

# Spotlight on: HMRC data gather for the Transitional Protection calculation

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## **Introduction**

This Spotlight product has been designed to help Move to Universal Credit agents to request and use data from HMRC for the Transitional Protection calculation.

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## **Identification and selection**

For the Move to Universal Credit pilot, the first 100 claims will be identified manually. See Move to Universal Credit to identify who is in and out of scope for the pilot and for exemptions and deferrals.

The pilot will run in Harrogate jobcentre from 24 July 2019 for 18 months. A dedicated team has been set up to support claimants.

Agents will check the Interests screen on Searchlight to identify in-scope claimants with an open interest in New Tax Credits (it will not differentiate between Working Tax Credits and Child Tax Credits).

Personal details Address Contact **Interests** Benefits Relationships

5 Feb 2006

**NIRS2 Quarterly Billing** **CRL**

Interested parties: [UNNAMED INTERESTED PARTY](#)

[View  
maintenance](#)

5 Feb 2006

**New Tax Credit** **CRL**

Interested parties: [NEW TAX CREDITS](#)

[View  
maintenance](#)

11 Dec 2004

**New Tax Credit** **System**

Interested parties: [NEW TAX CREDITS](#)

[View  
maintenance](#)

5 Jan 2001

**Child Benefit** **System**

Interested parties: [CHILD BENEFIT CENTRE](#)

[View  
maintenance](#)

► [Previous interests](#)

Once the Tax Credits interest is established, the agent will email the spreadsheet with the list of claimants to the HMRC mailbox with "Move2UC Scope Request" in the subject line. The spreadsheet will be password protected.

HMRC staff will:

- check the list to identify any claimants who are not in scope for the pilot from their perspective. Where they exclude a claimant, they inform DWP of the reason why so agents can update the Manage a Move
  - email the refined list back to DWP Team Harrogate (link sends e-mail) with "Move2UC TP data request" in the subject line
  - annotate their system with a household note to indicate which claimants are in scope for Move to Universal Credit. This will help to identify Move to Universal Credit claimants if they receive any queries directly. DWP will track the claimants' progress on the Manage a Move tracker.
- On receipt of the refined list, the agents will check again that the claimants are still in scope and update the Manage a Move. For claimants excluded by HMRC, the agent will set a review date to revisit at a later date.

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### **Migration Notice issued**

When the migration notice is issued, agents will inform HMRC via email (link sends e-mail) so they can update their system notes with the deadline date by which the claimant should make their Universal Credit claim. The email will have “Migration notice issued” in the subject line. Where the claimant has a change of circumstances, their migration status could change:

- an extension to the deadline is agreed
  - they are deferred
  - they are cancelled or withdrawn from the move to Universal Credit journey
- DWP will inform HMRC by email with “Change in migration status” in the subject line.

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### **Universal Credit claim made**

When the claimant has made their claim to Universal Credit and verified their identity, agents are notified via the Service. They complete Section one of the MM MGP1 (HMRC) form and email it to HMRC’s mailbox to gather the following data to calculate Transitional Protection:

- gross annual earnings
- gross annual self-employment
- other household income
- household daily rate of working tax credits and/or child tax credits
- weekly childcare costs
- number of children in childcare.

The form records the details of the claimant and their partner if they have one, therefore only one form is required for the couple. HMRC acknowledge receipt of the MM MGP1 (HMRC) form via email. (link sends e-mail)

For the pilot, HMRC have agreed to return the completed form by the next working day. They will return the completed form to move to uc pilot (link sends e-mail)

Blank MM MGP1 (HMRC) forms are located in the Move to Universal Credit Team’s shared folder.

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### **Change of circumstances**

If the claimant has a change of circumstances before they receive their Migration Notice, they report it to HMRC as usual. If the change affects the move to Universal Credit, HMRC notifies DWP via move to uc (link sends e-mail), such as:

- the claimant’s contact details change
- there is a change in the household composition
- they move into one of the exclusion or deferral categories

These are examples, not a full list.

If the claimant contacts HMRC after they have received their Migration Notice they will be told to contact the team in Harrogate directly on 0800 169 0328.

Where there is outstanding action on the HMRC claim, they may need to re-send the MM MGP1 (HMRC) with the revised details. For example, if there was an outstanding reconsideration or appeal that has since been cleared. HMRC agents will include in the subject line of the email “Re-send of data” and they will highlight which data items have been changed.

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### **Calculating Transitional Protection**

The following table shows where to input the data on the MM MGP1 (HMRC) onto the corresponding fields on the Transitional Protection calculator:

<b>Section on the MM MGP1 (HMRC)</b>	<b>Field on the MM MGP1 (HMRC)</b>	<b>Corresponding field on Transitional Protection calculator</b>
Section 2	Gross annual earnings	None – this data is required to calculate the net monthly income in section 3
	Gross annual self-employed earnings	None – this data is required to calculate the net monthly income in section 3
	Other household income	Other income

	Household daily rate	Working tax credits daily rate Child tax credits daily rate
	Weekly childcare costs	Childcare costs
	No. children in childcare	Number of cared-for children
	Total net income	Net monthly earnings
	Child is receiving disability element	No of children receiving Tax Credit disability element (lower) field
	Child is receiving DLA high care component	No of children receiving Tax Credit disability element (higher) field
Section 3		

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**Retention of data**

The emails containing the completed MM MGP1 (HMRC)s will be retained in move to uc (link sends e-mail) for 14 months and then deleted. Where there has been a review, we will retain the new email for 14 months too.