CHILD MAINTENANCE SERVICE / CASE SUMMARY

Care arrangements and supporting evidence

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

Your full name
Jamie Taylor (fictional)

CMS case reference
DEMO-CASE-0107

CMS customer reference
DEMO-CUST-042

Decision letter reference
DEMO-DEC-1105

Date of the decision being reviewed
5 Nov 2026

Children covered
Alex Taylor (fictional)

Pack generated
17 Nov 2026

Decision or change being reviewed
The 5 November decision records four overnight stays per fortnight and limited information about my day-to-day responsibilities. I am asking CMS to review the care we actually provided.

Request in brief
Please reconsider the overnight pattern and review the balance of day-to-day care using the attached records for Alex.

Care at a glance
From 7 Sept 2026. Alex lives with Jamie and Morgan on alternate weeks. Jamie handles school, meals, bedtime and activities during Jamie’s weeks. The parents agree separate dates for school holidays.

Key evidence

CMS decision extract for review	E011 / p. 21
Formal shared-care agreement extract	E009 / p. 19
Parent’s October care calendar image	E010 / p. 20
School contact and collection letter	E001 / p. 11

Full account and evidence index follow.

Request for review

Submission route
Mandatory reconsideration

I am asking CMS to reconsider the decision described in this pack.

Outcome I am requesting: Please reconsider the overnight pattern and review the balance of day-to-day care using the attached records for Alex.

If the assessment changes, please provide a written breakdown of the revised calculation and the dates it covers.

Please consider the numbered exhibits alongside my account of the care arrangements.

I would like CMS to explain the findings, the evidence considered and any change that follows. Please let me know if you need further information.

Background to my request
The 5 November decision records four overnight stays per fortnight and limited information about my day-to-day responsibilities. I am asking CMS to review the care we actually provided.

How to read this evidence
Exhibit numbers link to the selected documents. Evidence descriptions and any extracts are supplied by the parent. Personal diary entries are identified separately.

Contact email
jamie.taylor@example.com

Care arrangements - Alex Taylor (fictional)

Arrangements apply from
7 Sept 2026

Usual arrangements
Alex lives with Jamie and Morgan on alternate weeks. Jamie handles school, meals, bedtime and activities during Jamie's weeks. The parents agree separate dates for school holidays.

Overnight arrangements

The formal agreement sets out alternate Monday-to-Monday weeks. Alex stayed overnight with me from 5 to 11 October and 19 to 25 October, inclusive.

E009 - Formal shared-care agreement extract

7 Sept 2026 | Official record, as labelled by the parent

Page 19

Illustrates the formal schedule in this example. The agreement describes the planned pattern. The diary separately records nights that took place.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

E010 - Parent's October care calendar image

25 Oct 2026 | Personal record or source type unconfirmed

Page 20

Jamie's own record marks 5-11 and 19-25 October as overnight stays. It is included alongside the fictional formal agreement.

Day-to-day responsibilities

School & emergency contact

Share of responsibility: Half the time
We are both emergency contacts. I handle school drop-off and collection during my weeks, including 5, 7, 19 and 21 October.

E001 - School contact and collection letter

21 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 11

Confirms Jamie is an emergency contact and identifies four collections. It only covers the school records and dates stated.

Care outside school hours

Share of responsibility: Half the time
I collect Alex from homework club on Thursdays in my weeks and handle reading, dinner and bedtime. The club recorded my collections on 8 and 22 October.

E002 - After-school collection record

23 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 12

Identifies Jamie as the adult collecting Alex after homework club on 8 and 22 October.

Meals, clothing & essentials

Share of responsibility: Half the time
I provide meals and toiletries on my weeks. I bought Alex's spare school uniform on 3 October and groceries and toiletries on 19 October.

E003 - School uniform receipt scan

3 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 13

Shows £42.50 paid for a jumper, school trousers and socks. Jamie identifies these items as bought for Alex.

E004 - Meals and toiletries receipt

19 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 14

Records purchases during Jamie's care week. The receipt is a purchase record, with Alex's use explained by Jamie.

Childcare arrangements

Share of responsibility: Half the time
I booked and paid for breakfast club on 6, 8, 20 and 22 October so I could make my morning shifts.

E005 - Breakfast club invoice and payment record

2 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 15

Shows Jamie booked and paid for four breakfast club sessions. The diary records the mornings Jamie took Alex.

Medical & dental care

Share of responsibility: Half the time
We share responsibility for appointments. I booked the 21 October dental check on 6 October and took Alex.

E006 - Dental appointment attendance confirmation

22 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 16

Confirms one appointment Jamie booked and attended. It does not describe Alex’s treatment.

Activities & hobbies

Share of responsibility: Half the time
I booked, paid for and took Alex to basketball on 10 and 24 October during my care weeks.

