



CCMS Provider: Means Passporting Benefit

This guide will show you how to create a Means Assessment when your client is receiving a passporting benefit.

1

Application Summary

To create an application, please complete the relevant application sections in the summary below. Please use the links provided to access the various sections. Although the section can be completed in any order, it is recommended that you work from top to bottom as some areas later in the process may be established as irrelevant in earlier sections.

When you have finished all application sections, click 'Complete Application' to send your application details to LAA.

| Application Sections | Status | Last Saved |
|---|-------------|------------|
| Application Type | Substantive | |
| Provider Details | Complete | |
| Client Details | Complete | |
| General Details | Complete | |
| Proceedings and Costs | Complete | |
| Opponents and Other Parties | Complete | |
| Means Assessment | In Progress | |
| Merits Assessment | Not Started | |
| View Application Summary | N/A | |

[Complete Application](#) [Abandon Application](#)

This guide begins during the process of completing a new application in CCMS.

Once the initial application sections have been completed the Means Assessment becomes available.

Click **Means Assessment**.

2

You will be presented with a question asking if the client is receiving a passporting benefit.

Click **Yes** then **Next**.

Client Details

General Information

Is the client a prisoner? Please answer yes if the client is on remand or serving a current sentence. Please answer no if the client is being held under immigration powers (including post conviction) in a prison, or in relation to any asylum matters. *

Yes No

Has the client recently separated or divorced? *

Yes No

Partner Information

Having consideration to our definition of Partner and the guidance provided, does the client have a Partner? Please tick yes at this stage even if they hold a contrary interest to the proceedings applied for. *

Yes No

Passporting Benefits

Is the client receiving a passporting benefit? *

Yes No

[▶ What constitutes passporting benefit?](#)



CCMS Provider: Means Passporting Benefit

3

Passported Benefit Test: What benefit?

Please Select received?

- Income Support**
- Guarantee State Pension Credit
- Income Related ESA
- Income Based JSA

Please provide the date of award (if known):

Next

[Back](#)

Select the benefit your client is receiving from the drop down list. Then click **Next**.

NOTE: If your client is receiving Universal Credit then use the Guarantee State Pension Credit option.

4

A summary of information is displayed on screen outlining the benefit chosen and the person the check will be carried out against.

Once satisfied with the information click **Next**.

Passported Benefit Test: Summary

A check will now be undertaken with the DWP with the following information:

Claimant:

Benefit:

Claimant Surname:

Claimant Date of Birth:

Claimant NI Number:

[▶ What if any of the details here are incorrect?](#)

Click next to continue.

Next

[Back](#)



Legal Aid
Agency

CCMS Provider: Means Passporting Benefit

5

DWP Check in Progress

Please click next to continue.

Next

[Back](#)

A DWP check will then be conducted.

Click **Next**.

6

Once the check is completed a result will be displayed on screen. The result could be confirmed or undetermined. If the result is confirmed you can simply continue and the Capital assessment will begin.

If the result is undetermined this will mean that the information entered cannot be found in the DWP database. This could be because the claimant is not receiving a benefit or that the information entered was incorrect. A back button is available on screen if you want to double check the information entered and retry the DWP check.

In a small number of circumstances the DWP check will display undetermined when the claimant is in receipt of a passporting benefit. This will happen when the claimant is paid by Giro or has been awarded the benefit extremely recently. You can continue with a passporting application by clicking next and supplying the evidence outlined on screen on CCMS.

If the DWP check is returned as undetermined you will be requested to provide evidence confirming the client is in receipt of a passported benefit dated within 14 days prior to submitting the application. If the client does not have a letter dated within 14 days please upload their most recent letter adhering to the other on-screen instructions to allow the LAA to consider the means assessment.