

Division of Federal Systems

Federal Collection and Passport Denial

Technical Guide

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1. FEDERAL COLLECTION AND ENFORCEMENT

1.1 Summary

The *Federal Collection and Passport Denial Technical Guide* provides state child support (IV-D) agencies with information about the technical aspects of establishing and maintaining the interfaces needed between their statewide automated systems and the Federal Collection and Enforcement (FCE) program. Although the primary audience is state agency technical staff, this document also provides basic information for state administrative, programmatic, and policy staff.

The guide is divided into eight parts:

1. An overview of the FCE program
2. Detailed information about how the FCE program processes state data
3. An explanation of FCE Pre-Offset Notices (PONs)
4. An explanation of Bureau of the Fiscal Service (BFS) procedures
5. An explanation of Department of State (DoS) procedures
6. Technical information about submitting and receiving data
7. Detailed information about system requirements and access to and security for the FCE Child Support Portal (Portal) application
8. Guidance on using FCE data

Part 1, “Federal Collection and Enforcement Program,” provides an overview of relevant laws and regulations for these programs:

- Federal Tax Offset program
- Administrative Offset program
- Passport Denial program
- Multistate Financial Institution Data Match (MSFIDM)
- Insurance Match program

Part 2, “Federal Collection and Enforcement Processing,” describes processing procedures and requirements, the file transaction types that states transmit to the federal Office of Child Support Services (OCSS), and the files and reports that the OCSS returns to states. This part explains the functionality of the FCE program and provides an overview of the case transactions included in the FCE program’s state interface.

This part provides examples of processing issues and how the states should handle them. It also provides examples of case transactions and discusses their data elements, design, and the manner in which they move through the FCE program’s systems. This section describes the update process requirements and transaction types for input and output transactions and provides general information regarding case transaction record layouts; Appendix E, “Input Record Specifications,” and Appendix F, “Output Record Specifications,” contain the layouts.

Part 3, “Pre-Offset Notice,” discusses the policy and requirements for PONs to assist states in understanding their production and mailing.

Part 4, “Bureau of the Fiscal Service,” describes the functions performed by BFS, which consist of offsetting accounts, creating BFS Offset Notices, and processing collections and adjustments. This section also describes the interface between BFS and OCSS.

Part 5, “Passport Denial Process,” describes the unique passport denial processing functions that the U.S. DoS performs and the interface between the DoS and OCSS.

Part 6, “File Transmission,” describes the method of data transmission to and from the FCE program and provides guidance about Managed File Transfer (MFT) and other data transmission topics to support the successful transmission of data.

Part 7, “Child Support Portal,” provides guidance on system requirements and how to gain access to and security for the Portal.

Part 8, “Computer and Information Security,” discusses data access, privacy issues, and system security.

The appendices outline FCE program requirements, describe codes and detailed record layouts, and present other information to assist states in interfacing with the FCE systems.

Appendix C, “Data Dictionary,” contains full descriptions of every field in the FCE program input and output transaction records.

Appendix D, “Technical and Program Assistance,” and Chart D-1, “Program and Technical Assistance,” provide contact information for BFS, the Portal, DoS, Division of Federal Systems Computer and Information Security, the FCE program, FCE customer service and operations, IRS, and the Program Support Center.

Appendix E, “Input Record Specifications,” presents separate input transaction records for each of the possible input actions and provides detailed field requirements.

Appendix F, “Output Record Specifications,” presents separate output transaction records for each of the possible output actions and provides detailed field requirements.

Appendix G, “Error Codes and Explanations,” presents all of the error and warning codes, including the title of each and a brief description. In 1981, the Federal Tax Offset program became law (see Section 2331, Public Law (P.L.) 97-35). Initially, this program was restricted to public assistance cases and enforced past-due child support obligations by intercepting part or all of a noncustodial parent’s (NCP’s) federal income tax refund. In 1984, this program expanded to allow for its use in non-assistance cases.

The Debt Collection Improvement Act of 1996 (DCIA), P.L. 104-134, became law on April 26, 1996. The primary purpose of the DCIA was to increase the collection of non-tax debt owed to the federal government. The DCIA contains important provisions for use in the collection of past-due child support obligations.

The DCIA consolidates all of the debt collections, including federal tax and administrative offsets, within the Department of the Treasury’s (Treasury’s) BFS. All of the payments that are

eligible for offset under the DCIA, other than federal income tax refunds, fall under the administrative offsets category.

The DCIA was further strengthened by Executive Order 13019, “Supporting Families: Collecting Delinquent Child Support Obligations,” dated September 26, 1998. This executive order allows the Secretary of Treasury, in consultation with the Secretary of Health and Human Services (HHS), to develop and implement procedures that are necessary to collect child support debts by administrative offsets. These procedures appear in 31 Code of Federal Regulations (CFR) 285.1 and 285.3.

Section 370 of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193, amended the Social Security Act (the Act) by adding subsection 452(k). This subsection became effective on October 1, 1997, and provides for the denial, revocation, and restriction of U.S. passports. Under this program, states certify NCPs with an arrearage amount greater than the federally mandated threshold, so they do not receive approval for a U.S. passport upon application. In addition, DoS may take action to revoke, restrict, or limit a previously issued passport for such a person. Currently, an NCP’s passport can only be revoked or physically taken if the passport agency or U.S. embassy has the passport in hand, such as when a person renews or adds pages to an existing passport.

Section 454(31) of the Act makes participation in the Passport Denial program a state plan requirement. All states are required to have a procedure to certify to OCSS people who owe past-due support exceeding \$2,500. The state may exclude certain NCPs at its discretion and according to its policies and procedures. States are also required to provide notice to NCPs and to give them an opportunity to contest the delinquency determination.

In addition, PRWORA required each state to enact laws that enable state child support enforcement agencies to conduct quarterly data matches with every financial institution (FI) that conducts business in its state to identify the financial accounts of NCPs. The Child Support Performance and Incentive Act of 1998, P.L. 105-200, created MSFIDM to provide multistate financial institutions (MSFIs) with the option to coordinate with a single point of contact, rather than with each state separately. States can grant OCSS the authority to be their agent in dealing with MSFIs. The intention of these matches is to identify assets of NCPs who owe past-due support.

In February 2006, the Deficit Reduction Act of 2005 (DRA), P.L. 109-171, amended the Social Security Act in several sections pertinent to the Federal Tax Offset program and related collection and enforcement programs, including:

- Section 7301, Assignment and Distribution of Child Support for Tax Refund Offset
 - Section 7301(f) of the DRA amended Section 464 of the Social Security Act, redefining the term “past-due support” to mean for any child, whether or not a minor, and deletes all references to the term “qualified child.” This means that effective October 1, 2007, states may certify non-Temporary Assistance for Needy Families (TANF) cases that were previously not eligible for federal tax offset.

- New state options for distribution of arrearages in former TANF cases, under Section 457(b) of the Social Security Act, allow states to continue or discontinue pre-1997 and post-1997 assignments that required a confirming change in Section 6402(c) of the Internal Revenue Code (IRC), and removed the distinction in priority for federal tax offset between assigned and unassigned past-due support. Any past-due support certified for offset becomes the first priority for offset after federal tax consideration.
- Section 7303 of the DRA amended Section 452(k) of the Act to lower the passport denial threshold from \$5,000 to \$2,500, effective October 1, 2007.
- Section 7306 – Information Comparisons with Insurance Data, Section 452(l) of the Social Security Act, authorizes the comparisons of information concerning people who owe past-due child support with information maintained by insurers (or their agents) concerning insurance claims, settlements, awards, and payments. This legislation grants OCSS the authority to conduct the match with insurers and to provide the information to the state child support enforcement agencies.

In January 2016, BFS amended its regulation, 31 CFR Part 285, governing the offset of tax refund payments to collect past-due child support obligations. The rule limits the time period during which Treasury may recover erroneous tax offset collections from states when the states have already forwarded these funds to custodial parents.

- This amendment provides a six-month time limit from the offset date to recover and recoup erroneous offsets from states.
- After six months, BFS may not deduct the amount of an erroneous payment from a state's future collections if the state has already forwarded the offset funds to the family.

1.2 Introduction to the Federal Collection and Enforcement Program

OCSS implements a single-submission procedure to help states collect child support debts. This procedure includes five options:

1. Federal Tax Offset
2. Administrative Offset
3. Passport Denial
4. MSFIDM
5. Insurance Match

This single-submission process ensures that cases meet the appropriate eligibility criteria for these options.

States must submit all cases that meet the criteria for the Federal Tax Offset program to OCSS for collection through the OCSS Debtor File. In addition, states must have procedures in place to participate in the Passport Denial program and MSFIDM. Administrative Offset and federal Insurance Match are optional programs. States submit cases to these programs if they meet each program's eligibility criteria and are not specifically excluded by the state.

“Case” refers to a unique state, Social Security number (SSN), and case-type combination. “Arrears” refers to the past-due, unpaid child support amount owed by an NCP. States are required to combine or roll up an NCP's debts and submit them as one TANF or non-TANF case.

States can add new cases, update cases, and delete cases continuously through the daily update process. Refer to Section 2.1, “States to OCSS – Case Processing” for detailed instructions.

1.2.1 FEDERAL TAX OFFSET PROGRAM

The Federal Tax Refund Offset or Federal Tax Offset program involves the interaction of all state child support agencies and three federal agencies: OCSS, BFS, and IRS. All states must have, and use, procedures for tax offset for TANF, non-TANF, and foster care cases that meet the criteria for submittal, which are described in the Federal Offset and Passport Denial Action Transmittal (AT). Refer to Chart D-2, “Online Resources,” for a link to the current Federal Offset and Passport Denial AT.

For TANF or Title IV-E cases, eligible NCPs are those who owe at least \$150 in past-due support. States may combine assigned support amounts from the same NCP in multiple cases to reach the \$150 minimum.

For non-TANF or Medicaid-only cases, eligible NCPs are those who owe at least \$500 in past-due support. States may combine debts from the same NCP in multiple cases to reach the \$500 minimum.

States may submit cases before reaching the minimum threshold for federal tax refund offset. BFS requires that submitted cases have an arrearage amount of at least \$25 and are at least 30

days past due. BFS will not intercept a noncustodial parent's federal tax refund if the debt does not exceed the minimum requirement for federal tax refund offset at the time of the match.

1.2.2 ADMINISTRATIVE OFFSET PROGRAM

The DCIA categorizes all payments that are eligible for offset, except federal tax refunds, as federal administrative offsets. Participation by states in the Administrative Offset program is optional. All case types eligible for federal tax offset are eligible for administrative offset. States may submit a debt for administrative offset when it is at least \$25 and at least 30 days past due, although states have flexibility to determine a higher threshold.

OCSS automatically submits eligible NCPs for administrative offset unless the state that certifies their past-due amount excludes them using the appropriate exclusion indicators (refer to Section 2.1.4.3.6, "Replace Exclusion Indicators").

Federal payments currently eligible for administrative offset include:

- Vendor/miscellaneous payments – Vendor and miscellaneous payments can offset up to 100 percent. Examples include expense and travel reimbursements. For some NCPs, this could include payments received for services performed on a government contract or payments received from an agricultural subsidy.
- Federal retirement payments – Currently, BFS offsets retirement pay at a rate of 25 percent. If there is an income withholding in place, the state should exclude the past-due case from retirement administrative offset.

The "Treasury Offset Program" section of the BFS website includes the section, "Payments Exempted from Offset by Disbursing Officials." This section provides a complete list of payments excluded or exempt from the Administrative Offset program. Refer to Chart D-2, "Online Resources," for website information.

1.2.3 PASSPORT DENIAL PROGRAM

OCSS automatically certifies NCPs who owe past-due child support in excess of the federally mandated threshold, currently \$2,500, to DoS for passport denial except for any of the following exceptions:

- The state that certifies their past-due amount excludes them from this program (refer to Section 2.1.4.3.6, "Replace Exclusion Indicator(s)")
- The NCP's date of birth (DOB) or place of birth (POB) is invalid
- The current, or previously submitted, NCP names, including aliases, and SSN do not verify or match at the Social Security Administration (SSA) (refer to Section 2.1.4.3.1, "Name Change")

States must provide notification to an NCP, via the PON, prior to submitting them to the Passport Denial program. NCPs have the right to contest the past-due determination with the state that certified them for the debt.

Only the submitting state can withdraw an NCP from the passport denial process. If more than one state certified the NCP, all of the states must withdraw the NCP from the program before DoS will issue a passport. If the state has multiple cases for the NCP, the state must exclude all of the cases from the program before the NCP can be withdrawn.

Although the system automatically removes an NCP from passport denial when their past-due balance becomes zero, the system does not automatically remove them when the debt drops below the federally mandated threshold. The state can decide to remove an NCP that still has a past-due balance based on state policies and procedures (refer to Section 5.2, “Releasing Individuals from Passport Denial”).

1.2.4 MULTISTATE FINANCIAL INSTITUTION DATA MATCH

In 1999, MSFIDM began accessing the OCSS Debtor File to match the account data of eligible NCPs with MSFI account data. All NCPs are eligible and are automatically submitted for MSFIDM unless the state that certifies their past-due amount specifically excludes them from this program (refer to Section 2.1.4.3.6, “Replace Exclusion Indicators”). The MSFIDM process then sends MSFI account matches to the states through the Federal Case Registry (FCR). OCSS performs the data matches quarterly, although each MSFI can specify the particular three-month interval during which they would like the match performed.

For more information, refer to the “MSFIDM” section of OCSS’s website.

As an extension of MSFIDM, OCSS implemented the Federally Assisted State Transmitted (FAST) Levy program in 2015. FAST Levy allows child support agencies to electronically send levy actions for distribution to multiple financial institutions and allows financial institutions to receive and respond to levy actions from multiple states – all processed by OCSS.

FAST Levy benefits:

- Reduces processing times, mailing costs, and data errors
- Increases efficiency to collect past-due child support
- Gets support to families faster
- Transmits states’ MSFIDM data to multiple financial institutions through one network point
- Minimizes human errors and allows worker to focus on other tasks
- Transmits data securely, including personally identifiable information (PII)

Participation in FAST Levy is voluntary for both child support agencies and financial institutions.

For more information, refer to the “FAST Levy” section of OCSS’s website.

1.2.5 INSURANCE MATCH PROGRAM

In 2007, the Insurance Match Program became eligible for weekly access to OCSS’s Debtor File to select eligible NCPs to be matched against insurance claims data.

The Insurance Match program is optional for state agencies and insurance companies or their agents. All states and territories participate in the Insurance Match program. No additional fees are charged to states for providing eligible NCPs or to insurers participating in the Insurance Match program.

In order to be eligible for the Insurance Match program, an NCP must meet these criteria:

- Be associated with an active case
- Not be excluded from the insurance match
- Owe past-due support of at least \$25

A participating state may choose to exclude an NCP from the insurance match by using an Exclusion Indicator for this program (refer to Section 2.1.4.3.6, “Replace Exclusion Indicators”).

For more information, please refer to the “Insurance Match Program” section of OCSS’s website.

The Debt Inquiry Service, one of four options to participate in Insurance Match, is a web-based application on OCSS’s Portal. The service enables insurers to notify child support agencies of upcoming claimant payouts easily and efficiently. Insurers provide information about people who are eligible to receive a lump sum or other type of payment. OCSS compares this information to the OCSS Debtor File, provides match results to the inquirer, and returns matched information to the appropriate state child support enforcement agencies responsible for collecting past-due support.

Some states mandate that insurance companies determine if a claimant owes child support prior to making a payout. These payments may be subject to garnishment to collect support.

For more information, please refer to the “Debt Inquiry Service Overview” on OCSS’s website.

2. FEDERAL COLLECTION AND ENFORCEMENT PROGRAM PROCESSING

At its inception, the FCE program interfaced directly with the IRS, and states submitted their certified caseload files to OCSS once each year. In 1998, OCSS added additional remedies to the certification process, that is, the Administrative Offset and Passport Denial programs. In January 1999, the FCE program was changed to interface with Treasury's BFS. This transition enabled states to submit new cases, and to change existing cases, on a weekly submission basis. The MSFIDM program was incorporated into the process later in 1999 and the Insurance Match program was incorporated into the process in June 2007. Beginning in January 2013, states were able to submit new cases and change existing cases at BFS as frequently as daily.

OCSS provides a single-submission procedure, known as the FCE program (also referred to as the Federal Offset program, or FOP), for submitting cases to the OCSS Debtor File.

Note: For information on submitting transactions via the Child Support Portal, refer to Section 2.1.2, "Child Support Portal Submissions" and Section 7, "Child Support Portal."

2.1 States to OCSS – Case Processing

States must submit a signed copy of the Annual Certification Letter to OCSS verifying that all of the cases certified during the upcoming year will meet the specified requirements of the remedy or remedies to which they are being submitted (refer to Appendix I, "Letters and Notices"). In addition, states must indicate whether they will issue their own notices or have OCSS issue the PON on their behalf. The state must provide information on its preferences regarding the mailing of PONs, holding periods for new cases before they are submitted for offset, and contact information.

HHS regulations require states to notify OCSS of any deletions of, or any change in, the amount of debt submitted for federal tax offset on an ongoing basis throughout the year (45 CFR 303.72(d)(2)). Treasury's regulations also require states to notify OCSS of any decrease in, or elimination of, an amount referred for collection by federal tax offset or by administrative offset within timeframes established by OCSS (31 CFR 285.1(g) regarding administrative offset and 31 CFR 285.3(c)(5) regarding federal tax offset; also, 31 CFR Part 285, Debt Collection Authorities Under the DCIA).

Because all federal remedies depend on the information maintained in the OCSS Debtor File, it is imperative that states keep the information current. States must notify OCSS of any increase, decrease, or elimination of an amount referred for federal tax or administrative offset on at least a biweekly basis. This guidance is based on the Federal Offset and Passport Denial AT (refer to Chart D-2, "Online Resources," for a link to the current Federal Offset and Passport Denial AT), issued in accordance with Treasury and HHS regulations.

2.1.1 BATCH FILES SUBMITTED TO OCSS

States submit three types of files to OCSS using MFT software for mainframe-to-mainframe data exchange:

1. State/Local Contact Phone and Address File
2. Case Submission and Update File
3. State Caseload File

For additional information regarding sending and receiving files using MFT, refer to Section 6, “File Transmission.”

2.1.1.1 State/Local Contact Phone and Address File

States submit their state and/or local agency telephone and address information to OCSS on the State/Local Contact Phone and Address file. OCSS prints the telephone number, address, and local code from this file on its PON to provide NCPs with state contact information (refer to Section 3.2, “OCSS-Issued Pre-Offset Notices”). BFS also supplies this information on its Offset Notices sent to the NCP (refer to Section 4.2, “Bureau of the Fiscal Service Offset Notices”).

