance](#)
- 

### Notifications: Overview

[2012/2677](#) *Regulation 24 of the Child Support Maintenance Calculation Regulations 2012*

[2012/427](#) *Regulation 23 of the Child Support Maintenance Calculation Regulations (Northern Ireland) 2012*

There are 2 basic types of notification that CMG issues to clients:

- notifications that inform clients about a decision affecting the maintenance calculation, and
- notifications that provide clients with other information or ask them to provide information to us

This guidance details the notifications which CMG is legally required to issue to its clients to inform them about decisions affecting their maintenance calculation. These include:

- any decision starting / ending / changing maintenance
- any decision revising / superseding the maintenance calculation including any refusal to revise / supersede

There is certain information that must and must not be included in written notifications. Further advice is included in the Decision Making Guidance for each Notification type.

NOTE: when a maintenance application is received, written notice of the application must be sent to the non-resident parent. Refer to the guidance on Applications for further advice about this type of notification.

### **Date notifications are treated as sent**

[2012/2677](#) *Regulation 7(2) of the Child Support Maintenance Calculation Regulations 2012*

[2012/427](#) *Regulation 6(2) of the Child Support Maintenance Calculation Regulations (Northern Ireland) 2012*

All notifications issued by CMG are treated as sent on the second day following the day they are posted, with no allowance for bank holidays or weekends.

Example:

A notification is posted on Monday 9 January 2012. It will be treated as sent on Wednesday 11 January 2012.

---

### [Notification of an](#)

#### [Initial Maintenance Calculation: Decision Making Guidance](#)

[2012/2677](#) *Regulations 24 & 25 of the Child Support Maintenance Calculation Regulations 2012*

[2012/427](#) *Regulation 23 & 24 of the Child Support Maintenance Calculation Regulations (Northern Ireland) 2012*

A notification must be issued when CMG makes the first maintenance calculation on an individual case. The notification will be issued automatically when the calculation decision is completed on the computer system.

### **Information that must be included**

[2012/2677](#) *Regulation 24(2) & 25(1) of the Child Support Maintenance Calculation Regulations 2012*

[2012/427](#) *Regulation 23(2) & 24(1) of the Child Support Maintenance Calculations Regulations (Northern Ireland) 2012*

CMG has a legal duty to include the following information in the notification of an initial maintenance calculation:

- details of any revision, supersession and / or appeal rights relating to the decision

- the effective date of the decision
- details of the gross weekly income used in the calculation and whether this is based on historic, current, or estimated current income
- the number of qualifying children
- the number of relevant other children
- the weekly amount of child maintenance
- the amount of any adjustment for a variation (increasing / decreasing liability)
- details of any adjustment due to shared care, apportionment (in multiple PWC cases), or maintenance payments made for another child
- details of any other decreases to the calculation and reasons for them, for example care for the qualifying child provided by a local authority / non-resident parent liable to maintain a child under a family-based arrangement or child abroad

NOTE: non-resident parents on current income calculations have a legal duty to report any increase in income of 25% or more. Similarly a non-resident parent on a nil rate liability has a legal duty to report if their income increases to £7 or more. However, these duties only become effective when the non-resident parent is told they apply. Therefore the requirement to report increases in income of 25% or more or of £7 or more should be included in any notification informing a non-resident parent of their maintenance calculation.

#### **Information that CMG is not legally required to provide**

The following information is not required by law, but is included to assist the client:

- details of the tax year of any HMRC data used in the calculation
- details of the type of changes that the client is required to report
- what a 25% change in income looks like for the non-resident parent
- an explanation of the decision

#### **Information that must not be included**

[2012/2677](#) Regulation 25(3) of the Child Support Maintenance Calculation Regulations 2012

[2012/427](#) Regulation 24(3) of the Child Support Maintenance Calculation Regulations (Northern Ireland) 2012

The following information should not be included without express permission from the party it relates to:

- the address of any person other than the intended recipient
- any other information that could lead to a person other than the intended recipient being located
- any other information that could lead to a person other than the qualifying child or a party to the application being identified

---

[Notification of a Default Maintenance Decision: Decision Making Guidance](#)

**Information that must be included**

[2012/2677](#) Regulation 24(2) & 25(2) of the Child Support Maintenance Calculation Regulations 2012

[2012/427](#) Regulation 23(2) & 24(2) of the Child Support Maintenance Calculation Regulations (Northern Ireland) 2012

The CMG has a legal duty to include the following information:

- details of any revision, supersession and / or appeal rights relating to the decision
- the effective date of the decision
- the default rate applied
- the number of qualifying children
- details of any adjustment due to apportionment (in multiple PWC cases)
- details of the information required for a maintenance calculation decision to be made

**Information that CMG is not legally required to provide**

The following information is not required by law, but is included to assist the client:

- an explanation of the decision.

