

Overview

This document provides information on the validation requirements that will be in place for the launch of the new Submit a Bulk Claim service. In general, we do not expect that you will need to make changes to validation you already have in place, in order to utilise the new service. There are a few exceptions to this which are set out in more detail below.

Request for feedback

It is important to note that validation may continue to be iterated as the system is developed and if you do find that our planned validation is likely to require you to make other additional updates to your systems, other than to facilitate the changes set out below, we would be grateful if you could let us know as a matter of urgency.

Civil

I&A

- **HO UCN:** The system will now allow an alphanumeric entry up to 16 characters long, recognising that the Home Office reference numbers that providers need to enter here is now 16 characters long. You should update your systems to allow providers to enter a 16-digit alphanumeric reference.
- **Net Profit Costs, Net Disbursement Amount, Net Cost of Counsel:** These cost limits will now all be checked against the **NIAT Disbursement Prior Authority Number (PAN)** and costs will be capped where a PAN is not in place. We will put arrangements in place for contingency submissions. Sample guidance for this is in Annex A. Please note we plan to update the name of this field in the future.
- **HO interview:** This field will no longer act to enable providers to exceed cost limits. We will put arrangements in place for contingency submissions. Sample guidance for this is in Annex A.

Crime

- **UFN:** The system will accept only cases with a start date of 01/04/2016 onwards.
- **Representation Order date:** The system will only accept cases with a start date of 01/04/2016 onwards.
- **Case Concluded date:** The system will only accept cases with a concluded date of 01/04/2016 onwards.

Annex A– Example Guidance

This guidance is currently in draft and will be incorporated in the Guidance for reporting Controlled Work. Please do not share more widely.

Claiming for costs above cost limits with a Prior Authority Number (PAN)

There are limited instances in which a provider may report additional costs, above the initial cost limit, without needing prior authority from the LAA.

These are:

1. Where they attend a Home Office interview with the client (there are 3 circumstances in which attendance at an interview may be remunerated under the Interview Exception regulations)
2. Where up to £100 may be claimed in addition to the CLR Cost Limit for assessing the merits of an appeal to the Upper Tribunal
3. Where claiming the reasonable costs of attending upon a client in detention for the purpose of taking instructions

In the latter, where the matter is payable under hourly rates, profit costs and disbursements for attending upon the client in a place of detention for the purposes of taking instructions, in addition to the applicable cost limit.

Where the matter is payable under the standard fee scheme, the profit costs relating to the travel and waiting for such an attendance, should be claimed in the Detention Travel & Waiting field, and these will be credited in addition to the standard fee. The reasonable disbursement costs incurred in the attendance, may be claimed in addition to the Disbursement Limit.

How to report these additional costs, without a case specific, allocated Prior Authority Number (PAN):

Validation exists in CWA to prevent payment of costs in excess of an applicable cost limit, where a PAN is not reported. Such claims will be capped by the system.

This validation applies to all Immigration & Asylum cost limits, including the Legal Help Profit Costs and the CLR Cost Limit (combined profit costs, counsel fees and disbursements).

Where you are seeking to claim the reasonable costs incurred in attending the Home Office Interview, or for assessing the merits of an appeal to the Upper Tribunal, you should ensure that you complete the Prior Authority Number field using the relevant default code *[n.b. details of code to be determined]*

The use of this default code will demonstrate your entitlement to claim these costs in addition to a Cost Limit, and the reason for doing so.

Please note: You should no longer rely on the previous guidance regarding entering “1” in the Home Office interview field, in order to allow costs to be claimed in addition to the disbursement cost limit.

The use of this code will be subject to audit and providers should ensure that the correct code is used and not used in a circumstance other than set out above.

What about providers who are members of the Self-Grant scheme?

Where a provider is a member of the Self Grant scheme, they self-allocate a PAN when exercising the self-grant function; this number should continue to be reported in the PAN field.

What PAN should a provider report if there are multiple extensions, or to different cost limits within the same matter?

Where a provider seeks to claim costs for any of the above circumstances and a further cost limit was also authorised, the PAN relating to that cost limit increase, should be reported rather than the default above.

Where there are multiple PANs issued due to there being more than one cost extension in relation to the same initial Cost Limit, then the latest PAN should be reported.

Similarly, where there have been extensions granted to both the Legal Help Profit Costs and Legal Help Disbursement Limits, you should record the later of the two in the PAN field.

All PANs and copies of confirmations of the grant of a cost extension, should be retained on file.