Note: States may submit updates to their State/Local Contact Phone and Address Files as frequently as daily. Once received, the file is processed that evening and sent to BFS.

To ensure the most current state and local contact information is used, states must send updates to OCSS whenever their information changes, or when they add new contacts. This is especially critical during the first quarter of the year when the bulk of tax offsets occur. New local codes must be added to the State/Local Contact Phone and Address File before they are submitted on individual cases.

Refer to Chart E-1, “Case Submission and Update Record Layout” for information about how the local code, which is submitted on a case, is edited against the State/Local Contact Phone and Address File.

For information regarding the required fields and their format, position, length, and validation criteria refer to Chart E-3, “State/Local Contact Phone and Address Record Layout.”

2.1.1.2 Case Submission and Update File

States use the Case Submission and Update File to submit transactions to add, update, and delete cases from the OCSS Debtor File. Details about adding, updating, and deleting cases are specified in Section 2.1.4, “Transaction Types.” For information regarding the required fields and their format, position, length, and validation criteria, refer to Chart E-1, “Case Submission and Update Record Layout.”

Note: States may submit Case Submission and Update Files by batch as frequently as daily. If received before 4 p.m. ET, the file will be processed and sent to BFS and/or DoS that evening. The Rejected Case Submission and

Update File (refer to Section 2.2.2, “Rejected Case Submission and Update File”) will be returned that evening.

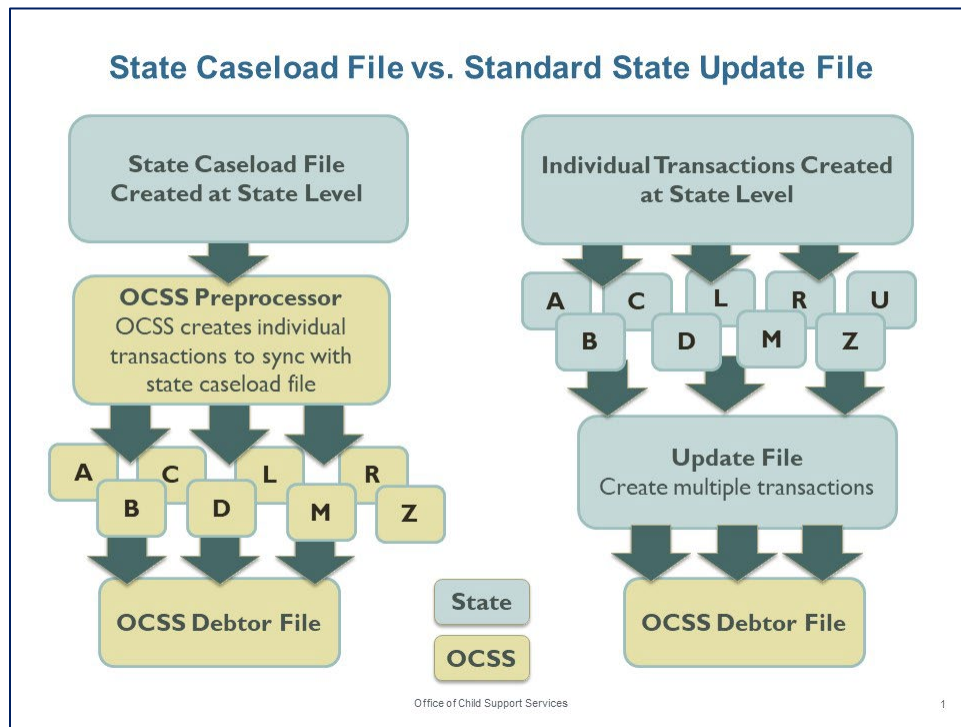
2.1.1.3 State Caseload File

States may submit a State Caseload File to OCSS as needed, to ensure that case data at OCSS, BFS, and DoS are synchronized with case data on the state’s system. States may also submit a State Caseload File, as frequently as daily, as an alternative to the Case Submission and Update file.

For a comparison of the two file types, refer below to Figure 2-1, “State Caseload File vs. Standard State Update File.”

Note: While some states only send a State Caseload File during the Annual Certification and Reconciliation process, it is available at any time. Several states have opted to use the State Caseload File on a recurring basis to improve synchronicity between states and the OCSS Debtor File.

Figure 2-1: State Caseload File vs. Standard State Update File



State Caseload files received by 8 a.m. ET will run through the OCSS Preprocessor. OCSS will send the State Caseload Preprocessor report to the submitting state after processing and will process the transactions generated that evening.

Refer to Appendix J, “Sample Reports,” for an example of the Preprocessor Report.

The following activities are required for processing a State Caseload File:

1. The state submits the State Caseload File using the Case Submission and Update Record Layout. (For field edit information, refer to Chart E-1, “Case Submission and Update Record Layout.”) The transaction type for each record must be ‘A’ or space.
2. OCSS processes the file through a front-end process (called the “Preprocessor”) to compare case data on the state’s file against case data on the OCSS Debtor File.
3. Based on the results from the Preprocessor, the following transactions are generated:
 - If the case is new or recertified, an Add (‘A’) transaction is created
 - If the case is being updated, the Preprocessor creates the appropriate transactions:
 - B – Name Change
 - C – Case ID Change
 - L – Local Code Change
 - M – Modify Arrearage Amount
 - R – Replace Exclusion Indicators
 - Z – Address Change
 - If there are multiple changes to an active case (for example, arrearage amount and exclusion indicators), multiple transactions are created for the same case (for example, ‘M’ and ‘R’)
 - If a case is active on the OCSS Debtor File and is not on the State Caseload File, a Delete Case (‘D’) transaction is created.
4. The OCSS-generated transactions are submitted in the normal processing cycle and forwarded to BFS and DoS, as appropriate.
5. Errors from the processing cycle are returned to the state on the Rejected Case Submission and Update File with the OCSS-generated transaction that produced the error. For example, the Preprocessor determines that a transaction from the State Caseload File is changing the NCP’s last name for an existing case, and it generates a ‘B’ transaction record for the case. The normal processing cycle then detects an error for the ‘B’ transaction. The OCSS-generated ‘B’ transaction record, as opposed to the state’s originally submitted transaction, is returned to the state on the Rejected Case Submission and Update File with the related error code.

If anything other than an ‘A’ or a space is found in the transaction type field, the file will be rejected.

Note: If multiple State Caseload Files are received from the same state for the same processing day, only the file with the latest date will be processed. All other file(s) will be rejected.

2.1.2 CHILD SUPPORT PORTAL SUBMISSIONS

FCE application state users can submit transactions on an individual basis via the Portal (refer to Section 7, “Child Support Portal”). Transactions submitted through the Portal before 5 p.m. ET are included in states’ daily Case Submission and Update File or the State/local Contact Phone

and Address File, as appropriate. Passport denial transactions are sent to DoS at approximately 7 a.m. and 5 p.m. ET.

The Online Transaction Maintenance option allows users to view or delete transactions entered in the Portal the same processing day (refer to Section 7.4.1.8, “Online Transaction Maintenance”).

Note: Users can delete passport denial transactions entered overnight until 7 a.m. ET. Transactions entered after 7 a.m. can be deleted until 5 p.m. ET. Users can delete all other transaction types until 5 p.m. ET.

2.1.3 DAILY PROCESSING

Daily processing includes the following events:

- Case Submission and Update Files and State/Local Contact Phone and Address Files received by OCSS before 4 p.m. ET are included in that evening’s processing. Files received after 4 p.m. ET will be processed the next business day.
- Transactions entered through the Portal are collected at 5 p.m. ET. Transactions entered after 5 p.m. ET will be processed the next business day.
- OCSS notifies states of rejected transactions in the Rejected Case Submission and Update File, which is sent to the states later that evening (refer to Section 2.2.2, “Rejected Case Submission and Update File”)
- Passport denial transactions are sent to DoS at approximately 7 a.m. and 5 p.m. ET.

Note: It is important that prior to sending a Case Submission and Update File to OCSS, states first process the Rejected Case Submission and Update File returned from their previous file, making the necessary corrections. This will help improve synchronization between state and federal systems. For complete information on the Rejected Case Submission and Update File, refer to Chart F-1, “Rejected Case Submission and Update Record Layout” and Chart G-1, “Rejected Case Submission and Update Error Codes.”

If some transactions are duplicated in the same processing cycle, the duplicates may be rejected based on the update requirements that are outlined in Section 2.1.5.2, “Duplicate Transaction Records.”

2.1.4 TRANSACTION TYPES

A transaction is the specific procedure that is accomplished by each case record submitted to OCSS for processing. A transaction type is the specific letter code that identifies each transaction. Ten different transaction types are currently used to add new cases, update cases, and delete cases.

- A Add/Recertify Case
- B Name Change
- C Case ID Change
- D Delete Case
- L Local Code Change
- M Modify Arrearage Amount
- R Replace Exclusion Indicators
- S State Payment
- U Update Transaction
- Z Address Change

OCSS combines all transactions from a state's Case Submission and Update File, State Caseload File Preprocessor, and Portal entries and processes the records in the following order of transaction types:

- A Add/Recertify Case
- B Name Change
- C Case ID Change
- D Delete Case
- L Local Code Change
- M Modify Arrearage Amount
- R Replace Exclusion Indicators
- S State Payment
- Z Address Change

Chart 2-1, "Input Fields Edited by Transaction Type" and Chart 2-2, "Input Fields Added or Updated by Transaction Type" detail which fields are edited, and which are added or updated for each transaction type. Refer to Chart E-1, "Case Submission and Update Record Layout" for detailed field edit information.

CHART 2-1: INPUT FIELDS EDITED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	U	Z
Submitting State Code	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Local Code	Yes	Yes				Yes				Yes	
SSN	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Case ID											
NCP Last Name (first 4 characters)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NCP First Name (first character)	Yes	Yes	Yes							Yes	

CHART 2-1: INPUT FIELDS EDITED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	U	Z
Arrearage Amount	Yes	Yes					Yes		Yes	Yes	
Transaction Type	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Case Type Indicator	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Process Year									Yes	Yes	
NCP Address Line1	Yes	Yes								Yes	Yes
NCP Address Line2	Yes	Yes								Yes	Yes
NCP City	Yes	Yes								Yes	Yes
NCP State	Yes	Yes								Yes	Yes
NCP ZIP Code	Yes	Yes								Yes	Yes
Date Issued (State issues PON)	Yes	Yes									
Exclusion Indicators	Yes	Yes						Yes		Yes	
Request Code							Yes			Yes	

CHART 2-2: INPUT FIELDS ADDED OR UPDATED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	U	Z
Submitting State Code	Yes										
Local Code	Yes	Yes				Yes				Yes	
SSN	Yes										
Case ID	Yes	Yes		Yes						Yes	

CHART 2-2: INPUT FIELDS ADDED OR UPDATED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	U	Z
NCP Last Name (whole name)	Yes	Yes	Yes							Yes	
NCP First Name (whole name)	Yes	Yes	Yes							Yes	
Arrearage Amount	Yes	Yes			Yes		Yes		Yes	Yes	
Transaction Type											
Case Type Indicator	Yes	Yes									
Process Year									Yes	Yes	
NCP Address Line1	Yes	Yes								Yes	Yes
NCP Address Line2	Yes	Yes								Yes	Yes
NCP City	Yes	Yes								Yes	Yes
NCP State	Yes	Yes								Yes	Yes
NCP ZIP Code	Yes	Yes								Yes	Yes
Date Issued	Yes	Yes									
Exclusion Indicators	Yes	Yes						Yes		Yes	
Request Code							Yes			Yes	
SSN Verification Bypass Code	Yes										

2.1.4.1 Add New Case/Recertify Case

To add a new case or to recertify a case, use Transaction Type ‘A’.

Transaction Type ‘A’

This transaction creates a new case on the OCSS Debtor File if one does not already exist. If the state previously submitted and then deleted the case, the case is recertified.

A state must submit separate TANF and non-TANF cases for an NCP. However, if an NCP has more than one TANF debt, the state should combine and submit arrearage amounts as one case. Similarly, states should combine multiple non-TANF debts prior to submission.

When adding or recertifying a case, states should provide all required information on the Case Submission and Update Record. For a list of the fields that are edited, refer to Chart 2-2, “Input Fields Edited by Transaction Type.”

When adding a new case or recertifying a case for an NCP who already has an alternate Case Type on the OCSS Debtor File, the name and/or address will update on the existing alternate case if a new name and/or address is sent on the Add Case transaction.

If all of the fields pass the edit validation processes, the case is added to or recertified in the FCE program (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

If OCSS issues PONs for the state, a PON is generated when a state adds a new case (refer to Section 3.2, “OCSS-Issued Pre-Offset Notices”). The new case is subject to the state-specified holding period for BFS and the 30-day holding period for the Passport Denial program, as calculated from the PON date (refer to Section 2.1.5.5, “Holding Period”).

Note: If a state issues its own PONs, the state must provide the date the PON was issued or the Add Case transaction will be rejected (refer to Section 3.1, “State-Issued Pre-Offset Notices”).

2.1.4.2 Delete Case

One of three methods deletes a case:

- The state submits a Delete Case transaction.
- The state submits a Modify Arrearage Amount transaction with the arrearage amount set to zero (refer to Section 2.1.4.3.4, “Modify Arrearage Amount”).
- OCSS processes a collection that reduces the arrearage amount to zero (refer to Section 2.1.5.7, “Zero Balance Delete”).

Even when a case is deleted in the FCE program, its detail is maintained on the OCSS Debtor File and Portal until there has been no activity on the case for seven years.

Transaction Type ‘D’

When a case is deleted via a Delete Case transaction, the system takes these actions:

- Sets the Arrearage Amount to zero
- Sets the OCSS Debt Closed Date to the current processing date

- Sets the Status field to ‘Deleted’
- Creates a detail record for the transaction
- Deletes the case at BFS, if applicable, and updates the Delete Sent to BFS Date
- Deletes the case at DoS, if applicable, and updates the Withdrawal Date

State payments, address changes, and name changes will still be applied to a case that has been deleted; all other updates will be rejected.

Note: A ‘deleted case’ and a ‘closed case’ have the same meaning, as they refer to the FCE program.

Refer to Section 2.1.5.1.2, “Removal of Noncustodial Parents/Cases from Remedies” for additional information about deleting cases. Refer to Chart 2-1, “Input Fields Edited by Transaction Type” for a list of the fields that are edited when submitting a Delete Case transaction. If all of the fields pass the edit validation processes, the case is deleted (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.3 Update Case

Eight transaction types are used to update cases:

B	Name Change
C	Case ID Change
L	Local Code Change
M	Modify Arrearage Amount
R	Replace Exclusion Indicators
S	State Payment
U	Update Transaction
Z	Address Change

Certain updates, such as “Change Case Type” and “MSFIDM-Only Case Processing,” require the execution of a combination of transaction types. Refer to Sections 2.1.4.3.10, “Change Case Type” and 2.1.4.3.11, “MSFIDM-Only Case Processing” for processing details.

2.1.4.3.1 NAME CHANGE

Transaction Type ‘B’

This transaction updates the NCP’s name on the OCSS Debtor File. If an alternate Case Type exists, both cases will be updated with the new name.

Refer to Chart 2-1, “Input Fields Edited by Transaction Type” for a list of the fields that are edited when updating the NCP’s name. If all of the fields pass the edit validation processes, the name is updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

When states submit a Name Change transaction, the resulting SSN/name combination is sent through a name verification/matching process using the names on file for that SSN at SSA. The

SSN/name combination is determined to be verified, matched, or unverified. The NCP's current name must be either verified or matched, or a prior name for the NCP must have been verified or matched, for the NCP to be submitted for the Passport Denial, MSFIDM, or Insurance Match programs. The verification/matching process does not affect a case's certification for offset, although in order for an intercept to occur, the name and SSN must meet BFS match criteria (refer to Section 4.1, "Offsetting Accounts").

The FCE Portal application displays a notification on the Case Query results screen when there has been an NCP name change (refer to Figure 7-3, "Case Query Results Screen"). All users are also able to view name changes, which appear in the Case Detail Query records (refer to Figure 7-4, "Case Detail Query Screen").

2.1.4.3.2 CASE ID CHANGE

Transaction Type 'C'

This transaction updates the Case ID field for the NCP on the OCSS Debtor File. A Case ID Change transaction is applied only to the case for which it is submitted. If an alternate case type exists, it is not updated with the new Case ID.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type," for a list of the fields that are edited when updating the Case ID. No edits are performed on this field. Updates to this field are not sent to BFS or DoS.

2.1.4.3.3 LOCAL CODE CHANGE

Transaction Type 'L'

This transaction updates the State/Local Code field for the NCP on the OCSS Debtor File. The Local Code is used to provide state/local contact information to NCPs on the OCSS-generated PON and BFS-generated Offset Notices (refer to Section 2.1.1.1, "State/Local Contact Phone and Address File").

Because the Local Code is edited against the State/Local Contact Phone and Address File, new local codes must be added to the State/Local Contact Phone and Address File before they are submitted on individual cases. If a local code that is submitted on an individual case is not found on the State/Local Contact Phone and Address File, the transaction will be rejected. If the local code that is submitted contains spaces in the Local Code field, it is set to '000' by default.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type," for a list of the fields that are edited when updating the NCP's local code. If all of the fields pass the edit validation processes, the Local Code is updated (for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

2.1.4.3.4 MODIFY ARREARAGE AMOUNT

Transaction Type 'M'

This transaction updates the arrearage amount and processes request options (refer to Section 2.1.4.3.5, "Modify Arrearage Amount/Request Option" for specifics on available options). The

arrearage amount is the total amount owed by an NCP for a case type. States are encouraged to send Modify transactions to OCSS, even when there is no change to the arrearage amount balance, in order to ensure that the most current balance is reflected for the case. Refer to Chart 2-1, “Input Fields Edited by Transaction Type,” for a list of the fields that are edited when modifying the arrearage amount.

If any of the fields that are required in order to modify the arrearage amount fail the edit validation processes, the entire transaction is rejected. If all of the fields that are required to modify the amount pass the edit validation processes, the arrearage amount is updated. If the case is at BFS, the updated amount is sent to BFS (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”). If the state submits a Modify transaction with an arrearage amount of zero, the transaction is processed as a Delete (refer to Section 2.1.4.2, “Delete Case”). The detail record that is created reflects that the Delete occurred as the result of a Modify transaction that was submitted with an arrearage amount of zero.

