

## Move to Universal Credit (UC) Earliest Testable Service: How to collate Transitional Protection data

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### Background

Transitional Protection (TPROT) will support the ministerial commitment that customers moving to Universal Credit (UC) from legacy benefits will not be worse off at the point of transition. In order for DWP to calculate TPROT, HMRC will need to manually collate tax credit award data as of the UC start date -1 day and provide it to DWP clerically until a fully automated solution is developed.

The manual collation of TPROT data is only a temporary measure until all automated interfaces with UC are in place. The data will be gathered following the manual capture of a Migration or Termination stop notice and will be collated on the 'Move to UC Proforma 1' (MGP1) and returned to DWP.

The aim of this guidance is to provide Test and Learn team staff with an understanding, as well as a means of delivering, clerical TPROT data requirements.

### Step 1

You will need to check the customer's tax credit award for any children that are being considered in their entitlement at the UC start date-1 day. For how to do this, use [TCM1000060](#).

#### **If there are children being considered in the customer's entitlement at the UC start date-1 day**

- make a note of the following
  - forename
  - surname
  - date of birth
  - exception code (if present)
  - childcare (if present)
  - disability element (if present)
  - HCC of disability (if present)
  - child date of death (if present)
- go to [Step 2](#).

#### **If there are no children being considered in the customer's entitlement at the UC start date-1 day, go to [Step 2](#).**

### Step 2

You will need to check if any IS, JSA/ESA or MIG markers are present on the current (UY) award as this may indicate that the award is being based on nil income. For how to do this, use [TCM1000401](#).

**If there is an IS, JSA/ESA or MIG marker present on the UY award, go to [Step 3](#).**

**If there is no IS, JSA/ESA or MIG marker present on the UY award, go to [Step 4](#).**

### Step 3

You will need to check if the IS, JSA/ESA or MIG marker on the UY award is present at the point the award is ended. For how to do this, use [TCM1000401](#).

**If the IS, JSA/ESA or MIG marker on the UY award is present at the point the award is ended**

- make a note that the UY income will be treated as nil for the current (UY) tax year
- go to [Step 5](#).

**If the IS, JSA/ESA or MIG marker on the UY award is not present at the point the award is ended,** go to [Step 4](#).

#### Step 4

You will need to check the customer's tax credit award for any gross 'employed', 'self-employed' or 'other' income that has been used to calculate the award version immediately before the version created by the Stop Notice.

**Note:** this will be the last version that displays the full tax year

**Note:** where there is a joint award, you will have to consider the income for both customers. This will need to be noted separately.

- access NTC and check what income is held. For how to do this, follow the steps below:
  - access NTC and select 'Award' on the toolbar
  - select 'View'
  - enter the customer's national insurance number. Make sure 'select all' is ticked and select 'OK'. You will be taken to the 'Award Summary' screen.
  - select the award version which was created when the claim was ended due to receipt of the stop notice. This will be the last version that displays the full tax year.

**Important Note:** this version must be selected and not the one created as a result of In year termination or Finalisation.

See example below.

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Name:		NINO: [REDACTED]					
Vers.	From	To	Issue Date	Barcode Ref	Award Type	Partner NINO	Partner Name
7	06-04-22	07-06-22		9957000362	AMENDED		
6	06-04-22	07-06-22		9955460819	AMENDED		
5	06-04-22	05-04-23		9922904426	INITIAL CY		
4	06-04-22	05-04-23		9920563572	PROVISIONAL		
3	06-04-22	05-04-23		9711308645	PROVISIONAL		
2	06-04-22	05-04-23		9673126256	PROVISIONAL		
1	06-04-22	05-04-23		9670606573	PROVISIONAL		

**The highlighted row is the version you go into**

- you may be presented with a signals box – select 'cancel'
- select 'applicant details' from the tab
- make a note of the total income figure

This will give you the total income for the household which DWP require to calculate the indicative UC amount. It will also show the income figures relevant for applicant 1 and 2 as well as the household 'Other' income.

If there is an date entry in the self-employed income field and a self-employed figure, and the applicant's total income figure is different than the total income figure, this suggests that the applicant may have sources of income from both employment and self-employment.

Make a note of the income figures for both applicants and then return to the Award Summary Screen

Applicant 1					
Name:				NINO:	
Works:	35	hours a week			
Self employed income:	From:	06-04-2019	to	05-04-2020	is: 11705.00
Total income:					11705.00
					Qualifying Details
Applicant 2					
Name:				NINO:	
Works:	30	hours a week			
Self employed income:	From:	06-04-2019	to	05-04-2020	is: 3901.00
Total income:					7340.00
					Qualifying Details
Other Income					
Other income(both applicants):					0.00
<b>Total household income</b>					
	From:	06-04-2019	to:	05-04-2020	is: 19045.00
					ACTUAL

The MGP1 requires the figure to be broken down further. To do this you will need to navigate to the following screens:

- select 'navigation' from the Header
- select 'View Application'
- go to the income screen
- select the tax year where the income matches the total you have taken from the 'Applicant Details Screen'

**Important Note:** This will likely be the PY tax year, however that may not always be the case.

- make a note of how the total income figure is broken down into any gross 'employed', 'self-employed' or 'other' income figures. **If a joint claim this must be noted separately on the MGP1**

**Note:** the income figure may contain an amount of 'Social Security Benefits'. You do not need to include this when completing the MGP1

- go to [Step 5](#).

