



Department
for Work &
Pensions

DWP Central Freedom of
Information Team
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SW1H 9NA

Eva Sheffield
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[freedom-of-information-
request@dwp.gov.uk](mailto:freedom-of-information-request@dwp.gov.uk)

[DWP Website](https://www.dwp.gov.uk)

Our Ref: FOI2022/23014

8 April 2022

Dear Eva Sheffield,

Thank you for your Freedom of Information (FoI) request received on 23 March. You wrote:

“Please provide 'CMS instructions: Change service type to collect and pay and the CMS DA plan.’

Referenced here on page 81.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/
attachment_data/file/1055837/volume-1-basic-principles-feb-2022.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1055837/volume-1-basic-principles-feb-2022.pdf)”

DWP Response

We confirm that we do hold the information you have requested.

A copy of the information Change service type to collect and pay and the CMS DA plan are attached as annexes.

If you have any queries about this letter, please contact us quoting the reference number above.

Yours sincerely,

DWP Central Freedom of Information Team
Department for Work and Pensions

Your right to complain under the Freedom of Information Act

If you are not happy with this response you may request an internal review by e-mailing freedom-of-information-request@dwp.gov.uk or by writing to: DWP Central FoI Team, Caxton House, 6-12 Tothill Street, London, SW1H 9NA.

Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner’s Office for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information

Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire SK9 5AF.

Website: [ICO Contact Information](#) or telephone 0303 123 1113.