2.1.4.3.5 MODIFY ARREARAGE AMOUNT/REQUEST OPTION

In addition to updating the arrearage amount, the ‘M’ transaction may include a *Request Option*. The *Modify Arrearage Amount* function of the transaction is always given precedence over the *Request Option* function. If the *Modify Arrearage Amount* function fails the edit validation processes, the *Request Option* function is ignored, and the entire transaction is rejected.

Currently, the only valid request option is the PON Request. States can request that a PON be issued at any time for a particular case by submitting a ‘P’ in the Request Code field. For field edit information, refer to Chart E-1, “Case Submission and Update Record Layout.” The following conditions must be met to process the PON Request:

- OCSS must issue the PON for the state.
- The case must have an address.
- The NCP must have previously been issued a PON for the case type.
- The case must not be an MSFIDM-only case.

If the edit validation processes and the above conditions are met, the PON is sent to the NCP for the specified case. If the case is still under the original hold period, the hold period is recalculated from the new PON date. If the case has exceeded its original hold period, the new PON date has no effect on its eligibility for enforcement remedies.

If the *Modify Arrearage Amount* function passes the edit validation processes but the *Request Option* function fails, the arrearage amount is updated and a warning code is returned for the *Request Option* on the Rejected Case Submission and Update File (refer to Section 2.2.2, “Rejected Case Submission and Update File”).

2.1.4.3.6 REPLACE EXCLUSION INDICATORS

Transaction Type ‘R’

This transaction replaces existing exclusion indicators on a case. These are the current exclusion indicators:

ADM Exclude all Administrative Offsets (RET, VEN)
RET Exclude Federal Retirement Offset
VEN Exclude Vendor Payment/Miscellaneous Offset
TAX Exclude Federal Tax Offset
PAS Exclude Passport Denial
FIN Exclude MSFIDM
INS Exclude Insurance Match
Spaces Remove all existing exclusion indicators

When the ADM exclusion indicator is used, all administrative offsets are excluded (OCSS converts ADM to RET and VEN upon receipt).

When the RET and VEN exclusion indicators are used together, all administrative offsets are excluded.

The TAX exclusion indicator specifies that a case should be excluded from the Federal Tax Offset program.

The PAS exclusion indicator specifies that a case should be excluded from the Passport Denial program.

The FIN exclusion indicator specifies that a case should be excluded from the MSFIDM process.

The INS exclusion indicator specifies that a case should be excluded from the Insurance Match process.

Refer to Section 2.1.5.1, “Interagency Case Processing,” for details about setting and removing exclusion indicators that affect case processing at BFS and DoS.

Refer to Chart 2-1, “Input Fields Edited by Transaction Type,” for a list of the fields that are edited when replacing exclusion indicators. If all of the fields pass the edit validation processes, the Exclusion Indicators field is updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

If a state wants to apply the same exclusion indicators to an NCP’s TANF and non-TANF cases, they must submit the exclusion indicator for both cases.

States can submit exclusion indicators in any order. When sending a Replace Exclusion Indicators transaction, the Exclusion Indicators field must include all of the exclusion indicators desired for the case, even if they are already on the case. If previously sent exclusion indicators are not included in the transaction, they are removed from the case (see Chart 2-3, “Exclusion Indicators Examples”).

CHART 2-3: EXCLUSION INDICATORS EXAMPLES			
Example	OCSS Debtor File Before Transaction Type ‘R’	Exclusion Indicators Submitted on Transaction Type ‘R’	OCSS Debtor File After Transaction Type ‘R’
1	Space Filled	FIN, PAS	FIN, PAS

CHART 2-3: EXCLUSION INDICATORS EXAMPLES			
Example	OCSS Debtor File Before Transaction Type 'R'	Exclusion Indicators Submitted on Transaction Type 'R'	OCSS Debtor File After Transaction Type 'R'
2	VEN	VEN, PAS	VEN, PAS
3	TAX, PAS	TAX	TAX
4	RET	Space Filled	Space Filled
5	TAX	TAX, PAS	TAX, PAS

2.1.4.3.7 STATE PAYMENT

Transaction Type 'S'

State payments are reported when a state refunds money to a person because of an erroneous tax offset. OCSS forwards this information to Treasury so IRS can acknowledge the amount the state refunded to the NCP (or both parties if the offset is from a joint return) before issuing a payment it may determine is owed back to the taxpayer.

For example, if the state reports to OCSS a \$500 state payment against a \$1,000 tax offset, IRS will consider the \$500 the state has already refunded and will only adjust the original collection beyond that amount. State payment reporting is critical to prevent unnecessary adjustments against a state's future collections.

Some states have joint return processes in place where the unobligated spouse can provide an authorized statement indicating they will not file an injured spouse claim and waiving their portion of the tax refund to apply to the NCP's past-due support. This allows the state to disburse the offset immediately to the family. In this situation, a state should promptly report the state payment using the full offset amount.

A State Payment transaction is also used in the following scenarios:

- A state-submitted case is certified erroneously, and an offset occurs
- An incorrect arrearage amount is reported to OCSS, and an offset occurs
- An NCP makes a payment that results in a decrease in the arrearage amount owed, and an offset occurs before the update is processed
- There is an audit/administrative review that decreases the arrearage amount owed, and an offset occurs before the update is processed
- A case is closed at the state, but the offset is processed before the case is deleted at OCSS and BFS

For additional information about scenarios that result in a state payment, refer to the Federal Offset and Passport Denial AT.

Offsets distributed to the custodial party (CP) should not be reported as state payments, nor should they be reported on joint tax return cases if the non-obligated spouse is seeking a refund. The non-obligated spouse or taxpayer should be referred to the IRS for assistance (refer to Chart D-1, "Program and Technical Assistance" for IRS contact information). Instructions for non-

obligated spouses who wish to file a claim are also provided in the OCSS PON and the BFS Offset Notice.

States should report state payments to OCSS by entering the total accumulated payment amount into the Accumulated Payment Amount field when submitting a State Payment transaction (this field functions as the Arrearage Amount field when submitting an Add Case or Modify Arrearage Amount transaction). During a single processing year (the year in which the original offset occurred), if there is a discrepancy between the state payment amount originally reported for a case and the total state payment amount actually paid to the NCP, the state should revise the Accumulated Payment Amount field to reflect the total paid to the NCP. This is true whether the amount paid to the NCP is over or under the amount originally reported. The following are examples:

- An additional payment over the originally reported state payment amount is returned to an NCP. For example, if a state payment of \$150 is reported because the state refunds \$150 to the NCP, and then the state refunds an additional \$50 at a later date, the state should revise the Accumulated Payment Amount field to \$200 to reflect the total paid.
- An incorrect state payment amount was initially reported. For example, if a state initially reports an incorrect state payment of \$250, and then actually refunds only \$25, the state should revise the Accumulated Payment Amount field to \$25 to reflect the total paid.

State payments may still be reported after a case is deleted. OCSS will continue to forward state payment transactions to Treasury for deleted cases.

Refer to Chart 2-1, “Input Fields Edited by Transaction Type” for a list of the fields that are edited when submitting a state payment. If all of the fields pass the edit validation processes, the state payment amount is updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

When submitting a state payment, you must set the processing year to the year in which the original offset occurred. This ensures that the state payment is processed against offsets from the appropriate year. The State Payment transaction is accepted for current and prior years even if there is no offset on file at OCSS, or if the state payment amount is greater than the offset minus any adjustments that may have been made by BFS. This allows states to issue refunds based on an Offset Notice and to report a state payment accurately. However, if BFS has no record of an offset occurring, BFS rejects the State Payment Record. BFS and OCSS do not adjust the arrearage amount when processing a State Payment transaction. States should submit a Modify Arrearage Amount transaction when appropriate to reflect the state payment adjustment.

2.1.4.3.8 UPDATE TRANSACTION

Transaction Type ‘U’

The ‘U’ transaction is used to update multiple fields on an active case with one transaction record, including these:

- Name (‘B’)

- Case ID ('C')
- Local code ('L')
- Arrearage amount ('M')
- Exclusion indicators ('R')
- Address ('Z')

OCSS compares the case data on a 'U' record submittal against case data from the state on the OCSS Debtor File. For example, if there are multiple changes to a case (arrearage amount and exclusion indicators), the system will create an 'M' and 'R' transaction for the same case. This same comparison is performed when using the update function on the Portal.

Note: To avoid rejected duplicate transactions, states should not send 'U' transactions with other transactions ('B,' 'C,' 'L,' 'M,' 'R,' and 'Z') for the same cases in the same file. For more information, refer to Section 2.1.5.2, "Duplicate Transaction Records."

2.1.4.3.9 ADDRESS CHANGE

Transaction Type 'Z'

This transaction updates the NCP's address on the OCSS Address Master File. If an alternate case type exists, both cases will be updated with the new address. Addresses submitted for an NCP are sent through FINALIST® for standardizing and scrubbing and are then stored on the Address Master File.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type" for a list of the fields that are edited when updating the NCP's address. If all of the fields pass the edit validation processes, the address is updated (for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

Note: An NCP's address can only be updated with a **foreign address** via the Portal (refer to Section 2.1.5.4.3, "Foreign Addresses" and Section 7.4.1.7, "Transaction Submission").

2.1.4.3.10 CHANGE CASE TYPE

Transaction Type 'D' Followed by Transaction Type 'A', or Transaction Type 'M' Followed by Transaction Type 'A'

When data in the Case Type field changes from non-TANF to TANF or vice versa, states should notify OCSS using the update process. A Case Type may be changed by submitting Transaction Type 'D' or Transaction Type 'M' with an arrearage amount of zero to delete the original case, followed by Transaction Type 'A' to add the alternate case.

To execute a Case Type switch, the Transaction Type 'A' for the alternate case must be processed at OCSS within 40 days of the OCSS Debt Closed Date that was posted on the original case and within 365 days of the original case's last PON date. It is acceptable to submit both transactions in the same processing cycle. When a Case Type switch occurs and OCSS issues the

PON, a new PON is not generated, and the alternate case is not subject to a new holding period. The last PON date and the Inception or Recertification date on the original case are applied to the new alternate case; remaining time in the holding period (if any) is calculated from the existing PON date.

Non-TANF to TANF

- Submit a Delete Case transaction or a Modify Case transaction with an arrearage amount of zero for the non-TANF case. This causes the case to be deleted at OCSS, and if appropriate, at BFS and/or DoS.
- Submit an Add Case transaction. The SSN must be the same as that on the non-TANF case, the Arrearage Amount field must contain the current amount, and the Case Type Indicator field must be set to 'A' for TANF. The non-TANF case is now a TANF case.

If a state submits an Add Case transaction on the alternate case type but it is more than 40 days since the deletion of the original record, or it has been more than 365 days since the original case's last PON date, it is **NOT** a Case Type switch. The alternate case is added and a new PON is generated for the case if OCSS issues PONs on behalf of the state. The new case is subject to the state-specified holding period for BFS and 30-day holding period for the Passport Denial program, as calculated from the new PON date. See Chart 2-4, "Case Type Switch Rules" for a breakdown of the rules that are applied to a Case Type switch.

TANF to Non-TANF

This same process described above may be used to change a TANF case to a non-TANF case.

CHART 2-4: CASE TYPE SWITCH RULES		
Case Deleted Date	Pre-Offset Notice Date	Results
Fewer than 41 days from current date	Fewer than 366 days from current date	Case Type switch. No Pre-Offset Notice.
Greater than 40 days from current date	Fewer than 366 days from current date	Not a Case Type switch. Pre-Offset Notice printed.
Greater than 40 days from current date	Greater than 365 days from current date	Not a Case Type switch. Pre-Offset Notice printed.
Fewer than 41 days from current date	Greater than 365 days from current date	Not a Case Type switch. Pre-Offset Notice printed.

2.1.4.3.11 MSFIDM-ONLY CASE PROCESSING

A case is defined as MSFIDM-only when the FIN exclusion indicator is blank and the RET, VEN, TAX, and PAS exclusion indicators have been set. A standard case is one in which at least one of the RET, VEN, TAX, or PAS exclusion indicators has been left blank.

OCSS does not issue PONs for MSFIDM-only cases, nor are they subject to a holding period. A case will remain ineligible for all remedies except MSFIDM and Insurance Match as long as it is in MSFIDM-only status.

Note: If a user attempts to certify an MSFIDM-only case for Passport Denial via the Portal Passport Denial option, the application will display a pop-up warning (refer to Section 5.1, “Submitting Individuals for Passport Denial” and Section 7.4.2.1, “Passport Denial Certify/Withdraw”).

When a case changes from MSFIDM-only to standard, or vice versa, states should notify OCSS using the Update process. States have the option of completing a switch to or from MSFIDM-only in one processing cycle or across multiple processing cycles (refer to Section 2.1.3, “Daily Processing”).

Standard to MSFIDM-Only – Single Cycle

Submit a Replace Exclusion Indicators transaction with only the TAX, PAS, RET, and/or VEN exclusion indicators set. The case retains the existing PON date and remains active at OCSS. If the case is at BFS, it is deleted at BFS. If the NCP is at DoS and the NCP has no other active cases from the state, the NCP is deleted from DoS for the submitting state.

Standard to MSFIDM-Only – Multiple Cycles

- Submit a Delete Case transaction or a Modify transaction with an arrearage amount of zero for the standard case. This will delete the case at OCSS. If the case is at BFS, it is deleted at BFS. If the NCP is at DoS and the NCP has no other active cases from the state, the NCP is deleted from DoS for the submitting state.
- In a subsequent processing cycle, submit an Add Case transaction with only the TAX, PAS, RET, and/or VEN exclusion indicators set. The SSN must be the same as that on the original standard case. The case is now MSFIDM-only.

MSFIDM-Only to Standard – Single Cycle

- PON date is less than one year old:
Submit a Replace Exclusion Indicators transaction with any combination of exclusion indicators and/or spaces other than the existing TAX, PAS, RET, and VEN exclusion indicators. The existing PON date is retained and no PON is generated. If the PON date on the original MSFIDM-only case contains spaces or is greater than one year, the transaction is rejected and returned to the submitting state, leaving the case as an active MSFIDM-only case (refer to Chart G-1, “Rejected Case Submission and Update Error Codes”).
- PON date contains spaces, or is greater than one year old:
Submit an Add Case transaction replacing the existing TAX, PAS, RET, and VEN exclusion indicators for the case with any combination of exclusion indicators and/or spaces. A new PON is generated, and the new case is subject to the state-specified holding period for BFS and the 30-day holding period for passport denial as calculated from the PON date. States may prefer this option when the PON date on the original MSFIDM-only case is less than one year old, and they want a new PON sent. The Add Case transaction does not have to be preceded by a Delete transaction.

MSFIDM-Only to Standard – Multiple Cycles

- Submit a Delete Case transaction or a Modify transaction with an arrearage amount of zero for the MSFIDM-only case. This case is deleted at OCSS. Because it is an MSFIDM-only case, it does not exist at BFS or DoS.
- In a subsequent processing cycle, submit an Add Case transaction with the appropriate exclusion indicators set. At least one of the TAX, PAS, RET, or VEN exclusion indicators must be left blank. The SSN must be the same as on the original MSFIDM-only case. The case has now been changed from MSFIDM-only to standard. A PON is generated, and the new case is subject to the state-specified holding period for BFS and the 30-day holding period for passport denial as calculated from the PON date.

2.1.5 GENERAL PROCESSING INFORMATION

This section provides details on system processing for the FCE program.

2.1.5.1 Interagency Case Processing

2.1.5.1.1 SUBMISSION OF NONCUSTODIAL PARENTS/CASES TO REMEDIES

Bureau of the Fiscal Service

OCSS automatically forwards a case to BFS for offset when all of these occur:

- The state-defined holding period has been met (refer to Section 2.1.5.5, “Holding Period”).
- The case is eligible for (not excluded from) tax or administrative offset.
- The case meets the \$25 minimum threshold requirement (refer to Section 1.1.2, “Administrative Offset Program”).

If a case is active at OCSS and BFS, and is then excluded from all remedies at BFS, the case remains active at BFS but is not eligible for offset. If the arrearage amount falls below the eligible amount for either federal tax offset or administrative offset, the case remains active at BFS but is no longer subject to offset.

Department of State

OCSS automatically forwards an NCP to DoS for passport denial when these occur:

- The PON was sent to the NCP 30 or more days before the current date (refer to Section 5.1, “Submitting Individuals for Passport Denial”).
- The NCP is eligible for (not excluded from) the Passport Denial program.
- The arrearage amount for a single case, or the combined arrearage amounts for a TANF and non-TANF case from the same submitting state, is greater than the federally mandated threshold.
- There is a verified or matched name associated with the case and a valid POB/DOB.

If an NCP is subject to passport denial and the single or combined arrearage amount falls below the federally mandated threshold but not to zero, the case remains at DoS for passport denial (refer to Section 5.2, “Releasing Individuals from Passport Denial”).

MSFIDM/FAST Levy

OCSS automatically makes a case available to MSFIDM/FAST Levy process when it is eligible for (not excluded from) MSFIDM and meets the \$25 threshold.

Insurance Match/Debt Inquiry Service

OCSS makes a case available to the insurance match process when the state has elected to be a part of the Insurance Match Program and the case is eligible for (not excluded from) insurance match and meets the election form threshold.

OCSS makes a case available to the Debt Inquiry service match process when the state has elected to require insurers to report lump sum payments.

2.1.5.1.2 REMOVAL OF NONCUSTODIAL PARENTS/CASES FROM REMEDIES

Bureau of the Fiscal Service

OCSS automatically deletes a case at BFS when the state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero.

Department of State

OCSS automatically removes an NCP from passport denial when one of the following occurs:

- The state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero.
- A collection reduces the NCP’s balance to zero.
- The NCP is no longer eligible for, or is excluded from, the Passport Denial program (If the NCP has both a TANF and a non-TANF case from the same submitting state, both cases must be deleted and/or excluded).

MSFIDM/FAST Levy

OCSS automatically excludes a case from the MSFIDM process when one of the following occurs:

- The state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero
- The case is no longer eligible for, or is excluded from, MSFIDM
- The arrearage balance falls below the \$25 threshold

Insurance Match/Debt Inquiry Service

OCSS automatically excludes a case from the insurance match process when one of the following occurs:

- The state that submitted the case is no longer participating in the Insurance Match program
- The state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero
- The case is not eligible for, or is excluded from, insurance match
- The past-due amount falls below the state's elected minimum threshold

2.1.5.1.3 INTERAGENCY NAME CHANGES

OCSS submits name changes to BFS and/or DoS, as appropriate. At BFS, the new last name is submitted, and the previous last name is stored as an alias. BFS can store multiple alias names for an NCP. At DoS, the new first and validated/matched last names are submitted, and the previous first and last names are stored as an alias.