## Step 5

You will need to check NTC and make a note of whether the customer was paying for childcare at the point that the stop notice ended their tax credit award. For how to view award elements, use [TCM1000356](#).

**If the customer was paying for childcare at the point that the stop notice ended their tax credit award,** go to [Step 6](#).

**If the customer was not paying for childcare at the point that the stop notice ended their tax credit award,** go to [Step 7](#).

## Step 6

You will need to make a note of the latest weekly childcare cost for each of the children on the award for whom childcare is paid

**Note:** this is the amount that the customer pays at the point they migrate to UC and not the amount that NTC works out after applying the disregards.

- access NTC and select 'Application' on the toolbar
- select 'Change of Circumstances' from the options available. You will be taken to the 'Key Entry Data' screen.
- enter the customer's national insurance number and select 'OK'
- where appropriate, select the relevant award. You will be taken to the 'Applicant Details' screen
- select 'CC' on the toolbar. You will be taken to the 'Childcare Details' screen. The name of the childcare provider will display along with the latest cost (weekly) for the current/UY tax year
- make a note of the weekly amount being paid for each child on the award

**Note:** where there is more than one child in childcare, you will need to add the costs together and make a note of the customer's combined weekly childcare cost

**Note:** it is possible for a customer to be paying more than one childcare provider at the same time. If the customer was paying for multiple childcare providers at the UC start date-1 day then you will need to add these together and provide DWP with a combined weekly figure

- go to [Step 7.](#)

## Step 7

You will need to gather information relating to the tapered daily rate of tax credit entitlement for the period in which the UC-1 date falls

- access NTC and select 'Award' on the toolbar
- select 'View'
- enter the customer's national insurance number. Make sure 'select all' is ticked and select 'OK'. You will be taken to the 'Award Summary' screen
- select the award version which was created when the claim was ended due to receipt of the stop notice. This will be the last version that displays the full tax year.

**Important Note:** This version must be selected and not the one created as a result of In Year Finalisation.

- you may be presented with a signals box – select Cancel
- select 'View Calculation'. You will be taken to the 'View Calculation – Sterling' screen
- select 'View Taper Calcs'. You will be taken to the 'View Taper Calculations – Sterling' screen. This screen will show you what type of entitlement the customer has (Work, C/Care, Child, Family) and provide you with the number of days in each entitlement period
- calculate the customer's tapered daily rate of tax credit entitlement. To do this you will need to:
  - highlight the latest entitlement period
  - take the 'Tapered Ent.' figure for each 'Entitlement' heading and then divide by the number of days in the entitlement period. This calculation must be done separately for WTC (Work, C/Care) and CTC (Child, Family) entitlement

**Note:** where WTC or CTC entitlement has already ended at the point the customer migrates to UC then you will not need to provide a figure. You should only be concerned with ongoing entitlement

**Note:** childcare is classed as WTC so any childcare element would need to be included within the 'Work' calculation

- make a note of the tapered daily rate of WTC entitlement and the tapered daily rate of CTC entitlement – rounding up to the nearest penny.
- go to [Step 8.](#)

## Step 8

You will need to check if you are sending TPROT data for the first time or you are re-sending the data following a change to the award prompted by Compliance activity, a COC, MR, Appeal or Official Error action

**If you are sending TPROT data for the first time, go to [Step 9](#).**

**If you are re-sending TROT data following a change to the award prompted by Compliance activity, a COC, MR, Appeal or Official Error**

- return to the guidance [‘Transitional Protection – Monitor and re-send process’](#)
- take no further action

## Step 9

Collate all the Transitional Protection data you have gathered so far and update the ‘MGP1’ by taking the following action

- ensure that the ‘MGP1’ is populated with the following details for the customer and their partner (if applicable):
  - forename
  - surname
  - national insurance number, and
  - date of birth
- populate the ‘MGP1’ with the transitional protection data that you made a note of earlier for the customer and their partner (if applicable):
  - total gross ‘employed’, ‘self-employed’ or ‘other’ income figures
  - total weekly childcare costs
  - tapered daily rate of tax credit entitlement
  - children details
- update household notes with the message ‘**TP95** – Transitional Protection data sent to DWP on [\*\*/\*\*/\*\*\*\*]’. For how to do this, use [TCM1000001](#).
- return to the guidance [‘Move to UC Earliest Testable Service – Stop Notice clerical process’](#).