E007 - Basketball booking and payment receipt

3 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 17

Supports Jamie booking and paying for two sessions. The dated care diary describes the trips to and from practice.

Child Benefit & other support

Recorded recipient: Other parent receives it
Morgan is the recipient on the 7 October sample record. I meet Alex’s everyday costs during my care weeks.

E008 - Child Benefit recipient sample record

7 Oct 2026 | Professional or provider correspondence, as labelled by the parent

Page 18

Shows the other parent as the recorded recipient in this example. The record does not measure time or wider care responsibilities.

CMS decision notice

E011 - CMS decision extract for review

5 Nov 2026 | Official record, as labelled by the parent

Page 21

Sets out the two findings Jamie responds to in the example. It is a fictional extract created for training.

Response to the decision

Point 1 - Alex Taylor (fictional)

CMS reason as recorded by the parent: The decision records four overnight stays per fortnight.
Parent response: The agreement sets out alternate Monday-to-Monday care. My diary records seven nights in each of my two October care weeks.

Supporting evidence

E011 / p. 21 E009 / p. 19 E010 / p. 20

Point 2 - Alex Taylor (fictional)

CMS reason as recorded by the parent: The decision records limited information about school and childcare responsibilities.
Parent response: The school letter and club records identify my collections. The invoice shows the breakfast club sessions I booked and paid for.

Supporting evidence

E011 / p. 21 E001 / p. 11 E002 / p. 12 E005 / p. 15

Personal care diary - Alex Taylor (fictional)

Dated entries recorded by the parent.

3 Oct 2026 - Meals, clothing or essentials

Bought a spare jumper, trousers and socks for Alex’s school kit.

Supporting evidence

E003 / p. 13

5 Oct 2026 - School pickup or drop-off

Collected Alex from school at 15:15. This was the Monday handover into my care week.

Supporting evidence

E001 / p. 11

5 Oct 2026 - Overnight stay

First night of my Monday-to-Monday care week.

Supporting evidence

E010 / p. 20

6 Oct 2026 - Childcare

Dropped Alex at breakfast club at 07:40 before work.

Supporting evidence

E005 / p. 15

6 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

7 Oct 2026 - School pickup or drop-off

Picked Alex up from school and replied to the teacher about the reading folder.

Supporting evidence

E001 / p. 11

7 Oct 2026 - Other day-to-day care

Recorded that Morgan receives Child Benefit, based on the sample record dated today.

Supporting evidence

E008 / p. 18

7 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

8 Oct 2026 - Other day-to-day care

Collected Alex from homework club at 16:35. We read together after dinner.

Supporting evidence

E002 / p. 12

8 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

9 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

10 Oct 2026 - Activity or hobby

Took Alex to the 09:30 basketball session and collected at 10:30.

Supporting evidence
E007 / p. 17

10 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence
E010 / p. 20

11 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence
E010 / p. 20

19 Oct 2026 - Meals, clothing or essentials

Bought lunchbox items, dinner ingredients and toiletries for Alex’s care week.

Supporting evidence
E004 / p. 14

19 Oct 2026 - Overnight stay

First night of my Monday-to-Monday care week.

Supporting evidence
E010 / p. 20

20 Oct 2026 - Childcare

Dropped Alex at breakfast club at 07:45.

Supporting evidence
E005 / p. 15

20 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence
E010 / p. 20

21 Oct 2026 - Medical or dental appointment

Collected Alex at 15:15 and took Alex to the 16:15 dental check I had booked.

Supporting evidence
E006 / p. 16

21 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

22 Oct 2026 - Other day-to-day care

Dropped Alex at breakfast club and signed Alex out from homework club at 16:40.

Supporting evidence

E005 / p. 15 E002 / p. 12

22 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

23 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

24 Oct 2026 - Activity or hobby

Took Alex to Saturday basketball practice and brought Alex home for lunch.

Supporting evidence

E007 / p. 17

24 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

25 Oct 2026 - Overnight stay

Alex stayed overnight at my home.

Supporting evidence

E010 / p. 20

Correspondence and submissions

5 Nov 2026 - Decision received

Read the decision and identified the overnight figure and the finding about day-to-day responsibilities. Reference: DEMO-DEC-1105

6 Nov 2026 - Call with CMS

Asked which care period was considered and recorded the two points to address in the review request.
Reference: DEMO-CALL-1106

Supporting evidence index

Select a page reference to open the attachment. Any extracts below are supplied by the parent for reference.

E001 - School contact and collection letter

Alex Taylor (fictional) | School & emergency contact | 21 Oct 2026

Page 11

Email or document extract supplied by the parent
Emergency contact: Both parents listed on the school record.
Collections: Jamie recorded collecting Alex on 5, 7, 19 and 21 October.