2.1.5.2 Duplicate Transaction Records

Multiple Case Submission and Update Files are accepted from a state within a processing cycle (refer to Section 2.1.3, "Daily Processing"). Occasionally, duplicate transaction records are processed during the same processing cycle. There are two types of duplicate transaction records:

- **Partial duplicate transaction record:**
Only the key data fields on the Case Submission and Update Record are identical. These fields are Transaction Type, Submitting State Code, SSN, and Case Type. A partial duplicate has different data in other fields (for example, Arrearage Amount field). For a State Payment transaction, the Processing Year field must also be the same to be a partial duplicate transaction.
- **True duplicate transaction record:**
All of the fields on the Case Submission and Update Record are identical.

The following are the possible duplicate transaction record-processing scenarios:

- When true duplicate transaction records are submitted, only one of the records is processed. All other true duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File (refer to Chart F-1, "Rejected Case Submission and Update Record Layout" and Chart G-1, "Rejected Case Submission and Update Error Codes"). The true duplicate transaction records may be on the same or different Case Submission and Update Files.
- When partial duplicate transaction records are submitted on the same Case Submission and Update File, all partial duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File. In this instance, it is not possible to determine which transaction record on the file is the most current.

- When partial duplicate transaction records are submitted on different Case Submission and Update Files, the partial duplicate transaction record on the most current file received is processed. All other partial duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File. In this instance, OCSS assumes that the most recent file that was submitted contains the most current transaction record to be processed.

2.1.5.3 Corrected Unverified State-Submitted SSN

An SSN/name verification process is performed with SSA to determine if the SSN and name combination submitted by the state is valid or passes a name match.

If the SSN/name combination cannot be verified and a corrected SSN is found, the Add transaction is rejected and the corrected SSN is returned to the state in the Unaccountable Missing Address/Corrected SSN (UMACS) File (refer to Chart F-1, “Rejected Case Submission and Update Record” and Chart F-3, “Unaccountable Missing Address/Corrected SSN (UMACS) Record Layout”). The Death Master File is also checked to ensure that any corrected SSN listed in it is not returned to the state in the UMACS File.

Note: States should review cases returned on the UMACS File with a corrected SSN (this is a *possible*, not definite, SSN for the NCP) to determine if they should be resubmitted with the new SSN. For more information on the UMACS File, refer to Section 2.2.1, “Unaccountable Missing Address/Corrected SSN (UMACS) File.”

If the SSN/name combination cannot be verified and a corrected SSN is not found, the NCP’s SSN is coded as unverified and added to the Debtor File.

States may choose to bypass the SSN verification/name match and corrected SSN process by selecting ‘Yes’ in the SSN Verification Bypass Code field available only through the Portal. The SSN will be stored on the Debtor File as unverified.

If an SSN is unverified, the NCP’s case is not forwarded to DoS for passport denial or eligible for MSFIDM and insurance match (refer to Section 1.2.3, “Passport Denial Program,” Section 1.2.4, “Multistate Financial Institution Data Match” and Section 1.2.5, “Insurance Match Program”).

2.1.5.4 Address Processing

States provide an NCP’s current address (or address of record, if required by state law or policy) on all Add Case transactions submitted on the Case Submission and Update File. This address is necessary to satisfy due process requirements. BFS needs an address to generate its Offset Notice, regardless of whether a state or OCSS issues the PON. When a complete address is submitted on an Add Case transaction, it is processed through FINALIST® for standardization and scrubbing and then added to the OCSS Address Master File. If an alternate Case Type exists, the submitted address is applied to it as well.

If a state does not provide an NCP's address (or provides an incomplete address) when submitting an Add Case transaction, a warning code is generated for the state in its subsequent reject file (refer to Section 2.2.2, "Rejected Case Submission and Update File" and Chart G-2, "Rejected Case Submission and Update Warning Codes").

If the address for an Add Case transaction is missing or incomplete, in addition to generating the warning code as noted above, OCSS attempts to obtain the address.

- If a state issues its own PONs and no address is found, OCSS returns the record on the UMACS File as it was submitted, but the case is still forwarded to BFS without an address. An offset does not occur unless BFS can get a valid address from the payment record.
- If OCSS issues the state's PONs and no address is found, OCSS returns the record on the UMACS File as it was submitted. A PON is not issued, and the case is not certified at OCSS. Cases returned on the UMACS File should be reviewed by the state and submitted again with either an address or a corrected SSN.

For more information on the UMACS file, refer to Section 2.2.1, "Unaccountable Missing Address/Corrected SSN (UMACS) File."

2.1.5.4.1 ADDRESS SEARCH PROCESS

For a new or recertified case submitted with no address or an incomplete address, OCSS attempts to find an NCP address in the following manner:

- OCSS attempts to obtain the address from the OCSS Address Master File, because it is possible that the NCP already has an existing alternate case in the same state with a valid address or an existing case in another state with a valid address. If an address is found for the same state, no further searching is required. If an address is found from another state, the out-of-state address is added for the current submitting state and is forwarded with the case when it is sent to BFS.
- If the address is not found on the OCSS Address Master File, OCSS attempts to obtain the address from the National Directory of New Hires (NDNH). If the NCP's address is found on the NDNH Unemployment Insurance (UI) or New Hire File, it is processed through FINALIST® for standardization and scrubbing. It is then placed on the OCSS Address Master File for the current submitting state and forwarded with the case when it is sent to BFS. If OCSS issues the PON, the address is used on the NCP's PON.
- If the address is not found on the NDNH, OCSS forwards a request to IRS. If the NCP's address is found on the IRS Taxpayer File, IRS returns the address to OCSS, which processes it through FINALIST® for standardization and scrubbing. It is placed on the OCSS Address Master File for the current submitting state and forwarded with the case when it is sent to BFS. If OCSS issues the PON, the address from IRS is used on the NCP's PON. If the state submits an address before IRS returns an address to OCSS, the

state-submitted address takes precedence over the IRS address. The state-submitted address is used on the PON and forwarded with the case when it is sent to BFS.

- If the address is not on the IRS Taxpayer File, OCSS returns the record on the UMACS File as it was submitted. These cases should be reviewed by the state and submitted again with either an address or a corrected SSN.

Addresses that are submitted for update using the Address Change transaction must be complete. Incomplete addresses on the ‘Z’ transaction are rejected, and no address search process occurs (refer to Chart G-1, “Rejected Case Submission and Update Error Codes”).

2.1.5.4.2 MILITARY ADDRESSES

States may use the standard address fields to submit a military address for an NCP. The service member’s first and last names should be entered without a military grade, rank, or rating, as this information is not required for delivery. The Case Submission and Update File has no specific fields to accommodate this data and including it in the name fields could have adverse effects on the name matching processes with BFS and DoS. In addition, when the service member is based outside of the United States, it is important to **not** include the foreign country or city of the base camp’s location, as that might cause the mail to be routed through the host country’s mail system, for example, Mosul, Iraq.

The guidelines for formatting military addresses are presented below in Chart 2-5, “Military Address Format.”

CHART 2-5: MILITARY ADDRESS FORMAT	
NCP Last Name	Service member’s last name, without grade, rank, or rating
NCP First name	Service member’s first name, without grade, rank, or rating
NCP Address Line 1	Unit Designation (if available)
NCP Address Line 2	Address
NCP City	<ul style="list-style-type: none"> • APO (Army Post Office) • FPO (Fleet Post Office)
NCP State	<ul style="list-style-type: none"> • AA (Armed Forces Americas) • AE (Armed Forces Europe) • AP (Armed Forces Pacific)
NCP ZIP	Nine-Digit ZIP Code (if one is assigned)

2.1.5.4.3 FOREIGN ADDRESSES

States must submit a foreign address using **only** the FCE Portal application. For a new or recertified case that requires a foreign address, the state user should first add the case without an address using the Add transaction. The next day, after the Add transaction has processed, enter the NCP’s foreign address into the Portal using the Transaction Submission Update option (refer to Section 7.4.1.7, “Transaction Submission”). The foreign address is processed after the Add transaction, and the case is updated.

2.1.5.5 Holding Period

All new and recertified cases eligible to be sent to BFS are subject to the current state-defined holding period used to meet due process requirements. Federal law requires holding a case for a minimum of 30 days; the state may define its holding period as 30, 45, 60, or 90 days. The holding period is calculated from the date that a PON was sent to the NCP. Regardless of whether OCSS or the submitting state issues the PONs, cases are held from submission to BFS for the time specified by each state in its Annual Certification Letter (refer to Appendix I, “Letters and Notices”). A state may request a change in its holding period at any time during the year by contacting Federal Collection and Enforcement (refer to Chart D-1, “Program and Technical Assistance”).

The holding period for the Passport Denial program is 30 days from the date that the PON was sent to the NCP.

Holding periods do not apply to the MSFIDM and Insurance Match programs.

2.1.5.6 Name Processing

To ensure the maximum number of offsets, OCSS edits the NCP Last Name field based on the edit process used by BFS. The first four positions of the field must contain alphanumeric characters; no embedded spaces or special characters, except a hyphen, can be present, for example, ‘Lee Jr.’. Trailing spaces are allowed, for example, ‘Lee ’. When the name is submitted to BFS, these first four positions are used to match against its payment and alias name files. If a match is found and the SSN also matches, an offset can occur. BFS does not use the NCP First Name field or the remaining portion of the last name in its match process.

DoS employs a more extensive name match process for passport denial. When an applicant submits a request for a passport, the entire name provided on the form is matched against the database of names provided by OCSS. Any additional information put into the first or last name field that is not actually part of the name, for example, ‘Smith AKA Jones’, prevents a match from occurring at DoS. For the NCP First Name field, initials and nicknames should be avoided whenever possible. Any spacing in the first or last names should also be submitted exactly (excluding any spaces embedded in the first four positions of the last name). For example, if ‘Mary Jane’ is the NCP’s first name, a match does not occur if the name is submitted as ‘Maryjane’. An NCP is not submitted to DoS if at least one last name for the NCP did not verify or match at SSA (refer to Section 2.1.4.3.1, “Name Change”). In summary, a correct submission of the NCP’s first and last names increases the likelihood that both offsets and passport denials are processed accurately.

2.1.5.7 Zero Balance Delete

A Zero Balance Delete occurs when a BFS offset brings the balance on a case to zero on the OCSS Debtor File. This inactivates the case at BFS and closes it at OCSS, and at DoS if appropriate. Cases deleted by this method have a 45-calendar day processing window, during which the states can update and/or reopen the case at OCSS. States may choose to close the case at BFS to ensure that no future collections can be processed by submission of a Delete Case

transaction (refer to Section 2.1.4.2, “Delete Case”) or a Modify transaction with the arrearage amount set to zero (refer to Section 2.1.4.3.4, “Modify Arrearage Amount”).

The 45-day window is calculated from the OCSS Debt Closed Date, which is the date that OCSS processed the BFS offset that brought the balance to zero. Within 45 days of deletion at OCSS due to an offset, the state can take the following actions against the case via the Case Submission and Update File or the Portal:

1. Submit a valid Modify or Update transaction with an arrearage amount other than zero.
 - The case is reopened.
 - The OCSS Debt Closed Date will be set to spaces.
 - A detail record is created to record that the case was reopened using a Modify transaction.
 - A new holding period is not imposed.
 - A new PON is not created for the case if OCSS processes the state’s notices.
2. Submit a valid transaction other than a Modify or Update transaction (such as Name Change, State Payment, Local Code Change, etc.) (refer to Section 2.1.4.3, “Update Case”).
 - The transaction is accepted, and is used to update the case.
 - The case remains deleted.
3. Submit a valid Add Case transaction (refer to Section 2.1.4.1, “Add New Case/Recertify Case”).
 - The standard Add New Case/Recertify Case transaction process occurs.
 - A PON or PON date is required.
 - The appropriate holding periods are observed.
4. Submit a valid Delete Case transaction or a Modify or Update transaction with an arrearage amount of zero.
 - The standard Delete Case transaction process occurs.
 - The OCSS Debt Closed Date is reset to the current processing date.
 - The case is closed at BFS.
 - The Date Delete Sent to BFS is populated.
 - The 45-day processing window is closed, regardless of the number of days remaining, and any subsequent Delete or Update transactions submitted for the case, other than a state payment, are rejected.

If the case is not reopened, recertified, or deleted during the 45-day period, the case remains deleted.

To help states determine when an offset creates a Zero Balance Delete, OCSS includes a Zero Balance Delete Indicator in position 226 of the Collection and Adjustment Record (refer to Chart F-4, “Collection and Adjustment Record Layout”). OCSS transmits these records to the state via the weekly collection files. If the collection record is for an offset that deleted the case at OCSS, the indicator is a ‘Y’. For all other offsets and all reversals, the indicator is an ‘N’.

Note: A ‘deleted case’ and a ‘closed case’ have the same meaning, as they pertain to the FCE program and the OCSS Debtor File. The case remains in that status until some other action reactivates it or until seven years have passed with no activity; then it is permanently removed.

2.1.6 PROCESSING BANKRUPTCIES

When an NCP declares bankruptcy, special steps must be taken to ensure that administrative offsets are no longer processed against any cases for that NCP. Federal programs, including Federal Tax Offset and Passport Denial, can continue to be processed. State laws may differ regarding the exemption of these remedies during the bankruptcy period. The state should contact its attorney if there are any questions about which other federal remedies should be excluded. Currently, OCSS receives notification of bankruptcies from BFS. Additionally, the state may receive bankruptcy notifications. The following procedures have been developed to handle bankruptcy notifications as efficiently as possible, while maintaining the integrity of case data on the OCSS, BFS, DoS, and state databases.

2.1.6.1 BFS Sends Bankruptcy Notifications to OCSS

If BFS receives a bankruptcy notification within a year of a bankruptcy filing, it sends the bankruptcy notification to OCSS.

Upon receipt of a bankruptcy notification, OCSS creates an ‘R’ Transaction Type for the case. The RET and VEN Exclusion Indicators are submitted on the ‘R’ Transaction Type, with any other exclusion indicators that already existed for the case (for example, PAS, TAX, and/or FIN). If the NCP has TANF and non-TANF cases, this process is followed for both cases. The ‘R’ Transaction Type is captured during the next processing cycle (refer to Section 2.1.3, “Daily Processing”). If a case is in delete status in OCSS’ system, or if the RET and VEN Exclusion Indicators are already in place, no action is taken.

OCSS sends a letter to the state to inform them of NCPs in their jurisdiction who have filed for bankruptcy. OCSS attaches a list of the names and SSNs of the NCPs and indicates which exclusion indicators are set for each case. Copies of any additional paperwork received from BFS are also included. The state should set the appropriate exclusion indicators in its own system to mirror the OCSS and BFS databases.

OCSS keeps a file for one year of all of the bankruptcy-related correspondence that is received from BFS and sent to the states.

2.1.6.2 State Receives Bankruptcy Notifications

When a state receives a bankruptcy notification, OCSS recommends that the state immediately create an ‘R’ Transaction Type for the case if it is not currently excluded from the Administrative Offset program. The ‘R’ Transaction Type should contain the RET and VEN exclusion indicators with any other exclusion indicators that already existed for the case (for example, PAS, TAX, and/or FIN).

2.1.6.3 OCSS Receives Bankruptcy Dismissal/Discharge Notification

OCSS sends a letter to the state to inform them of NCPs in their jurisdiction whose cases have been dismissed/discharged. OCSS attaches a list of the names and SSNs of the NCPs and indicates which exclusion indicators are set for each case. Copies of any additional bankruptcy paperwork received by OCSS are included.

When an NCP completes the bankruptcy process, it is the responsibility of the state to remove the RET and VEN exclusion indicators, if appropriate (refer to Section 2.1.4.3.6, “Replace Exclusion Indicators”).

2.2 OCSS to States – Error Reporting

OCSS returns to states the following files that contain error and warning records:

- UMACS File
- Rejected Case Submission and Update File, including Update Report
- Portal File Upload errors

Refer to Appendix F, “Output Record Specifications” for a complete description of the UMACS and Rejected Case Submission and Update Files. Errors produced from the Portal File Upload process are sent by email the next day to the address entered during the File Upload process (refer to Section 2.2.4, “Portal File Upload Errors” and Section 7.4.1.9, “File Upload”).

2.2.1 UNACCOUNTABLE MISSING ADDRESS/CORRECTED SSN (UMACS) FILE

The UMACS File contains Add Case transactions that were submitted to OCSS without the NCP’s complete address information, and OCSS was unable to obtain the address. It also contains Add Case transactions that were submitted to OCSS with an unverified SSN and a corrected SSN was found.

Note: Corrected SSNs are returned to states in the UMACS File daily.
Addresses are returned to states in the UMACS File monthly.

If OCSS issues PONs for the state, cases returned on the UMACS File are not sent a PON and are therefore not eligible for certification. These cases should be reviewed by the state and submitted again with a complete address and/or a correct SSN (refer to Section 2.1.5.4, “Address Processing,” Section 2.1.5.3, “Corrected Unverified State-Submitted SSN,” and 2.1.5.6, “Name Processing” for additional information).

If the state issues its own PONs, cases returned for address reasons on the UMACS File are accepted and forwarded to BFS and DoS, when eligible. Cases returned with corrected SSNs are not certified on the OCSS Debtor File. These cases should be reviewed by the state and submitted again with a correct SSN (refer to Section 2.1.5.3, “Corrected Unverified State-Submitted SSN” and 2.1.5.6, “Name Processing” for additional information).

2.2.2 REJECTED CASE SUBMISSION AND UPDATE FILE

A record returned to a state on the Rejected Case Submission and Update File indicates one of these occurred:

- OCSS or BFS did not accept the transaction.
- A condition was found that generated a warning.

Records submitted to OCSS on the Case Submission and Update File must pass edit validation processes at OCSS and BFS. If OCSS or BFS identifies a fatal error, the record, as submitted, is returned to the state on the Rejected Case Submission and Update File. No processing occurs at OCSS or other agencies for that record. If OCSS identifies a lesser problem in a record, the record is accepted and processed to the extent possible. The record is also returned to the state, as submitted, on the Rejected Case Submission and Update File with a Warning code. For example, an Add Transaction with missing address information is still processed, but the state is warned that it did not supply the address.

Error and Warning codes are used on this file to identify the reasons that a submitted record was rejected or found deficient (refer to Chart G-1, “Rejected Case Submission and Update Error Codes” and Chart G-2, “Rejected Case Submission and Update Warning Codes”). Up to six codes may be listed in the Error Code field for a rejected transaction. However, it is possible for a Rejected Case Submission and Update Record to contain more errors than are listed in the Error Code field. The state should review the rejected records and correct and resubmit them to OCSS if necessary on the next Case Submission and Update File. This ensures that both OCSS and BFS have the most current information.

