



APPROVED

International Process Guidelines

Family Benefits

FB_BUC_02 - Discharges of Family Benefits

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*Employment,
Social Affairs
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TABLE OF CONTENT

FB_BUC_02 - Discharges of Family Benefits.....	4
How to start this BUC?	5
What is my role in this social security exchange of information?.....	5
CO:1 As a Case Owner, who do I need to exchange information with?	5
CO2: As a Case Owner, what am I supposed to do?	5
CP1: As a Counterparty, what am I supposed to do?.....	6
The BPMN Diagram for FB_BUC_02.....	7
Structured Electronic Documents (SEDs) used in this process.....	7
Horizontal sub-processes	7
Administrative sub-processes	7

Document history:

Revision	Date	Created by	Short Description of Changes
v0.1	07/04/2017	Secretariat	First draft of the document submitted for review to the Family Benefits Ad Hoc group
v0.2	08/05/2017	Secretariat	Implement changes and updates following the AHG comments. Version submitted for AC review.
v0.99	14/06/2017	Secretariat	Version submitted for AC approval
v1.0	10/07/2017	Secretariat	AC approved version. With minor formatting and clarification corrections
v4.1.0	02/10/2018	Secretariat	Performed patch changes to reference the new CDM version 4.1.0
v4.2.0	01/09/2019	Secretariat	Performed patch changes to reference the new CDM version 4.2.0

FB_BUC_02 - Discharges of Family Benefits

Description: The BUC describes the communication necessary in order to implement the provisions concerning the discharge of the granted family benefits.

A person (the Petitioner) contacts the Institution of the Member State where the child (ren) is/are residing and asks for the discharge of benefits from the Competent Member State. The Petitioner can do this considering that the person receiving the family benefits does not use them for the maintenance of the child(ren). The institution from the Member State of residence (where the child(ren) reside uses this BUC to request the institution of the corresponding Competent Member State to discharge the paid family benefits. In this situation, the competent Institution shall discharge its obligations and provide the benefits to a natural or legal person who in fact is maintaining the children.

The BUC can be used in situations where the family benefits are paid to the person who is covered by the legislation of a Member State other than where the family members are residing and in the situation where the family benefits are paid to the person who is living in the same Member State as the child(ren).

Legal base: The legal basis of this BUC lies in basic Regulation (EC) No 883/2004 Article 68a.

	Basic Regulation (EC) 883/2004
SED	68a
F016 Request for discharge of benefits	✓
F017 Reply to request for discharge of benefits	✓

According to the Decision F2, an institution shall reply promptly to a request for information from another Member State and in any event, no later than:

- Three months after the day of receipt of the request for information.

Glossary of relevant terms used in FB_BUC_02:

Term used	Description
Case Owner	Institution (competent in Family Benefits sector) of the Member State where the child(ren) resides. Initiates the process of discharging the granted family benefits at the petitioner's request;
Counterparty	Institution in the corresponding Member State that handles the Family Benefit Claim on behalf of the Claimant. It discharges the payment of the Family Benefit, at the Case Owner's request;
Petitioner	The person who considers that the person to whom the family benefits are paid does not use the family benefits for the maintenance of the children.

How to start this BUC?

In order to help you understand the FB_BUC_02 we have created a set of questions that will guide you through the main scenario of the process as well as possible sub-scenarios or options available at each step along the way. Ask yourself each question and click on one of the hyperlinks that will guide you to the answer. You will notice that in some of the steps where it is allowed to use the additional horizontal and administrative sub-processes they will be listed under the step description.

What is my role in this social security exchange of information?

If you represent the Family Benefits institution of the Member State where the child(ren) reside(s) and you need to initiate the process of discharging the granted family benefits at the petitioner's request, then your role is **Case Owner**.

[I am the Case Owner](#) (step CO.1)

If you represent the Institution in the competent Member State that handles the Family Benefit Claim on behalf of the Claimant and you are supposed to discharge the payment of the Family Benefit at the Case Owner's request, then your role is **Counterparty**.

[I am the Counterparty](#) (step CP.1)

CO:1 As a Case Owner, who do I need to exchange information with?

As the Case Owner, your first step will be to identify the Counterparty by identifying the responsible Member State that you need to exchange information with. Then you have to identify the relevant Competent Institution in the Member State that is responsible for the information you wish to exchange. The institution can be chosen only among the institutions responsible for the Family Benefits sector.

In order to determine the relevant Competent Institution from other Member State(s) you will need to consult the Institution Repository (IR). The IR provides an electronic record of all current and previous Competent Institutions and Liaison Bodies that have been responsible for the cross border coordination of social security information for each of the relevant Member States.