E002 - After-school collection record

Alex Taylor (fictional) | Care outside school hours | 23 Oct 2026

Page 12

E003 - School uniform receipt scan

Alex Taylor (fictional) | Meals, clothing & essentials | 3 Oct 2026

Page 13

E004 - Meals and toiletries receipt

Alex Taylor (fictional) | Meals, clothing & essentials | 19 Oct 2026

Page 14

E005 - Breakfast club invoice and payment record

Alex Taylor (fictional) | Childcare arrangements | 2 Oct 2026

Page 15

E006 - Dental appointment attendance confirmation

Alex Taylor (fictional) | Medical & dental care | 22 Oct 2026

Page 16

E007 - Basketball booking and payment receipt

Alex Taylor (fictional) | Activities & hobbies | 3 Oct 2026

Page 17

E008 - Child Benefit recipient sample record

Alex Taylor (fictional) | Child Benefit & other support | 7 Oct 2026

Page 18

E009 - Formal shared-care agreement extract

Alex Taylor (fictional) | Overnight arrangements | 7 Sept 2026

Page 19

E010 - Parent’s October care calendar image

Alex Taylor (fictional) | Overnight arrangements | 25 Oct 2026

Page 20

E011 - CMS decision extract for review

Alex Taylor (fictional) | CMS decision notice | 5 Nov 2026

Page 21

FICTIONAL EVIDENCE SAMPLE

Westbank Primary · fictional school

RECORD EXTRACT

School contact and collection letter

Record dated 21 Oct 2026

Pupil

Alex Taylor (fictional), Year 5

Record period

5-23 October 2026

Emergency contact

Both parents listed on the school record.

Collections

Jamie recorded collecting Alex on 5, 7, 19 and 21 October.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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FICTIONAL EVIDENCE SAMPLE

Westbank Learning Club · fictional provider

RECORD EXTRACT

After-school collection record

Record dated 23 Oct 2026

Child

Alex Taylor (fictional)

Collection on 8 October

Jamie Taylor signed out Alex at 16:35.

Collection on 22 October

Jamie Taylor signed out Alex at 16:40.