The Rejected Case Submission and Update Control Record is included on the Rejected Case Submission and Update File. The control record identifies these sums:

- The total number of submitted records that passed the edit validation processes
- The total number of submitted records that were rejected
- The total number of warning records that were returned to the state for each case type

If all of the submitted records passed, the state receives the control record only. If one or more of the submitted records were rejected or received warnings, the control record is the last record on the file. Refer to Chart F-1, “Rejected Case Submission and Update Record Layout” for a list of the information provided in the control record.

Note: If a state submits more than one file in the same cycle, or if it submits transactions using the Portal in addition to batch files, only one reject file is returned. Therefore, the sums identified include all of the transactions a state submitted for that cycle, regardless of the submission method.

2.2.3 UPDATE REPORT

An Update Report accompanies the Rejected Case Submission and Update File and is generated from the data in that file. This report provides a summary of the number of records that were

submitted, accepted, and rejected, and the number and type of different error and warning codes that were encountered during processing of the state's transactions for that day. Refer to Appendix J, "Sample Reports," for an example of this report.

2.2.4 PORTAL FILE UPLOAD ERRORS

Errors produced from the Portal File Upload process (refer to Section 7.4.1.9, "File Upload") will be sent by email the next day. The emails will be sent to the email address the state entered during the File Upload process.

Portal File Upload error notification reasons include:

- Trace # invalid or not found
- Trace # invalid for state
- Invalid record format
- Duplicate trace number found on state request file
- Payment previously reversed. Not forwarded for investigation
- Payment previously reversed. Investigation returned a response of Yes. Not re-forwarded for investigation
- Payment previously reversed. Investigation returned a response of Partial. Not re-forwarded for investigation
- Trace # Duplicate trace # submitted – Investigation in progress
- Trace # Investigation complete – Response of Yes was returned. Not re-forwarded for investigation
- Trace # Investigation complete – Response of No was returned. Not re-forwarded for investigation
- Trace # Investigation complete – Response of Partial was returned. Not re-forwarded for investigation
- Offset date is greater than 6 months. Not forwarded for investigation

2.3 OCSS to States – Collection and Adjustment Reporting

BFS sends a pending offset and adjustment file to OCSS daily and a collection file to OCSS weekly. Every week, OCSS accumulates the daily and weekly information, separates it by state, creates Collection and Adjustment Files and Pending Reversal Files, if applicable, and forwards these files to the states. The files provide each state with the collections and adjustments that have occurred for the state during a given weekly period.

Note: OCSS does not send a collection file to a state when the state has no collections or adjustments in its weekly cycle.

A state will have a negative net collection amount when its adjustment (reversal) and fee amounts exceed its offset amount during the weekly cycle. These occur when a state has negative net collections:

- BFS will not process or send OCSS any of the state's reversals.

- BFS will create an account receivable for the total amount of weekly reversals for the affected state.
- OCSS will send a Pending Reversal File to the affected state, including all held reversals from the current weekly cycle or previous cycle(s).
- The state will only receive offset collection records (no reversal records) in its weekly Collection and Adjustment File until the state has enough positive collections in a future week's collections to repay its account receivable.

This file also provides other critical information about collections, such as the type of offset, the Joint Return Indicator, and the corresponding Injured Spouse Indicator (if applicable). Refer to Chart F-4, "Collection and Adjustment Record Layout" for a complete description of this file.

2.3.1 COLLECTION AND ADJUSTMENT INFORMATION TO STATES

From the collection and adjustment information, the following reports are generated and sent to the states:

1. Federal Offset Collection e-Flash
 - a. OCSS Federal Offset Net Check Amount Report (weekly)
 - b. Federal Administrative Offset Report (monthly)
2. Technical Content Correspondence (TCC) to State Directors (IV-D Director Email)
3. Federal Offset Collection Report (MFT)
4. Pending Reversal Report (Portal Download Option and/or MFT)
5. Statement of Service Fee Report (MFT)
6. Federal Offset Fee Reimbursement e-Flash (quarterly)
 - a. Federal Offset Fee Reimbursement Report (e-Flash and MFT)

Refer to Appendix J, "Sample Reports," for examples.

2.3.1.1 Federal Offset Collection e-Flash

This weekly correspondence summarizes the national net collection total for a given collection cycle for federal tax offsets and administrative offsets. The national year-to-date (YTD) net collection totals and the national YTD total number of offsets are also reported in the letter. A summary of the Federal Offset Net Check Amount Report is sent as an attachment to this e-Flash. The Federal Administrative Offset Report is sent as an attachment monthly.

2.3.1.1.1 OCSS FEDERAL OFFSET NET CHECK AMOUNT REPORT

The report provides the net check amount total for each state and other information:

- Total number of offsets (federal tax and administrative)
- Total collection amount
- Total service fee amount
- Total adjustment amount
- Total number of offsets adjusted for each state
- Indicator for states with pending reversals and/or an account receivable balance at BFS

The net check amount is equal to the total collection amount, minus the total adjustment amount, minus the service fee amount. If a state has pending reversals, the report will not include them but instead will include an indicator noting such. The totals for each category are provided. Refer to Appendix J, “Sample Reports,” for an example of this report.

2.3.1.1.2 FEDERAL ADMINISTRATIVE OFFSET REPORT

The Federal Administrative Offset Report (produced monthly) details collections broken down by administrative offset type, including offsets received from U.S. Department of Agriculture (USDA) and U.S. Postal Service (USPS) (non-federal/non-salary) payments. Refer to Appendix J, “Sample Reports,” for an example of this report.

2.3.1.2 Technical Content Correspondence to State Directors

This letter summarizes the national net collection total for a given period for federal tax offsets and administrative offsets. The national year-to-date net collection totals and the national year-to-date total number of offsets are also reported in the letter.

2.3.1.3 Federal Offset Collection Report

The report is divided into TANF and non-TANF cases. The report provides prior year adjustment information and summarizes the following:

- Total number of cases being offset
- Total amount collected
- Total service fees
- Total number of adjustments
- Total amount adjusted for the period being reported

The report also includes a footnote informing the state of the number of manual payments (MPYs) and the total dollar amount associated with the payments. If there are no MPYs for the week, the footnote will not appear (refer to Appendix J, “Sample Reports”). For more information on MPYs, refer to Section 4.3, “Bureau of the Fiscal Service Collections.”

2.3.1.4 Pending Reversal Report

When a state has negative net collections or BFS holds reversals for other reasons in a weekly cycle (refer to Section 2.3, “OCSS to States – Collection and Adjustment Reporting”), BFS will hold all of the state’s reversals until the account receivable is paid. To identify the reversals held at BFS, OCSS will provide a report or file of held/pending reversals to the affected states. States can choose to receive this information by email, batch file, or both. Refer to Appendix J, “Sample Reports,” for an example of this report.

Note: A state will receive a Pending Reversal report if the state has negative net collections during the weekly cycle or an account receivable from a previous weekly cycle, or if BFS holds reversals for other reasons.

2.3.1.5 Statement of Service Fee Report

This report identifies the total number of cases in the state that received a federal tax offset, the total number of cases that received an administrative offset, and the total number of cases that received an MPY. The report summarizes the service (or offset) fees for the period being reported. Refer to Appendix J, “Sample Reports,” for an example of this report.

Note: If an offset amount is equal to or less than the fee amount, currently BFS charges no fee.

Because BFS does not currently charge a fee for MPY offsets, no fee is passed along to states, and they are not deducted from states’ deposited collection amounts. For more information on MPYs, refer to Section 4.3, “Bureau of the Fiscal Service Collections.”

2.3.1.6 Federal Offset Fee Reimbursement e-Flash

When BFS processes a reversal against a collection that occurred after January 1999, the offset fee may be returned to the state. Reimbursements of service fees for reversals are processed on a quarterly basis. This correspondence delivers the Federal Offset Fee Reimbursement Report to states.

For more information on offset fees and reimbursement, refer to Section 4.3.2, “Federal Tax and Administrative Offset Fees.”

2.3.1.6.1 FEDERAL OFFSET FEE REIMBURSEMENT REPORT

This detailed report provides a breakdown of the individual cases. States receive a summary of the report with the quarterly Federal Offset Fee Reimbursement e-Flash (refer to Appendix J, “Sample Reports”). OCSS sends detailed data for each fee reimbursed to states (refer to Appendix J, “Sample Reports”). For more information on offset fees, refer to Section 4.3.2, “Federal Tax and Administrative Offset Fees.”

2.3.2 DAILY COLLECTION AND ADJUSTMENT PORTAL REPORTING

Users with the Portal Federal Offset full access role, ‘SB,’ or a federal tax information (FTI) view-only user, ‘SL,’ are able to view upcoming or ‘pending’ offsets and adjustments on a daily basis via the Portal. Pending transactions are informational only and appear on the Case Detail Query results screen until the weekly file processes on the OCSS Debtor File. After weekly processing of the BFS file, pending transactions received in that week’s daily files will be rewritten as standard collection and adjustment detail transactions with one exception. If a state has negative net collections in the weekly cycle, or if BFS holds reversals for other reasons, BFS will not process any of the state’s reversals, and the state will only receive offset collection records in its weekly collection file. The reversals will remain in ‘pending’ status until the state has enough positive collections in a future week’s collections to repay its account receivable. For more information on pending reversals, refer to Section 2.3.1.4, “Pending Reversal Report.”

Note: ‘Pending’ means that although the offset or adjustment occurred at BFS, it has not yet processed as part of collection processing. The record

cannot be modified and will be returned to the state in the OCSS Collection and Adjustment File.

The Case Detail Query results will list transactions as:

Pre-Processing

- Pending Tax Offset – PND IRS
- Pending Administrative Offset – PND ADM
- Pending Tax Offset Adjustment – PND ICLM
- Pending Administrative Offset Adjustment – PND ACLM

Post-Processing

- Tax Offset – IRS OFF
- Administrative Offset – ADM OFF
- Tax Offset Adjustment – IRS CLM
- Administrative Offset Adjustment – ADM CLM

2.3.3 MONEY TRANSFER TO THE STATES

OCSS, through the Program Support Center (PSC), transfers funds to each state via Electronic Funds Transfer (EFT) for weekly collections and quarterly fee reimbursements. Each state is responsible for providing its banking information to PSC so funds can be directly deposited (refer to Chart D-1, “Program and Technical Assistance” for contact information). This banking information must be resubmitted only if there are changes with the state’s financial institution (for example, the American Bankers’ Association (ABA) routing number changes). The EFT is scheduled to occur approximately one to three business days after states receive their weekly Collection and Adjustment files or the quarterly Fee Reimbursement report.

The dollar amount deposited to a state’s account from collections equals the state’s total collections minus any adjustments and service fees. If a state has a negative net collection amount (refer to Section 2.3, OCSS to States – Collection and Adjustment Reporting”) in its offset cycle, the state will only receive a deposit of its offset collections, minus offset fees. When the state has enough positive collections in a future weekly collection cycle to cover its account receivable owed, BFS will deduct all of the state’s previously withheld reversals, plus the current week’s reversals, from its weekly collections.

Note: Occasionally, BFS will hold reversals for other reasons even though the state has enough positive collections to cover them. In these instances, BFS will deduct the reversals from a state’s future weekly collections.

The dollar amount deposited to a state account when offset fees are returned equals the total fee reimbursement for tax offsets plus the total fee reimbursement for administrative offsets (refer to Section 2.3.1.6.1, “Federal Offset Fee Reimbursement Report”).

2.4 OCSS/State Case Reconciliation

2.4.1 OCSS-TO-STATE RECONCILIATION

States may request a reconciliation file from OCSS as needed to ensure that their data is synchronized with the OCSS Debtor File. To receive a Case Reconciliation File, states must submit a written request to the FCE program to sollections@acf.hhs.gov (refer to Chart D-1, “Program and Technical Assistance,”). The body of the request must contain this information:

- State name
- Requestor’s name
- Requestor’s phone number
- Extract date
- File dataset name

OCSS distributes the files to states electronically via MFT. OCSS has established an MFT process for each state to receive a Case Reconciliation File.

A Case Reconciliation File is a snapshot of all of the active cases for the state on the OCSS Debtor File. The reconciliation extract process is run late on Thursday to ensure that all case updates and collections have been posted to the system. Therefore, the requested extract date should be a Friday, although states may request the file at any time. OCSS recommends that states use the following process when reconciling their data.

Pre-Reconciliation:

- Suspend transmittal of Case Submission and Update Files to OCSS.
- Submit a request for a Case Reconciliation File to Federal Collection and Enforcement by Thursday, 12 p.m. ET.
- Process all outstanding reject and collection files.

Reconciliation:

- Process the Case Reconciliation File; compare the records on the Case Reconciliation File to the records stored on the state’s system to identify any discrepancies in the case data.
- Generate the appropriate transactions (refer to Section 2.1.4, “Transaction Types”).

Post Reconciliation:

- Process the Rejected Case Submission and Update File.
- Resume regular transmittal of Case Submission and Update Files to OCSS.

Note: Zero Balance Delete cases are not active and are not included in the Case Reconciliation File.

2.4.2 STATE-TO-OCSS RECONCILIATION

States may submit a State Caseload File to OCSS as needed to ensure that case data at OCSS, BFS, and DoS are synchronized with case data on the state's system (refer to Section 2.1.1.3, "State Caseload File"). While some states opt to perform this reconciliation during the Annual Certification Process, it is available at any time.

State Caseload Files received by 8 a.m. ET will run through the OCSS Preprocessor. OCSS sends the State Caseload Preprocessor Report to the submitting state after processing, and the transactions generated are processed that evening.

3. PRE-OFFSET NOTICE

NCPs must receive a written advance notice, a PON, at least 30 days before their case may be submitted to BFS for offset. PONs must be issued for all new cases within the Federal Tax Offset, Administrative Offset, and Passport Denial programs. The decision about how often to issue PONs is a state policy decision. However, OCSS strongly recommends that states send notices to NCPs at least annually.

A state may issue its own PONs, or it may request that OCSS issue them. A state indicates this preference in the Annual Certification Letter (refer to Appendix I, “Letters and Notices,” for a sample). States must submit the Annual Certification Letter to verify that every case they submit to OCSS, and any PONs they may issue, meet federal legal requirements. The Annual Certification Letter also confirms that the state has verified all of the NCP addresses it submitted.

3.1 State-Issued Pre-Offset Notices

Confirmation that the state-issued PON meets all of the requirements is addressed in the Annual Certification Letter, in the request for offset collection certification section and the request for passport denial certification section. If a state elects to print its own PON, it would check ‘No’ in response to the question, “We request that OCSS mail Pre-Offset Notices to the noncustodial parents.”

States that issue their own PONs must provide NCPs’ addresses to OCSS because these addresses may be used by BFS to send Offset Notices (refer to Section 2.1.5.4, “Address Processing”).

Note: If a state issues its own PONs, the state must provide the date the PON was issued, or the Add Case transaction will be rejected (refer to Section 2.1.4.1, “Add New Case/Recertify Case”).

3.2 OCSS-Issued Pre-Offset Notices

If a state elects to have OCSS print its PON, it would check ‘Yes’ in response to the question in the Annual Certification Letter, “We request that OCSS mail Pre-Offset Notices to the noncustodial parents.” In that letter, the state would also indicate its preference for return and contact addresses to be printed on the PONs, as well as its state-specified hold period for forwarding cases to BFS for offset certification.

When OCSS prints the PON, a state is charged a nominal fee for each notice that OCSS produces. OCSS notifies the states annually of the PON fee for the upcoming fiscal year. The PON fee covers the cost of the envelopes as well as printing the notices, stuffing them, and for first-class mail delivery.

OCSS does not retain copies of PONs it issues. However, if OCSS issued the PON, all of the relevant data contained in the notice can be accessed from the Pre-Offset Notice Query menu in the Portal (refer to Section 7.4.1.4, “Pre-Offset Notice Query”).

For more information about PONs, refer to Chart D-2, “Online Resources,” for a link to the current Federal Offset and Passport Denial AT.

4. BUREAU OF THE FISCAL SERVICE

Treasury's BFS operates the Treasury Offset Program (TOP), which maintains a centralized TOP Master Debtor File. This file contains a list of taxpayers who owe debts to various agencies, including child support debts. BFS sends funds offset through these programs to the PSC, which then, on behalf of OCSS, forwards the funds to the states that submitted the NCP's information to OCSS for offset.

4.1 Offsetting Accounts

When taxpayers submit their tax forms, IRS verifies names and SSNs against the SSA Master File to ensure that the taxpayer identity is legitimate. IRS also verifies names against Individual Taxpayer Identification Numbers (ITINs) assigned by IRS.

Note: IRS assigns an ITIN in situations where a person must have a U.S. taxpayer identification number but is not eligible to obtain an SSN.

IRS notifies BFS when the taxpayer is eligible for a payment (tax refund). Prior to creating the payment, BFS searches the TOP Master Debtor File to determine if the SSN/ITIN on the payment matches an SSN/ITIN on a child support debt. If there is a match, BFS attempts to match the first four characters of the last name on the payment to the first four characters of the last name on the child support debt. If the first four characters match, and all the minimum thresholds are met, an offset occurs. In addition to matching on the first four characters of the last name, TOP will match a payment if both the debtor's complete first and last names are included in the payment record. This allows TOP to match and offset payments where the last name value is submitted in the first name field on the payment and vice versa. BFS matches against both the primary and secondary filers on joint tax returns, which enables states to obtain an offset even if the NCP is listed as the secondary filer on the tax return.

If there is no match on the name, BFS searches a secondary file provided by IRS that may contain a list of alias names. If the payment record SSN and name and the TOP Master Debtor File SSN and name are found on the alias file, BFS offsets the payment. When OCSS receives the collection information, the arrearage amount is automatically decreased by the offset amount.

4.1.1 ORDER OF PRIORITY FOR OFFSET AND DISTRIBUTION

BFS applies offsets to federal debts in the following order:

1. Federal tax debts (IRS)
2. Past-due child support debts (TANF and non-TANF)
3. Other federal debts (such as Department of Education)
4. State tax debts

When BFS determines that a payment will be applied to a past-due child support debt, the state eligible to receive the offset is identified. If multiple states submit the same NCP, the state with the earliest submission is first in the distribution of offsets regardless of case type. The same applies when a state submits an NCP with both TANF and non-TANF cases; the case with the

earliest submission is first in the distribution of offsets because there is no distinction in offset priority for case types. If a case was deleted and then recertified at a later date, the priority for that case is based on the date BFS processed the recertification.

