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## **Part seven – Split Payment Payee**

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## Part seven – Split Payment Payee

### Introduction

7000 An officer acting on behalf of the Secretary of State can, under Regulation 34 of the Claims and Payments Regulations, authorize someone else to receive payment on a customer's behalf if this would protect the interests of the customer and/or their dependants. The person (or representative of an organization) authorized to act is called an SPP. The SPP must be aged 18 or over.

7001 The Secretary of State has the discretion to authorize that part or all of the customer's benefit/pension/allowance is paid to the SPP.

7002 You may need to consider authorizing an SPP if:

- someone who lives with or is in contact with the customer notifies you that the customer is mismanaging their benefit and asks for help
- the customer has a partner (this also means after 5 December 2005, a partner living together as a civil partner)/children and is temporarily away from home **or**
- the customer cannot or will not budget for their own or their family's normal needs, and by splitting payments you will protect the interests of the customer and/or their dependants

**Note:** This list is not exhaustive.

7003 An SPP can be:

- an individual, the customer's partner (this also means after 5 December 2005, a partner living together as a civil partner), relative or friend **or**
- exceptionally a social worker or youth worker etc. **Please note:** A split payment payee must be somebody who has an ongoing interest in the customer's welfare and cannot be a Corporate Organization such as a LA or NH

7004 If you authorize an SPP, the:

- customer remains responsible for notifying all changes in their own or the assessment unit's circumstances, even though some or all their benefit is paid to another person **and**

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## Split payment payee

- the SPP is responsible for reporting any changes in their own circumstances that the Department requires, e.g. a change in their name or address

7005 See your relevant business guidance for further information on action required for Split Payment Payments.

7006 - 7049

## Recording the SPP's details

7050 To record the SPP's details:

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | use your existing business procedures to recall the IOP  |
| 2           | record the SPP's details on CIS  |
| 3           | use your existing business procedures to make payments to the SPP, and the customer if appropriate   |
| 4           | use your existing business procedures to send any relevant notifications to the SPP and the customer |

7051 - 7099



## **Ending the split payment arrangement**

7100 | Once the decision has been made to end the split payment arrangement, record the end on CIS.

7101 - 7999

