

If the paying parent or their partner is a high earner does Child Benefit have to be applied for?

Yes, otherwise the child cannot be treated as a relevant other child. This is because payment of Child Benefit to the non-resident parent or their partner is a threshold requirement for a child to be treated as a Relevant Other Child.

Where the paying parent or their partner have not yet applied for CHB, advise that CHB can be applied for even if they are over the earnings threshold to receive it or they do not want to receive any money awarded and to call back once CHB is in payment.

If the paying parent or their partner are unwilling to make a claim for CHB advise the paying parent that we cannot make the change and include the child into their calculation. You may consider signposting them to [child benefit GOV UK \(link is external\)](#).

EXCEPTION: a relevant other child includes a child, in respect of whom the non-resident parent or their partner would receive Child Benefit but don't, solely because the child is temporarily out of the country. For example, where the ROC is receiving medical care abroad.

Existing Case - New ROC

A relevant other child (ROC) is a child who is living in the paying parent's household and is being financially supported. If a paying parent has a ROC the Child Maintenance Group (CMG) will recognise the child when calculating the paying parent's liability to ensure their financial responsibility to all of their children is accurately reflected.

The paying parent or their partner must be in receipt of child benefit (CHB). Signpost the client to [child benefit GOV.UK \(link is external\)](#) for more information on child benefit.

A request to add a new ROC to an existing case is generally received from a paying parent but can be received from a receiving parent via inbound telephone contact, letter or self service request. Where the change concerns a ROC the effective date is the date the change is reported, unless the change is being completed as part of Gather Paying Parent information, in this scenario the effective date should be the initial effective date of the case. The change is subject to a verification process. Once the change is verified, the information is recorded and a new maintenance assessment completed. All changes are handled by the segment in which the case is owned. This process is completed by caseworkers and can be requested at any time during the life of a case

HMRC - Verify CHB In Payment For ROC/CIFBA

This explains what happens in the background between Her Majesty's Revenue & Customs (HMRC) and the Child Maintenance Group (CMG) and what actions caseworkers need to take, when:

- The system is triggered to check that child benefit is in payment for a relevant other child (ROC) and child in family based arrangement (CIFBA), during the application process.
- A caseworker triggers the system to check if child benefit (CHB) is in payment when they are verifying a reported change of circumstances, relating to the ROC or CIFBA, which could happen in either the application, maintenance or enforcement segments.

A ROC is a child who is 20 or under; in non advanced full time education or approved training, who normally resides with and is supported by the paying parent and is a child for whom the paying parent or their partner receives CHB. If it is the partner of the paying parent who is in receipt of CHB, then that partner must live in the same household as the paying parent. A child would also be considered a ROC if CHB has been suspended because they are temporarily out of the country.

When a paying parent has a private agreement to support a child outside the 2012 scheme, the CMG terms them a CIFBA.

When a paying parent is supporting a CIFBA the CMG will recognise such an arrangement when calculating the paying parent's liability to ensure their financial responsibility to all of their children is accurately reflected. For more information refer to the Policy, Law and Decision Making Guidance.

CHB is a tax free payment that parents claim for their children. The payment can be claimed by anyone who qualifies. CHB has to be in payment for a ROC or CIFBA, for the CMG to consider them as such.

However a check for CHB is started, the system goes through the same process. It sends all relevant information regarding the ROC and CIFBA to HMRC. HMRC checks if CHB is in payment and returns the information to the system.