4.2 Bureau of the Fiscal Service Offset Notices

At the time an offset is processed, BFS mails its Offset Notice (refer to Appendix I, “Letters and Notices”) to the NCP’s tax return address. The BFS Offset Notice states that BFS applied all or part of the NCP’s federal payment to a debt owed to the government agency or agencies that are listed on the notice.

The BFS Offset Notice identifies the source of the offset (for example, federal tax refund, vendor/miscellaneous payment, etc.) and the SSNs of the primary and secondary tax filers. The notice advises the NCP to contact the appropriate agency to correct any errors or to obtain answers to questions.

The state is notified of the source of the offset on the Collection and Adjustment File (refer to Chart F-4, “Collection and Adjustment Record Layout”). The NCP will likely receive the Offset Notice prior to the state receiving notice.

States must respond to complaints and develop specific procedures to promptly refund any money incorrectly offset, whether or not BFS has received the collection. States must then submit a State Payment transaction to OCSS for the amount refunded. Refer to Section 2.1.4.3.7, “State Payment” for detailed instructions.

If federal retirement payments are to be offset, BFS must send an offset notice 60 days prior to the offset, and again 30 days prior to the offset (refer to Appendix I, “Letters and Notices”). The BFS Office of Personnel Management (OPM) Offset Notice alerts an NCP that their federal retirement payment may be reduced.

4.3 Bureau of the Fiscal Service Collections

The distribution of monies to the states is done through EFT. Procedures for sending child support payments by EFT have been developed with the National Automated Clearinghouse (ACH) Association, which sets rules and administers the ACH Network. On behalf of BFS and OCSS, PSC transfers funds from federal tax offsets, administrative offsets, and MPYs to the states via EFT weekly. Refer to Section 2.3.3, “Money Transfer to the States” for more information regarding the transfer of collections.

Note: An MPY is a payment sent directly to Treasury rather than the federal creditor agency to which the NCP owed a debt. BFS intercepts the payment and sends it to OCSS in the collection file. These types of payments happen infrequently. Refer to Chart F-4, “Collection and Adjustment Record Layout,” for more information.

4.3.1 ADJUSTMENT/REVERSAL OF COLLECTIONS

There are circumstances in which IRS or BFS may need to reverse or adjust a state's collection after a tax or administrative offset has been made.

When a state has negative net collections during a weekly cycle, or if BFS holds a state's reversals for other reasons, BFS will not process or send OCSS any of the state's reversals. The state will receive only offset collection records (no reversal records) in its weekly Collection and Adjustment File until the state has enough positive collections in a future week's collections to repay its account receivable. For more information, refer to Section 2.3, "OCSS to States – Collection and Adjustment Reporting."

BFS provides a reversal reason code (RRC) for reversals of offsets, which are returned in the Collection and Adjustment Record (refer to Chart F-4, "Collection and Adjustment Record Layout,"). BFS supplies an RRC for each tax offset reversal. RRCs are not returned on administrative offset reversals. Portal users can also view RRCs for tax offset reversals in the Trace Number Query results (refer to Section 7.4.1.2, "Trace Number Query").

4.3.1.1 Injured Spouse Allocation – Reversal Reason Code 0001

If Treasury reverses an offset because of an injured spouse allocation, the reversal is returned with RRC 0001 (refer to Chart F-4, "Collection and Adjustment Record Layout").

If an offset is made against a joint federal income tax return, the non-obligated spouse may file an Injured Spouse Allocation Form 8379 with the IRS to recoup his or her portion of a tax refund (refer to Chart D-2, "Online Resources").

According to IRS's Instructions for Form 8379 updated on its website in November 2021, a non-obligated spouse must file Form 8379 within three years from the due date of the original return (including extensions) or within two years from the date the tax was paid that was later offset, whichever is later. Certain circumstances may extend this period.

The filing of Form 8379 with the original joint federal income tax return may eliminate the need for a reversal, as follows:

1. IRS receives a joint federal income tax return with Form 8379.
2. IRS matches the return against a copy of the BFS Debtor File, which BFS sends weekly to IRS.
3. If there is a match, IRS processes the Form 8379 at the time the return is processed.
4. If the injured spouse is entitled to a partial refund, IRS issues two payment records, one for the injured spouse and the other for the NCP.
5. The offset occurs against the NCP's payment record.

Collections against a joint return have an Injured Spouse Indicator with a value of 'Y' when Form 8379 has been processed at Treasury, in which case the state may choose to distribute the money immediately. A value of 'N' is provided if no Injured Spouse Allocation information is available, in which case the state may choose to delay distribution of the offset to the custodial

party for up to six months. The Injured Spouse Indicator is provided to states on the Collection and Adjustment File (refer to Chart F-4, “Collection and Adjustment Record Layout”).

If an amended return is processed after the original return, and the amount liable for offset is reduced, BFS notifies the state (through OCSS), and the state must reimburse BFS. BFS reimburses itself by reducing the state’s deposit amount in the amount of the reduction.

Occasionally, an amended tax return may result in a change in filing status at IRS from non-joint to joint. This can result in a state receiving an injured spouse reversal for an offset that was received with an ‘N’ Return Indicator.

Following the processing of reimbursements to IRS, it is necessary to adjust the overall state collections and individual case records at the federal and state levels. Prior year reversals for spousal allocations are reported under the current year accounting procedures. However, these reversals are identified as prior year allocations so that the appropriate collection record can be identified and updated.

4.3.1.2 IRS Other Reason Reversals – Reversal Reason Code 0002

IRS reverses tax offsets for reasons other than injured spouse or those reasons described below. If Treasury reverses an offset due to one of these other reasons, it is returned to the state with an RRC 0002 (refer to Chart F-4, “Collection and Adjustment Record Layout”).

Typically, RRC 0002 reversals are related to tax fraud or identify theft; however, Treasury is not authorized to disclose more detail about the reversal, and no additional information is supplied in the reversal record.

Because RRC 0002 reversals are related to tax fraud and improper payments, in accordance with Treasury’s six-month rule (refer to Section 1, “Federal Collection and Enforcement Program”), these reversals should not be more than six months old from the BFS offset date.

4.3.1.3 State-Approved IRS Partial Reversals – Reversal Reason Code 0003

BFS may reverse, in part, certain tax offsets related to improper payments older than six months. In order to reverse these offsets after six months, BFS contacts the state that received the offset to confirm if it retained a partial offset amount, and then must reverse the offset accordingly. If Treasury reverses an offset in this category, it is returned to the state with an RRC 0003 (refer to Chart F-4, “Collection and Adjustment Record Layout”).

In accordance with Treasury’s six-month rule (refer to Section 1, “Federal Collection and Enforcement Program”), these reversals can be greater than six months old from the BFS offset date.

4.3.1.4 State-Approved IRS Full Reversals – Reversal Reason Code 0004

Using the same procedures and process as described in Section 4.3.1.3, “State-Approved IRS Partial Reversals – Reversal Reason Code 0003,” BFS may reverse, in full, tax offsets related to improper payments older than six months. If Treasury reverses an offset in this category, it is

returned to the state with an RRC 0004 (refer to Chart F-4, “Collection and Adjustment Record Layout”).

In accordance with Treasury’s six-month rule (refer to Section 1, “Federal Collection and Enforcement Program”), these reversals can be greater than six months old from the BFS offset date.

4.3.1.5 Incorrect Address/Account Number – Reversal Reason Code 0005

Treasury may reverse a partial offset of an NCP's total payment because the amount intercepted paid the arrears in full. For example, the NCP’s past-due amount at the time of the offset match is \$1,500. The amount of the NCP’s tax refund is \$2,000. BFS offsets \$1,500 to repay the past-due amount in full and refunds the remaining \$500 to the NCP as a tax filer. If the NCP tax filer cannot be located to return the remaining portion of the payment due to an incorrect address or bank account number, BFS must return the entire amount to IRS or the paying agency. If Treasury reverses an offset in this category, it is returned to the state with an RRC 0005 (refer to Chart F-4, “Collection and Adjustment Record Layout”).

If the correct address or bank account number is later found and the case has not been deleted at BFS (refer to Section 2.1.5.1.2, “Removal of Noncustodial Parents/Cases from Remedies”), the NCP’s tax or administrative offset will be re-offset up to the past-due amount, and Treasury will send any remaining portion to the NCP tax filer.

If Treasury reverses an offset in this category, it is returned to the state with an RRC 0005 (refer to Chart F-4, “Collection and Adjustment Record Layout”).

4.3.2 FEDERAL TAX AND ADMINISTRATIVE OFFSET FEES

The fees charged by BFS for each offset are based on the costs of operating the program and are deducted directly from collections. An offset fee is charged only when there is an offset. Treasury determines the fee per offset for each fiscal year. OCSS informs states when the fee amount is finalized, prior to the start of the new fiscal year.

If the offset amount is equal to or less than the fee, BFS does not charge a fee.

Although the amount received by the state for both tax and administrative offsets is the collection minus the BFS fee, states must credit the NCP as having paid the full amount.

These are instances where Treasury will reimburse the offset fee to a state:

- A reversal is equal to the original offset amount.
- Multiple partial reversals equal the original offset amount.
- The partial reversal plus the offset fee exceeds the original offset amount.

5. PASSPORT DENIAL PROCESS

P.L. 104-193, Section 370 established the Passport Denial program to deny passports to people who owe past-due support.

The DoS Passport Services issues U.S. passports. Before a passport can be issued, the passport applicant must establish identity, U.S. citizenship, and eligibility. Every application, no matter what type it is, or where or how it is submitted, is checked against a central database of people to determine whether the applicant is entitled to a passport. This is called the Consular Lookout and Support System (CLASS), and its database includes the names of people who have been reported by states to OCSS who owe or have owed past-due support in excess of the federally mandated threshold, currently \$2,500. If a match against CLASS occurs, the applicant is denied a passport.

In addition to past-due support obligations, people can be denied a passport for a number of other reasons, including an outstanding federal warrant for an arrest or a criminal court order that forbids departure from the United States. In these circumstances, OCSS has no authority in the case.

If an applicant clears CLASS, a passport is issued. When issued, an adult tourist passport is normally valid for a period of 10 years; diplomatic, official, and regular no-fee (government) passports are valid for five years. DoS began issuing the Passport Card in July 2008. The Passport Card is subject to the same adjudication process as the book passport and is valid for ten years. The passport card cannot be used for international travel by air.

Any passport applicant outside of the United States who has been identified as having an arrearage amount is also denied a passport in the same manner as described above. While not entitled to a passport, such an applicant may be entitled to receive a travel document that allows only direct and immediate return to the United States. (Refer to Section 5.4, “Limited Validity Passports”).

An NCP’s passport can only be revoked, that is, physically taken, when the passport agency/DoS has the passport in hand, such as for these actions:

- Renewing an existing passport
- Adding pages to an existing passport
- Repairing/reissuing a damaged passport
- Changing a name or updating a picture
- Accepting an existing passport as proof of identification

Any of the above actions will trigger a search against CLASS, enabling the revocation when appropriate.

If a passport applicant is identified by CLASS as having an arrearage amount, federal statute requires they be denied a passport, regardless of whether they applied for the passport by mail or in person. When the passport is denied, the applicant is instructed in a letter from the DoS to contact the state agency to make appropriate arrangements for satisfaction of the arrearage amount (refer to Appendix K, “Passport Letters, Forms, and Information”). Included with this

Passport Denial Letter is a listing of all state child support enforcement agencies and their contact information (refer to Chart D-2, “Online Resources”).

If the passport applicant has never owed back child support or is unsure which state submitted the case, they should contact their state of residence. That state agency should notify OCSS if it does not have a case for the applicant in its system. OCSS determines if the applicant has a case in another state or if no case exists and provides that information to the state agency. If no case exists, the caller must either fax or scan and send by encrypted email the DoS Passport Application Denial Letter, with their DOB, POB, SSN, and a contact phone number, to the state or the FCE team. Refer to Chart D-1, “Program and Technical Assistance” for contact and fax information. After identity verification, OCSS informs DoS of the erroneous denial so DoS can take appropriate action.

A passport that has been denied or revoked may not be issued until OCSS, under the state’s direction, certifies to DoS that the person has made appropriate arrangements to pay the past-due amount. OCSS has no authority to release a person to obtain a passport unless the submitting state makes a release request. If more than one state has certified an NCP to OCSS, all states must clear the NCP from both TANF and non-TANF certification, if appropriate, before DoS will issue a passport. DoS can only receive changes to an NCP’s status from OCSS; release documentation should not be sent to DoS or a passport agent by the state, NCP, or any representative of the NCP.

Note: When a passport is granted, in most instances it will be either five or 10 years before it can be denied again. Another opportunity to deny or revoke the passport will only occur if the past-due amount goes over the federally mandated threshold again, the case does not have the passport denial exclusion indicator on it, and the NCP uses a passport service. Therefore, states are encouraged to review cases and situations carefully before withdrawing NCPs from the passport denial process.

Refer to Chart D-2, “Online Resources” for links to the DoS website, including additional information about passports and their relationship to child support and child custody disputes.

5.1 Submitting Individuals for Passport Denial

When a state submits an NCP to OCSS with an arrearage amount that exceeds the federally mandated threshold for either a single case or the combined arrearage amount for a TANF and non-TANF case for the same submitting state, OCSS automatically forwards the NCP to DoS for passport denial 30 days after a PON has been sent, unless the state that certifies the arrearage amount excludes the case from this program. In addition, OCSS automatically forwards the NCP to DoS for passport denial if the state submits an increase to an existing case that causes the arrearage amount to reach an amount that exceeds the threshold unless the state that certifies the arrearage amount excludes the case from this program. States exclude NCPs from the Passport Denial program by setting the ‘PAS’ Exclusion Indicator for the TANF and/or non-TANF case. The ‘PAS’ Exclusion Indicator can be set through the Case Submission and Update File (refer to Section 2.1.4.1, “Add New Case/Recertify Case” and Section 2.1.4.3.6, “Replace Exclusion

Indicators”) or through the FCE Portal application (refer to Section 7.4.1.7, “Transaction Submission”). Certify requests are not processed for MSFIDM-only cases (refer to Section 2.1.4.3.11, “MDFIDM-Only Case Processing”).

If the NCP’s DOB or POB at SSA is invalid, or the current or previously submitted NCP’s names and SSN do not verify or match at SSA, DoS will not accept the case, and the NCP will not be eligible for passport denial. OCSS returns a warning code to states in their Rejected Case Submission and Update File that indicates that the record did not verify and is not eligible for the Passport Denial program, as submitted (refer to Section 2.1.1.2, “Case Submission and Update File”). OCSS still maintains and updates the NCP’s record, which remains eligible for other appropriate remedies, and the state can provide additional names in its future update files without having to recertify the case.

5.2 Releasing Individuals from Passport Denial

A state may release an NCP from the Passport Denial program either by using the Portal or through the Case Submission and Update File. Releases submitted through the Portal are transmitted to DoS twice daily, at approximately 7 a.m. and 5 p.m. ET. Case Submission and Update File releases are sent to DoS daily at approximately 7 a.m. ET. DoS should release the hold on the passport within 24 hours if the person is otherwise qualified. Releases submitted after 5 p.m. ET will indicate a release date of the next day.

To enter the release via the Portal, refer to Section 7.4.2.1, “Passport Denial Certify/Withdraw.” To submit an update record to exclude an NCP from passport denial through the Case Submission and Update File, refer to Section 2.1.4.3.6, “Replace Exclusion Indicators.” To exclude the NCP using the Portal, refer to Section 7.4.1.7, “Transaction Submission.”

Note: Although an NCP is automatically removed from the Passport Denial program when their arrears balance is reduced to zero, they are not automatically removed when the debt falls below \$2,500.

5.3 Emergency Release from Passport Denial

Use the following procedures to execute an emergency release from passport denial:

1. Access the Passport Denial Certify/Withdraw Portal application (refer to Section 7.4.2.1, “Passport Denial Certify/Withdraw”) and enter the withdrawal date in the appropriate field.
2. Place the exclusion indicator on the case.
3. Complete the form online using Passport Emergency Release (refer to Section 7.4.2.2, “Passport Emergency Release”).
4. If the reason for the emergency release is that the individual does not have or has never had a child support case with the federal Office of Child Support Services, provide the following information for the individual to OCSS:
 - A copy of the Passport Denial Letter (sent to the individual by DoS)
 - SSN
 - Date of birth

- Place of birth
- Telephone number

Choose one of the six allowable reasons for an emergency release:

- This individual needs a passport due to a family emergency.
- This individual has an appointment today or in the next few days.
- This individual has an application at either the Special Issuance Passport Agency or an embassy.
- The state child support enforcement agency submitted the SSN in error.
- This individual has not exceeded the minimum threshold for passport denial certification.
- This individual does not have and has never had a child support case with the federal Office of Child Support Services.

The DoS makes the final determination whether to expedite an emergency release. NCPs who do not require emergency travel should be released from the program as described in Section 5.2, “Releasing Individuals from Passport Denial.”

5.4 Limited Validity Passports

Limited validity passports may be issued for direct and immediate return only to the United States when a passport is denied or revoked outside of the United States and the NCP does not make payment arrangements with the state for the release of their passport at that time. Every U.S. citizen is entitled to return to the United States, even if they cannot make satisfactory payment arrangements with the state to repay their arrearage amount when their passport is denied or revoked. The length of time that the limited validity passport is valid can vary from a few days to several months and is determined by the U.S. embassy or consulate officer. If the NCP wishes to travel again internationally, they must apply for a replacement passport and pay the regular fee. The new application is subject to the same adjudication as before.

5.5 OCSS Passport Denial Policies for States

States should observe the following policies of the Passport Denial program:

- States may only release NCPs from passport denial that they have certified.
- States should inform NCPs that the specified time intervals for release of a passport hold (refer to Section 5.2, “Releasing Individuals from Passport Denial”) begin at the time that OCSS receives the update. To determine when an NCP’s passport was issued or when it will expire, states must complete a Passport Issuance Tracking Letter and send by overnight courier the original signed copy to the DoS Passport Services/Research and Liaison section (refer to Appendix K, “Passport Letters, Forms, and Information”).
- With the exception of the Passport Issuance Tracking Letter, states must send all of the correspondence and communication regarding the passport denial through OCSS. Passport Emergency Release Letters sent directly to DoS or taken to the passport agency will not be processed.

5.6 Obtaining a Passport after Clearance of Denial

The DoS does NOT automatically send a passport to the NCP once they have arranged to pay off the child support debt and have been cleared in the system. It is the NCP's responsibility to follow the procedures below to obtain the passport:

- If OCSS has cleared the passport denial, the NCP may send a letter to the passport agency stating their past-due support is cleared and request DoS to continue processing the application.
- Written requests must be sent to the passport agency at the address listed in the upper right corner of the DoS letter (see Section K.1 Passport Denial Letter) the NCP received.
- Application processing times and other passport-related updates change frequently. Applicants should check the DoS official website for the most up to date information. After applying for a passport, applicants can access the DoS Online Passport Status System to check for their application status.