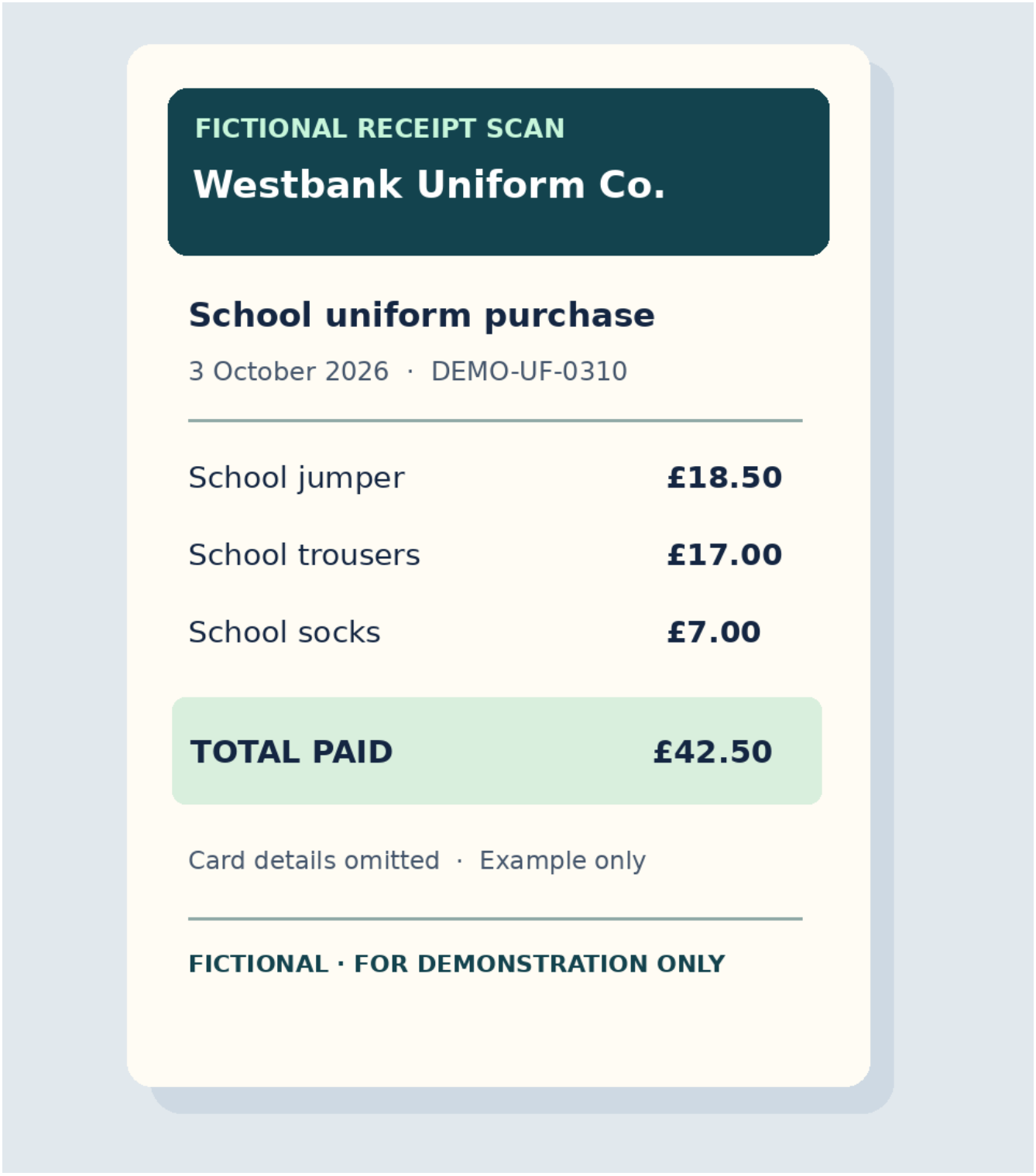
Scope

Sign-out entries only.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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E003 - School uniform receipt scan



FICTIONAL RECEIPT SCAN

Westbank Uniform Co.

School uniform purchase

3 October 2026 · DEMO-UF-0310

School jumper	£18.50
School trousers	£17.00
School socks	£7.00
TOTAL PAID	**£42.50**

Card details omitted · Example only

FICTIONAL · FOR DEMONSTRATION ONLY

FICTIONAL EVIDENCE SAMPLE

Little Quay Grocer · fictional retailer

PAYMENT RECORD

Meals and toiletries receipt

Record dated 19 Oct 2026

Lunchbox fruit and bread

£6.60

Ingredients for evening meals

£11.80

Toothpaste and shampoo

£5.40

Total paid

£23.80 · card details omitted

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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FICTIONAL EVIDENCE SAMPLE

Early Birds Breakfast Club · fictional provider

PAYMENT RECORD

Breakfast club invoice and payment record

Record dated 2 Oct 2026

Invoice

DEMO-EB-1026 · billed to Jamie Taylor

Pupil

Alex Taylor (fictional)

Booked sessions

6, 8, 20 and 22 October 2026

Charge

4 sessions × £5.50 = £22.00

Payment

£22.00 received on 2 October 2026.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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FICTIONAL EVIDENCE SAMPLE

Quayside Dental Studio · fictional provider

RECORD EXTRACT

Dental appointment attendance confirmation

Record dated 22 Oct 2026

Patient

Alex Taylor (fictional)

Appointment

21 October 2026 at 16:15

Arranged by

Jamie Taylor booked on 6 October.

Attended with

Jamie Taylor accompanied Alex.

Scope

Attendance only. Clinical details excluded.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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FICTIONAL EVIDENCE SAMPLE

Harbour Hoops Juniors · fictional club

PAYMENT RECORD

Basketball booking and payment receipt

Record dated 3 Oct 2026

Booking

DEMO-HH-0310 · Jamie Taylor

Participant

Alex Taylor (fictional)

Sessions

10 and 24 October 2026

Cost

2 sessions × £8.00 = £16.00 paid

Collection contact

Jamie Taylor listed for both bookings.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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FICTIONAL EVIDENCE SAMPLE

Training sample · no government affiliation

RECORD EXTRACT

Child Benefit recipient sample record

Record dated 7 Oct 2026

Child

Alex Taylor (fictional)

Recipient shown

Morgan Taylor, Alex’s other parent

Record date

7 October 2026

Scope

Identifies the recipient only.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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FICTIONAL EVIDENCE SAMPLE

Harbour Family Practice · fictional firm

RECORD EXTRACT

Formal shared-care agreement extract

Record dated 7 Sept 2026

Child

Alex Taylor (fictional)

Parents

Jamie Taylor and Morgan Taylor

Effective date

7 September 2026

Term-time schedule

Alternate weeks, Monday after school to the next Monday morning.

School holidays

Share by agreement and confirm handover dates in writing.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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E010 - Parent’s October care calendar image



FICTIONAL EVIDENCE SAMPLE

Training sample · no government affiliation

RECORD EXTRACT

CMS decision extract for review

Record dated 5 Nov 2026

Case / letter reference

DEMO-CASE-0107 / DEMO-DEC-1105

Date shown

5 November 2026

Finding 1

The decision records four overnight stays per fortnight.

Finding 2

The decision records limited information about Jamie’s school and childcare responsibilities.

FICTIONAL EXAMPLE - NOT FOR SUBMISSION

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