Please note that the Liaison Body should be chosen only if it is impossible to identify the correct Competent Institution in the respective Member State or if the case is handled by the Liaison Body.

To access the IR please use the following [link](#).

[I have identified the Counterparty I need to contact](#) (step CO.2)

CO2: As a Case Owner, what am I supposed to do?

You have to fill out a 'Request for discharging the family benefits' - [SED F016](#) and send it to the Counterparty(ies). You will receive a 'Reply to Request for Discharging the Family Benefits' - [SED F017](#) with an indication whether the request has been accepted or not. If the request is accepted, then the Counterparty(ies) will mention the starting date of the payment and the newly approved beneficiary. If the

request is not accepted, the Counterparty(ies) will mention reasons for refusal, legal grounds and possibly some additional information. The case ends here.

Sub-processes available to the Case Owner at this step:

[I want to exchange Ad Hoc Information not covered by the main process \(H_BUC_01\)](#);

[I want to Determine the Residence of a person \(H_BUC_02\)](#)

[I want to notify a Change of Applicable Legislation \(H_BUC_03a\)](#)

[I want to request information about a Change of Applicable Legislation \(H_BUC_03b\)](#)

[I want to exchange Personal Identification Number \(H_BUC_05\)](#)

[I want to Notify of Death of a person in an ongoing case \(H_BUC_07\)](#)

[I want to Forward Case to another Competent Institution \(AD_BUC_05\)](#)

[I want to invalidate a sent SED \(AD_BUC_06\)](#)

[I want to Update information contained in a sent SED \(AD_BUC_10\)](#)

[I want to send a Reminder for the return of information I am expecting \(AD_BUC_07\)](#)

[I want to Close the Case \(AD_BUC_01\)](#)

CP1: As a Counterparty, what am I supposed to do?

If you have received a 'Request for discharging the family benefits' [SED F016](#) then you have to reply by filling in a 'Reply to Request for Discharging the Family Benefits' SED F017 by indicating whether the request is accepted or not. If the request is accepted, then you have to mention the starting date of the payment and the newly approved beneficiary. If the request is not accepted, then you have to mention reasons for refusal, legal grounds and possibly some additional information.

Sub-processes available to the Counterparty at this step:

[I want to exchange Ad Hoc Information not covered by the main process \(H_BUC_01\)](#)

[I want to Determine the Residence of a person \(H_BUC_02\)](#)

[I want to notify a Change of Applicable Legislation \(H_BUC_03a\)](#)

[I want to request information about a Change of Applicable Legislation \(H_BUC_03b\)](#)

[I want to exchange Personal Identification Number \(H_BUC_05\)](#)

[I want to Notify of Death of a person in an ongoing case \(H_BUC_07\)](#)

[I want to Forward the Case to another Competent Institution \(AD_BUC_05\)](#)

[I want to invalidate a sent SED \(AD_BUC_06\)](#)

[I want to Update information contained in a sent SED \(AD_BUC_10\)](#)

The BPMN Diagram for FB_BUC_02

Click [here](#) to open the BPMN diagram(s) for FB_BUC_02.

Structured Electronic Documents (SEDs) used in this process

The following SEDs are used in FB_BUC_02:

- [F016 - Request for discharge of benefits](#)
- [F017 - Reply to request to discharge of benefits](#)

Horizontal sub-processes

The following horizontal sub-processes are used in FB_BUC_02:

- [H_BUC_01 Subprocess Ad hoc exchange of information](#)
- [H_BUC_02 Subprocess Determine Residence, Notification on Residence](#)
- [H_BUC_03a Subprocess Change of Legislation Applicable, Notification](#)
- [H_BUC_03b Subprocess Change of Legislation Applicable, Request for information](#)
- [H_BUC_05 Subprocess Exchange of PIN](#)
- [H_BUC_07 Subprocess Notification of Death](#)

Administrative sub-processes

The following administrative sub-processes are used in FB_BUC_02:

- [AD_BUC_01 Subprocess Close Case](#)
- [AD_BUC_05 Subprocess Forward Case](#)
- [AD_BUC_06 Subprocess Invalidate SED](#)
- [AD_BUC_07 Subprocess Reminder](#)
- [AD_BUC_10 Subprocess Update SED](#)

The following sub-processes are used for the handling of exceptional business scenarios that arise due to the exchange of social security information in an electronic environment and can be used at any point in the process:

- [AD_BUC_11 Subprocess – Business Exception](#)
- [AD_BUC_12 Subprocess – Change of Participant](#)