6. FILE TRANSMISSION

6.1 Managed File Transfer

The Administration for Children and Families (ACF) has a formal agreement with SSA that allows states to send and receive data through SSA's existing network. State agencies transmit their case data and local address data to OCSS through this network; each state has one data center within the network. OCSS transmits the following material to the states through the network:

- Rejected Case Submission and Update File
- Unaccountable Missing Address/Corrected SSN (UMACS) File
- Collection and Adjustment File
- Collection and Adjustment Report
- Pending Reversal Report
- Update Report
- Case Reconciliation File
- State Caseload Preprocessor Report
- Fee Reimbursement Report
- Ad hoc reports

Each state receives a copy of MFT software. MFT allows data centers within the network to send and receive large amounts of data using a platform-to-platform data exchange. The basic element of MFT is a file transfer process.

All state agencies must use Tibco MFT (formally called CyberFusion or CFI) to transmit files to OCSS. The centrally located MFT server within each state permits one point of entry for the state to transmit to OCSS and SSA.

State agencies transmit their case files and local address files to the FCE program using MFT. The records must be in the appropriate record format. Refer to Appendix E, "Input Record Specifications" and Appendix F, "Output Record Specifications" for the record layout requirements and field descriptions.

To initiate the transfer of data using MFT, a state must initiate a process that causes SSA's MFT to copy the state file from the state to the SSA National Support Center (NSC).

States must take the following steps to begin using the MFT network to transmit and receive FCE data:

1. Identify the data center connected to the SSA MFT network.
2. Identify the person responsible for creating the MFT process to transmit data.
3. Create the MFT process Job Control Language (JCL) to submit data to the FCE program.
4. Contact the MFT technical liaison to implement the process, and to schedule a transmission test (refer to Chart D-1, "Program and Technical Assistance" for MFT technical liaison contact information).

6.1.1 SAMPLE JCL FOR MANAGED FILE TRANSFER

Figure 6-1, “Sample JCL for Managed File Transfer,” displays sample JCL that states may use to build the job to transmit FCE program data files to the SSA Data Center. Substitute the actual values of the MFT data set names for the sample values. Other information may require modification to conform to each data center environment.

Figure 6-1: Sample JCL for Managed File Transfer

```
//SENDTAX JOB
//CFPROC PROC
//CFBATCH EXEC PGM=OSIUB000,
//  PARM=' SERVER=CFUSION'
//STEPLIB DD DISP=SHR,DSN=HLQ.FUSION.LOADLIB
//SYSUDUMP DD SYSOUT=*
//SYSPRINT DD SYSOUT=*
// PEND
//STEP1 EXEC PROC=CFPROC
//SYSIN DD *
PROCESS, SUBMIT, TRANSFER, SEND
TRANS_TYPE=COMMAND
SUBMIT=" CFI.Sxx.PROCESS.LIB(TAXUPDI)"
REMOTE_USER=*PROFILE
NODE=NCC
/*
//
```

6.1.2 SAMPLE LINUX AND WINDOWS COMMANDS FOR MANAGED FILE TRANSFER

Managed File Transfers are considered commands in Linux and Windows. Figure 6-2, “Sample LINUX and MS Windows Commands for Managed File Transfer,” displays sample command lines that states may use to build scripts to transmit FCE program data files to the SSA Data Center. Substitute the actual values of the MFT data set names for the sample values provided. The &RDATE (Date parameter) is optional depending on whether a state’s process uses it. Other information may require modification to conform to each data center environment.

Figure 6-2: Sample Managed File Transfer Commands

Sample LINUX Command:

```
cfsend n:NCC trtype:command submit:"CFI.Sxx.PROCESS.LIB(TAXUPDI),&RDATE=YYMMDD"
```

Sample MS Windows Command:

```
Ftmscmd /SEND /DS:NCC /Command /SUBJCL:"CFI.Sxx.PROCESS.LIB(TAXUPDI),&RDATE=YYMMDD"
```

6.1.3 MANAGED FILE TRANSFER TECHNICAL SUPPORT

States can receive technical support regarding the MFT process and protocols. Refer to Chart D-1, “Program and Technical Assistance,” for MFT technical liaison contact information.

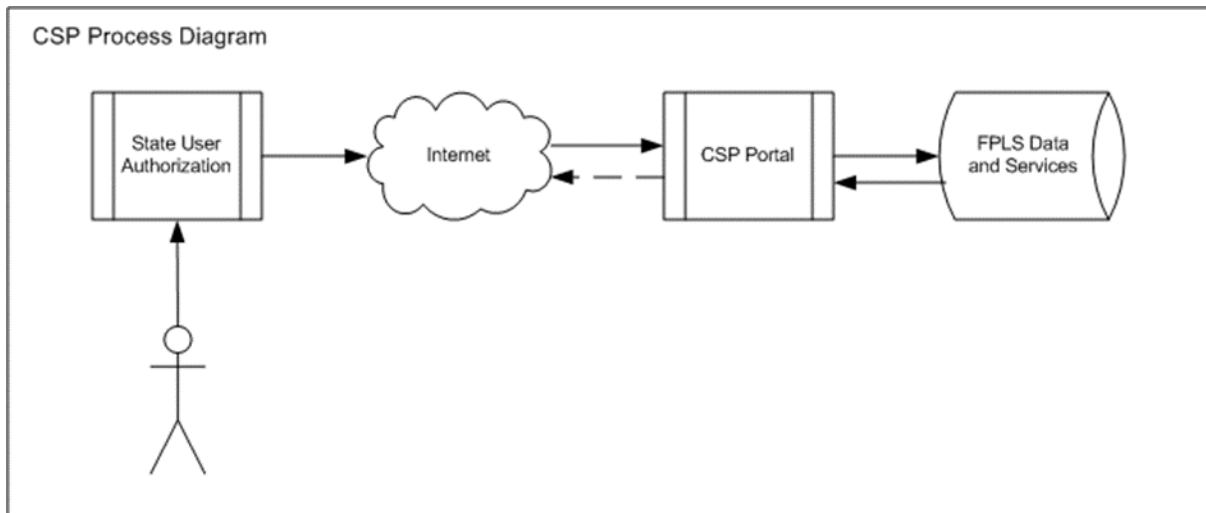
6.1.4 TRANSMISSION SITE

Each state has one MFT transmission site. All transactions for a state are submitted from that site. States that have chosen to house their federal offset data in a location different from this MFT site must ensure their transmission comes from one MFT site.

7. CHILD SUPPORT PORTAL

The Portal is an OCSS-hosted group of web applications that provides states with internet-based access to various child support services applications via a secure, single logon interface as shown in Figure 7-1, “Child Support Portal Process Diagram.”

Figure 7-1: Child Support Portal Process Diagram



7.1 Obtaining Access to the Portal

The Portal is accessed via the internet, using Internet Protocol Security (IPSec) virtual private network (VPN) between OCSS and states. In order to use the Portal and its hosted applications, states must deploy a proxy server and to provide Hypertext Transfer Protocol (HTTP) header information, including users' roles.

Each state user must create a state profile upon entry to the Portal with User First Name, User Last Name, unique email address (personal emails are not allowed), and optional phone number. Profile information is required the first time accessing the Portal. After one year of inactivity, the user must verify the profile.

Once connectivity is established, the Portal validates the request, verifies user and role information, and generates a page accordingly with the state user's access authorization. The state's proxy server, which must forward the user's unique user Portal ID, authenticates state users.

State agencies that permit users to work remotely must first comply with OCSS remote user policies and requirements, and then gain written approval from the OCSS Information System Security Officer before accessing an application via the Portal. For information on policy and forms, refer to the Portal End User Support contact in Chart D-1, “Program and Technical Assistance.”

A state's personal computers (PC) must meet the following minimum system requirements to access the applications available through the Portal (software provided by OCSS):

- A compatible PC with securely configured endpoint security facilities such as a host-based intrusion detection system (HIDS), antivirus software, and a firewall
- Internet access via state network or internet service provider (ISP)
- One of the latest two versions of the following:
 - Microsoft Edge
 - Mozilla Firefox
 - Google Chrome

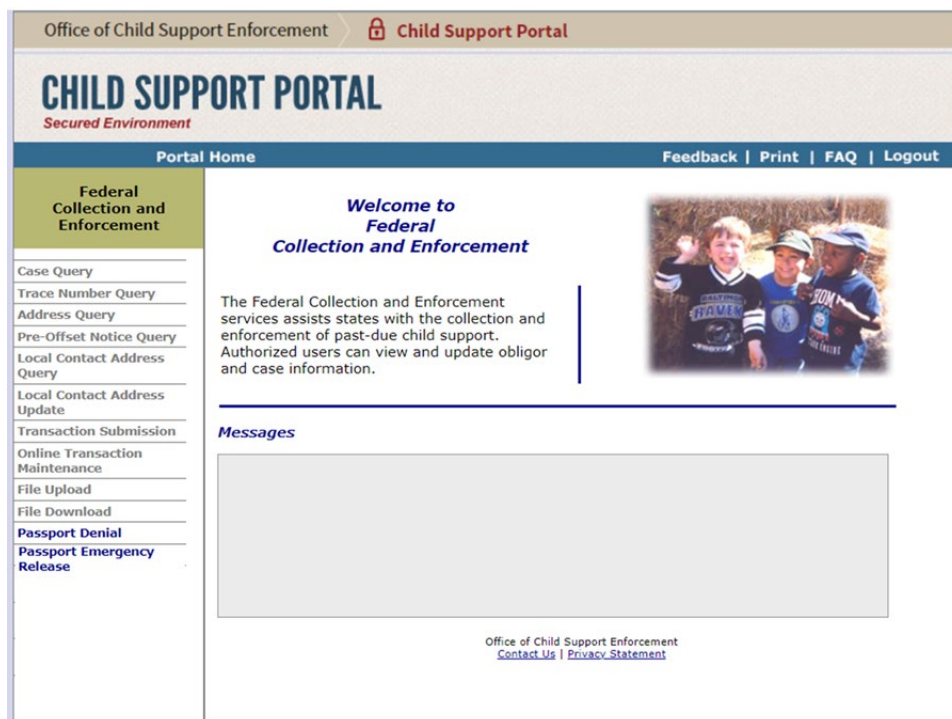
7.2 Federal Collection and Enforcement Application Overview

The FCE Portal application is comprised of two components: Federal Offset and Passport Denial.

Refer to Figure 7-2, “Federal Collection and Enforcement Application Welcome Screen,” for a list of menu options.

This application provides users with ‘one-step’ view and update capabilities by allowing individual cases to be added, updated, and deleted, and allows queries for existing or prior case information contained in the OCSS Debtor File.

Figure 7-2: Federal Collection and Enforcement Application Welcome Screen



Frequently asked questions (FAQs), rollovers, and informational tips (i's) are found throughout the web pages. In addition, a link for Help Desk contact information (phone number and email address) is provided at the bottom of each web page. You can find more information, including

navigation tips, in the “Federal Collection and Enforcement Portal Application Navigation Guide,” available under “Helpful Information” on the Portal Welcome page.

7.3 Federal Collection and Enforcement Application User Roles

States have discretion over user access to both components of the FCE application:

- Federal Offset - Full access, limited with FTI, or limited access (refer to Chart 7-1, “Federal Offset State User Roles”)
- Passport Denial - Full or limited access (refer to Chart 7-2, “Passport Denial State User Roles”)

Users are assigned specific roles that govern their ability to perform work. Depending on the user role, some users can read, write, and edit data within the FCE application, and other users have view-only capabilities, either with or without FTI. State agency program managers assign access for their users based on the user’s job responsibilities.

Note: States **must** assign separate user roles for **each** component – Federal Offset and Passport Denial, assigning only **one** role per component. If more than one role is indicated, roles are assigned alphabetically (refer to Chart 7-1, “Federal Offset State User Roles” and Chart 7-2, “Passport Denial State User Roles”).

7.3.1 FEDERAL OFFSET USER ROLES

The FCE Portal application allows users to view and/or update federal offset information based on user roles (refer to Chart 7-1, “Federal Offset State User Roles”).

7.3.1.1 Federal Offset – Full Access

Federal Offset users with full access roles can perform these actions:

- View and update case data
- Add or remove exclusion indicators
- View and update local contacts
- Add or delete cases
- View PON data (if OCSS issues the state’s PONs)
- Upload or download files and reports through the Portal

7.3.1.2 Federal Offset – Limited with Federal Tax Information Access

Federal Offset users with limited with FTI (view-only) access roles can perform these actions:

- View case and trace number data (including FTI)
- View transaction history
- View PON data (if OCSS issues the state’s PONs)
- View local contacts
- Download reports

7.3.1.3 Federal Offset – Limited Access

Federal Offset users with limited (view-only) access roles can perform these actions:

- View case and trace number data for administrative offsets
- View transaction history (except tax offset)
- View PON data (if OCSS issues the state's PONs)
- View local contacts
- Download reports

CHART 7-1: FEDERAL OFFSET STATE USER ROLES			
Access	Role Type Code	State Role Name	Capability
Full	SB	Federal Offset User	Query and Update: <ul style="list-style-type: none"> • Tax and administrative offset collections • Access to case detail history • OCSS PON data • NCP address information • View local code information • Add/update case information • Add/update local code information • Online transaction maintenance record/delete • File upload/download • Download Pending Reversal reports
Limited with FTI	SL	Federal Offset User with FTI	Query Only: <ul style="list-style-type: none"> • Tax and administrative offset collections • Access to case detail history • OCSS PON data • NCP address information • View local code information • Download Pending Reversal Reports

CHART 7-1: FEDERAL OFFSET STATE USER ROLES			
Limited	SA	Federal Offset User with No FTI	Query Only: <ul style="list-style-type: none">• Administrative offset collections (no tax offset)• Access to case detail history (except tax offset)• OCSS PON data• NCP address information• View local code information• Download Pending Reversal Reports

7.3.2 PASSPORT DENIAL USER ROLES

This application allows users with access to view and/or update passport denial information (refer to Chart 7-2, “Passport Denial State User Roles”).

7.3.2.1 Passport Denial – Full Access

Passport Denial users with full access can perform these actions:

- View case information
- Add or remove passport denial exclusion indicators
- View or update local contacts
- View PON data (if OCSS issues the state’s PONs)
- Certify or withdraw an NCP from the Passport Denial program
- Request emergency release of a passport

7.3.2.2 Passport Denial – Limited Access

Passport Denial users with “view-only” roles can perform these actions:

- View passport denial information
- View PON data (if OCSS issues the state’s PONs)
- View local contacts

CHART 7-2: PASSPORT DENIAL STATE USER ROLES			
Access	Role Type Code	State Role Name	Capability
Full	SP	Passport Denial User-Submit/Release	Query and Update: <ul style="list-style-type: none"> • Certify or withdraw an NCP (your state only) • View NCP's passport denial information • View a list of other states certifying the NCP for passport denial • OCSS PON data • Online transaction maintenance record/delete (includes certification and withdrawal updates) • Enter and view success stories • Send Passport Emergency Release forms
Limited	SO	Passport Denial User	Query Only: <ul style="list-style-type: none"> • View NCP's passport denial information • View a list of other states certifying the NCP for passport denial • View success stories

7.4 Using the Federal Collection and Enforcement Application

7.4.1 FEDERAL OFFSET MENU

The Federal Offset menu options allow users, based on their assigned user roles (refer to Section 7.3, “Federal Collection and Enforcement Application User Roles”), to view or update information for Federal Tax Offset, Administrative Offset, MSFIDM, and Insurance Match programs, as well as limited information for the Passport Denial program. Refer to Section 7.4.2, “Passport Denial Menu,” for detailed case information on Passport Denial.

7.4.1.1 Case Query

The Case Query results screen (refer to Figure 7-3, “Case Query Results Screen”) displays the NCP name and aliases, SSN, DOB, addresses, other states with active cases, case type and status, arrearage amount, date the case was sent to BFS, and DoS information for Passport Denial.

The Passport Emergency Release Information section displays all the emergency release transactions submitted for the SSN over a rolling two-year period.

Figure 7-3: Case Query Results Screen

Home

Feedback | Print | FAQ | Logout

Federal Collection and Enforcement

Case Query

Trace Number Query

Address Query

Pre-Offset Notice Query

Local Contact Address Query

Local Contact Address Update

Transaction Submission

Online Transaction Maintenance

File Upload

File Download

Pending Reversal Report

Passport Denial

Passport Emergency Release

Case Query

Identifying Information

NCP Name: JANE, DOE

SSN: 001-XX-8056

State Code: CA

SSN Verified?: SSN/Name verified

States With Active Cases: MD

Case

Address

Details

Case Information

Case Type: TANF	Case Type: NTANF
Status: Active	Status: Deleted
Local Contact Code: 036	Local Contact Code: 036
Case ID: 0810000135729	Case ID: 0810000135729
Inception Date: 05/23/2016	Inception Date: 07/09/2018
Recertification Date:	Recertification Date: 02/11/2019
PON Date: 05/17/2016	PON Date: 05/17/2016
Current Arrears Amount: \$3,016.00	Current Arrears Amount: \$0.00
Original Arrears Amount: \$1,968.00	Original Arrears Amount: \$85.00
Arrears Update Date: 08/12/2019	Arrears Update Date: 03/11/2019
Add Sent To FMS Date: 07/01/2016	Add Sent To FMS Date: 02/12/2019
OCSE Debt Closed Date:	OCSE Debt Closed Date: 03/11/2019
Delete To FMS Date:	Delete To FMS Date: 03/11/2019
Exclusions:	Exclusions: PAS

DOS Information

Send Date: 08/09/2016

Gender: Female

Withdrawal Date:

Certify Amount: \$2,660.00

DOB: 06/26/1979

POB: SANTA CLARA , CA

ID Verification: Valid DOB/POB

Status: Obligor at DoS from single case

Passport Emergency Release Information

Submitter Code	Submitter Name	Submitted Date	Sent to DoS	Reject Date	A/E	DoS
MD	TEST	07/13/2022	07/13/2022		A	N
CA	HARI KRISHNA	07/13/2022	07/13/2022		A	N

New Query

Office of Child Support Enforcement

Contact Us

The Details tab (refer to Figure 7-4, “Case Detail Query Screen”) offers two search options — a rolling year search or a specific calendar year timeframe option. Users can also filter the type of transactions they view (tax offsets, administrative offsets, state payments, adds, deletes, or cases certified to DoS).