**Information that must not be included**

[2012/2677](#) Regulation 25(3) of the Child Support Maintenance Calculation Regulations 2012

[2012/427](#) *Regulation 24(3) of the Child Support Maintenance Calculations Regulations (Northern Ireland) 2012*

The following information should not be included without express permission from the party it relates to:

- the address of any person other than the intended recipient
  - any other information that could lead to a person other than the intended recipient being located
  - any other information that could lead to a person other than the qualifying child or a party to the application being identified
- 

[Notification of a Revision/ Supersession: Decision Making Guidance](#)

[2012/2677](#) *Regulation 26 of the Child Support Maintenance Calculations Regulations 2012*

[2012/427](#) *Regulation 25 of the Child Support Maintenance Calculation Regulations (Northern Ireland) 2012*

Notifications must be issued when:

- the maintenance calculation has changed due to a change of circumstances (supersession), or a successful dispute against the original decision (revision); (NOTE: this will also apply to applications for Variations, which are applications for revision / supersession if made after the maintenance calculation is in force)
- CMG has decided to refuse a request for supersession / revision. In these circumstances, the maintenance calculation will not be altered, but the clients need to know the outcome of their request

These notifications will be issued automatically when the relevant decision is completed on the computer system.

Notification that a maintenance calculation has changed

**Information that must be included**

[2012/2677](#) *Regulations 24(2) & 25(1) of the Child Support Maintenance Calculation Regulations 2012*

[2012/427](#) *Regulation 23(2) & 24(1) of the Child Support Maintenance Calculations Regulations (Northern Ireland) 2012*

The CMG has a legal duty to include the following information:

- details of any revision, supersession and / or appeal rights relating to the decision
- the effective date of the decision
- details of the gross weekly income used in the calculation and whether this is based on historic; current; or estimated current income
- the number of qualifying children
- the number of relevant other children
- the weekly amount of child maintenance
- the amount of any adjustment for a variation (increasing / decreasing liability)
- details of any adjustment due to shared care, apportionment (in multiple PWC cases), or maintenance payments made for another child
- details of any other decreases to the calculation and reasons for them, for example care for the qualifying child provided by a local authority / non-resident parent liable to maintain a child under a family-based arrangement or child abroad

NOTE: non-resident parents on current income calculations have a legal duty to report an increase in income of 25% or more. Similarly a non-resident parent on a nil rate liability has a legal duty to report if their income increases to £7 or more. However, this duty only becomes effective when the non-resident parent is told it applies. Therefore the requirement to report increases in income of 25% or more or of £7 or more should be included in any notification informing a non-resident parent of their maintenance calculation.

### **Information that CMG is not legally required to provide**

The following information is not required by law but is included to assist the client:

- details of the tax year of any HMRC data used in the calculation
- details of the type of changes that the client is required to report
- what a 25% change in income looks like for the non-resident parent
- an explanation of the decision and what the client should do if they disagree with it

Notification that a Revision / Supersession has been refused

If you are refusing to supersede or revise a maintenance calculation then you must notify the relevant parties of this decision and their further rights of appeal.

The relevant parties in these circumstances will be:

- the party who made the revision application, and
- the other party to the maintenance calculation if they were aware that an application for revision / supersession had been made

---

[Notification that a maintenance liability has ceased: Decision Making Guidance](#)

[2012/2677](#) Regulation 27 of the Child Support Maintenance Calculations Regulations 2012

[2012/427](#) Regulation 26 of the Child Support Maintenance Calculations Regulations (Northern Ireland) 2012

Notification must be issued when a maintenance calculation ceases, due to the removal of a qualifying child, parent with care or non-resident parent from the case.

This notification will be issued automatically when the decision ending the calculation is completed on the computer system.

**Information that must be included**

The CMG has a legal duty to include the following information:

- the date that the maintenance calculation will / has ceased to have effect
- reason for cessation
- details of the right to apply for revision or appeal