Pending transactions (tax and administrative offsets and reversals) are also displayed until weekly processing of the BFS file is complete. If a state has negative net collections in the weekly cycle, BFS will not process any of the state’s reversals, and the state will only receive offset collection records in its weekly collection file. The reversals will remain in pending status until the state has enough positive collections in a future week’s collections to repay its account receivable. For more information, refer to Section 2.3.2, “Daily Collection and Adjustment Portal Reporting”.

Figure 7-4: Case Detail Query Screen

*** Page may contain Federal Tax Information ***

Case Detail Query

Identifying Information

NCP Name: CARMLEY , STEVEN

SSN: 001-XX-2656

State Code: TN

SSN Verified?: SSN/Name verified

States With Cases:

Case
Address
Details

Case Detail Information - Calendar Date (2019 - 2022)

New Query

Trans Type	Date	St	Case Type	Amount	Message	Cd	Off Pd	Adj Year	Trace Nbr
YTD AMT	12/31/2019	TN	NTANF	\$555.00	TAX Collections				
MODIFY	08/19/2019	TN	NTANF	\$6,518.00	Amount Changed				
MODIFY	08/05/2019	TN	NTANF	\$6,521.00	Amount Changed				
MODIFY	07/15/2019	TN	NTANF	\$6,311.00	Amount Changed				
MODIFY	07/01/2019	TN	NTANF	\$6,315.00	Amount Changed				
MODIFY	06/24/2019	TN	NTANF	\$6,342.00	Amount Changed				
MODIFY	06/17/2019	TN	NTANF	\$6,346.00	Amount Changed				
MODIFY	06/10/2019	TN	NTANF	\$6,350.00	Amount Changed				
MODIFY	05/27/2019	TN	NTANF	\$6,354.00	Amount Changed				
MODIFY	05/20/2019	TN	NTANF	\$6,382.00	Amount Changed				
MODIFY	05/13/2019	TN	NTANF	\$6,386.00	Amount Changed				
MODIFY	05/06/2019	TN	NTANF	\$6,390.00	Amount Changed				
MODIFY	04/29/2019	TN	NTANF	\$6,394.00	Amount Changed				
MODIFY	04/15/2019	TN	NTANF	\$6,426.00	Amount Changed				
MODIFY	04/08/2019	TN	NTANF	\$6,430.00	Amount Changed				
MODIFY	04/01/2019	TN	NTANF	\$6,434.00	Amount Changed				
MODIFY	03/25/2019	TN	NTANF	\$6,515.00	Amount Changed				
DELETE	03/25/2019	TN	TANF	\$0.00	Deleted From File				
MODIFY	03/18/2019	TN	NTANF	\$6,754.00	Amount Changed				
IRS OFF	03/14/2019	TN	NTANF	\$555.00	CARMLEY, STEVEN	0	201911		158876412
MODIFY	03/11/2019	TN	NTANF	\$6,758.00	Amount Changed				
MODIFY	03/04/2019	TN	NTANF	\$6,762.00	Amount Changed				
MODIFY	02/25/2019	TN	NTANF	\$6,656.00	Amount Changed				
MODIFY	02/18/2019	TN	NTANF	\$6,660.00	Amount Changed				
MODIFY	02/04/2019	TN	NTANF	\$3,936.00	Amount Changed				
MODIFY	01/07/2019	TN	NTANF	\$3,648.00	Amount Changed				

New Query

7.4.1.2 Trace Number Query

The Trace Number Query option allows users to search by the trace number assigned to an offset by BFS. The results screen (refer to Figure 7-5, “Trace Number Query Results Screen”) returns the SSN along with tax/administrative offset information, for example, case type, offset amount and tax fraud referral, and IRS response data. Tax/administrative reversal information is also displayed, for example, the adjustment amount, RRC, and whether it was a full or partial reversal. Refer to Section 4.3.1, “Adjustment/Reversal of Collections,” for more information on reversals and RRCs.

Figure 7-5: Trace Number Query Results Screen

Home		Feedback Print FAQ Logout	
Federal Collection and Enforcement Case Query Trace Number Query Address Query Pre-Offset Notice Query Local Contact Address Query Local Contact Address Update Transaction Submission Online Transaction Maintenance File Upload File Download Pending Reversal Report Passport Denial Passport Emergency Release	<p align="center">*** Page may contain Federal Tax Information ***</p> <p>Trace Number Query</p> <p><small>* Indicates required field</small></p> <p>Trace Number Search</p> <p>* Trace Number: <input type="text" value="0066679368"/> <input type="button" value="GO"/></p> <p>Trace SSN</p> <p>Trace SSN: <input type="text" value="444444444"/> <input type="button" value="Case Query"/></p> <p>TAX Reversal Information</p> <p>Case Type: NTANF State: New York Adjustment Amount: \$2,063.00 Collection Cycle: 201510 Reversal Reason Code: 0001 OCSE Process Date: 03/12/2015</p> <p>TAX Offset Information</p> <p>Case Type: NTANF State: New York Offset Amount: \$2,063.00 Collection Cycle: 201510 BFS Offset Date: 03/11/2015 OCSE Process Date: 03/12/2015 Collection Name: ABCVSNVSUL, JAMES E Collection Address: Injured Spouse Indicator: Joint Return Indicator: 0=No Joint Return State Fraud Request Date: IRS Fraud Response Date: IRS Fraud Response Status:</p>		

7.4.1.3 Address Query

The Address Query (refer to Figure 7-6, “Address Query Results Screen”) displays a list of an NCP’s addresses stored in the OCSS Debtor File. Each address includes a create date, source (“State” or “Other”), and Finalist® address scrub status. Refer to Section 2.1.5.4, “Address Processing,” for more information.

Figure 7-6: Address Query Results Screen

Office of Child Support Enforcement
Child Support Portal

CHILD SUPPORT PORTAL

Secured Environment

Home
Feedback | Print | FAQ | Logout

Federal Collection and Enforcement

Case Query
Trace Number Query
Address Query
Pre-Offset Notice Query
Local Contact Address Query
Local Contact Address Update
Transaction Submission
Online Transaction Maintenance
File Upload
File Download
Passport Denial
Success Story Admin
Passport Emergency Release
Passport Emergency Release Admin
Passport Emergency Release Download

Address Query

Identifying Information

SSN: 001-XX-2656
State Code: TN

Address Information

Source	Address	Date
State (Priority)	198 WATER ST	Create:10/09/2018
TANF: Yes NTANF: Yes	JACKSBORO , TN	TANF FMS:10/09/2018
State: TN	37757 - 2584	NTANF FMS:10/09/2018
	Status: Deliverable Address	
State	6927 BERT NEWMAN LN	Create:10/10/2017
TANF: Yes NTANF: Yes	KNOXVILLE , TN	TANF FMS:10/10/2017
State: TN	37931 - 4502	NTANF FMS:10/10/2017
	Status: Deliverable Address	
State	158 STONE HENG LN	Create:05/09/2016
TANF: Yes NTANF: Yes	JACKSBORO , TN	TANF FMS:06/07/2016
State: TN	37757 - 4607	NTANF FMS:06/07/2016
	Status: Deliverable Address	
State	2544 BYINGTON SOLWAY RD LOT 23	Create:03/02/2015
TANF: No NTANF: Yes	KNOXVILLE , TN	TANF FMS:
State: TN	37931 - 3823	NTANF FMS:03/31/2015
	Status: Deliverable Address	
State	2544 BYGTON SOLWAY RD LOT 2	Create:04/01/2013
TANF: Yes NTANF: No	KNOXVILLE , TN	TANF FMS:04/30/2013
State: TN	37931 - 3827	NTANF FMS:
	Status: Deliverable Address	
Collection	6927 BERT NEWMAN LN	Create:03/01/2018
TANF: Yes NTANF: Yes	KNOXVILLE , TN	TANF FMS:
State: TN	37931 - 4502	NTANF FMS:
	Status: Complete Address	
Collection	2544 BYINGTON SOLWAY RD APT LOT 3	Create:02/13/2014
TANF: Yes NTANF: No	KNOXVILLE , TN	TANF FMS:
State: TN	37931 - 3827	NTANF FMS:
	Status: Complete Address	

New Query

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Users can also navigate quickly to the Address Query results screen from Case Query Details. Refer to Figure 7-4, “Case Detail Query Screen” for more information.

7.4.1.4 Pre-Offset Notice Query

The Pre-Offset Notice Query results screen displays the data used to populate the PON (if OCSS issued that state's PONs), including name, address, case type, arrearage amount, local code, and the date of the PON (refer to Section 3.2, "OCSS-Issued Pre-Offset Notices").

Note: OCSS does not retain copies of PONs it issues. However, if OCSS issued the PON, all of the relevant data contained in the notice can be accessed from the Pre-Offset Notice Query results (refer to Figure 7-7, "Pre-Offset Notice Query Results Screen").

Figure 7-7: Pre-Offset Notice Query Results Screen

Office of Child Support Enforcement Child Support Portal

CHILD SUPPORT PORTAL

Secured Environment

Home Feedback | Print | FAQ | Logout

Federal Collection and Enforcement

- Case Query
- Trace Number Query
- Address Query
- Pre-Offset Notice Query
- Local Contact Address Query
- Local Contact Address Update
- Transaction Submission
- Online Transaction Maintenance
- File Upload
- File Download
- Passport Denial
- Success Story Admin
- Passport Emergency Release
- Passport Emergency Release Admin
- Passport Emergency Release Download

Pre-Offset Notice Query

Identifying Information

SSN: 361-XX-3384
State Code: TX

Pre-Offset Notice Information

Case Type: **NTANF**
Last Name: SILVA
First Name: VICTOR
Pre-Offset Date: 08/16/2016
Pre-Offset Amount: \$4,168.00
Case ID: 0013153638
Address Line 1: 507 SPRINGFIELD ST # 2R
Address Line 2:
City/State: CHICOPEE/MA
Zip Code: 01013-2861
Local Code: 904
PON Request: NEW

[New Query](#)

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7.4.1.5 Local Contact Address Query

The Local Contact Address Query results (refer to Figure 7-9, “Local Contact Address Query Results Screen”) returns an agency’s address, phone number, and local code. This query also provides an option to download a portable document format (PDF) file that includes all agencies for a particular state. Refer to Figure 7-8, “Local Contact Address Query Screen,” to see this option.

Figure 7-8: Local Contact Address Query Screen

The screenshot shows the 'CHILD SUPPORT PORTAL' interface. The header includes 'Secured Environment', 'Home', 'Print | FAQ | Logout'. A left sidebar lists navigation options: Case Query, Trace Number Query, Address Query, Pre-Offset Notice Query, Local Contact Address Query, Local Contact Address Update, Transaction Submission, Online Transaction Maintenance, Passport Denial, Passport Emergency Release, File Upload, and File Download. The main content area is titled 'Local Contact Address Selection' and includes a note: '*indicates required field'. Below this, it says 'Select 'Print Only' to print all local codes for a state.' The 'Local Contact Address Search' section features a dropdown menu for 'State' set to 'Washington', a checkbox for 'Print Only' which is checked, and a text input for 'Local Code' with a 'GO' button. A 'Clear' button is at the bottom right of the search area. The footer reads 'Office of Child Support Enforcement'.

Figure 7-9: Local Contact Address Query Results Screen

The screenshot shows the 'CHILD SUPPORT PORTAL' interface displaying query results. The header is identical to Figure 7-8. The left sidebar is also identical. The main content area is titled 'Local Contact Address Query' and 'Local Contact Address Information'. It displays the following information: 'State: Washington', 'Local Code: 006', and 'Address:'. Under 'Address', it lists: 'Department Name: CHILD SUPPORT SERVICES UNIT', 'Address Line 2: FEDERAL BUILDING', 'Address Line 3: P.O. BOX 500', 'Address Line 4: SEATTLE, WASHINGTON', and 'Address Line 5: 12345-0000'. Under 'Phone Numbers', it lists: 'Phone Number 1: (111) 555-0100', 'Phone Number 2: (111) 555-0101', 'Ext 1:', and 'Ext 2:'. A 'New Query' button is at the bottom center. The footer reads 'Office of Child Support Enforcement'.

7.4.1.6 Local Contact Address Update

The Local Contact Address Update selection allows authorized users to add and update local contact addresses and phone numbers. Refer to Figure 7-10, “Local Contact Address Update Screen,” for edit fields.

Figure 7-10: Local Contact Address Update Screen

CHILD SUPPORT PORTAL
Secured Environment

Home Print | FAQ | Logout

Federal Collection and Enforcement

- Case Query
- Trace Number Query**
- Address Query
- Pre-Offset Notice Query**
- Local Contact Address Query
- Local Contact Address Update
- Transaction Submission
- Online Transaction Maintenance
- Passport Denial
- Passport Emergency Release**
- File Upload**
- File Download**

Local Contact Address Update

** indicates required field*

Local Contact Address Information

State: Kansas
Local Code: 006

Address:

*Department Name: ⓘ

*Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Phone Numbers:

*Phone Number 1: Ext 1:

(XXX) XXX-XXXX

Phone Number 2: Ext 2:

Office of Child Support Enforcement

7.4.1.7 Transaction Submission

The Transaction Submission menu (refer to Figure 7-11, “Transaction Submission Menu Screen”) offers users options to add, delete, or update cases or enter a state payment (refer to Section 2.1.4.3, “Update Case”).

Figure 7-11: Transaction Submission Menu Screen

Office of Child Support Enforcement

CHILD SUPPORT PORTAL
Secured Environment

Home Print | FAQ | Close

Federal Collection and Enforcement

- Case Query
- Trace Number Query
- Address Query
- Pre-Offset Notice Query
- Local Contact Address Query
- Local Contact Address Update
- Transaction Submission
- Online Transaction Maintenance
- Passport Denial
- Passport Emergency Release
- File Upload
- File Download

Transaction Submission Selection
** indicates required field*

Transaction Submission Criteria

State: Kansas

*SSN: 123XX6789

*Case Type: TANF

*Transaction Type: ☒ Update
☐ Add
☐ State Payment
☐ Delete

GO

Clear

Office of Child Support Enforcement

The Update option allows users to update an NCP’s name, address (including foreign addresses), arrearage amount, local code, or exclusion indicators (refer to Figure 7-12, “Transaction Submission Screen”). Users can also request that OCSS issue a PON (ref to Section 3.2, “OCSS-Issued Pre-Offset Notices”).

Figure 7-12: Transaction Submission Screen

<ul style="list-style-type: none"> Case Query Trace Number Query Address Query Pre-Offset Notice Query Local Contact Address Query Local Contact Address Update Transaction Submission Online Transaction Maintenance Passport Denial Passport Emergency Release File Upload File Download 	<p>NCP Name: PUBLIC, JOHN SSN: 123-XX-6789 State: KS</p> <hr/> <p>Update Transaction</p> <p>Only enter fields that are to be changed.</p> <table border="1"> <thead> <tr> <th>Current Case:</th> <th>Enter Changes:</th> </tr> </thead> <tbody> <tr> <td>Case Type: TANF</td> <td></td> </tr> <tr> <td>NCP Last Name: PUBLIC</td> <td><input type="text"/></td> </tr> <tr> <td>NCP First Name: JOHN</td> <td><input type="text"/></td> </tr> <tr> <td>Local Code: 005</td> <td><input type="text"/></td> </tr> <tr> <td>Arrears Amount: \$658.00</td> <td><input type="text" value="\$1,200.00"/> </td> </tr> <tr> <td>Case ID: 0006318930</td> <td><input type="text"/></td> </tr> <tr> <td>Exclusions:</td> <td> <input type="checkbox"/> ADM <input type="checkbox"/> RET <input type="checkbox"/> VEN <input type="checkbox"/> TAX <input type="checkbox"/> PAS <input type="checkbox"/> FIN <input type="checkbox"/> INS <input type="checkbox"/> DCK <input type="checkbox"/> REMOVE ALL </td> </tr> <tr> <td>Address Line 1: 100 West Street</td> <td><input type="text" value="140 West Street"/></td> </tr> <tr> <td>Address Line 2:</td> <td><input type="text"/></td> </tr> <tr> <td>City: TOPEKA</td> <td><input type="text"/></td> </tr> <tr> <td>State: KANSAS</td> <td><input type="text" value="-Select-"/></td> </tr> <tr> <td>ZIP Code: 12345-0000</td> <td><input type="text"/> - <input type="text"/></td> </tr> <tr> <td>Country: USA</td> <td><input type="text" value="USA"/> </td> </tr> <tr> <td>Postal Code:</td> <td><input type="text"/></td> </tr> <tr> <td>PON Request:</td> <td> <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> </tbody> </table> <p> <input type="button" value="Submit"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> </p>	Current Case:	Enter Changes:	Case Type: TANF		NCP Last Name: PUBLIC	<input type="text"/>	NCP First Name: JOHN	<input type="text"/>	Local Code: 005	<input type="text"/>	Arrears Amount: \$658.00	<input type="text" value="\$1,200.00"/>	Case ID: 0006318930	<input type="text"/>	Exclusions:	<input type="checkbox"/> ADM <input type="checkbox"/> RET <input type="checkbox"/> VEN <input type="checkbox"/> TAX <input type="checkbox"/> PAS <input type="checkbox"/> FIN <input type="checkbox"/> INS <input type="checkbox"/> DCK <input type="checkbox"/> REMOVE ALL	Address Line 1: 100 West Street	<input type="text" value="140 West Street"/>	Address Line 2:	<input type="text"/>	City: TOPEKA	<input type="text"/>	State: KANSAS	<input type="text" value="-Select-"/>	ZIP Code: 12345-0000	<input type="text"/> - <input type="text"/>	Country: USA	<input type="text" value="USA"/>	Postal Code:	<input type="text"/>	PON Request:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Current Case:	Enter Changes:																																
Case Type: TANF																																	
NCP Last Name: PUBLIC	<input type="text"/>																																
NCP First Name: JOHN	<input type="text"/>																																
Local Code: 005	<input type="text"/>																																
Arrears Amount: \$658.00	<input type="text" value="\$1,200.00"/>																																
Case ID: 0006318930	<input type="text"/>																																
Exclusions:	<input type="checkbox"/> ADM <input type="checkbox"/> RET <input type="checkbox"/> VEN <input type="checkbox"/> TAX <input type="checkbox"/> PAS <input type="checkbox"/> FIN <input type="checkbox"/> INS <input type="checkbox"/> DCK <input type="checkbox"/> REMOVE ALL																																
Address Line 1: 100 West Street	<input type="text" value="140 West Street"/>																																
Address Line 2:	<input type="text"/>																																
City: TOPEKA	<input type="text"/>																																
State: KANSAS	<input type="text" value="-Select-"/>																																
ZIP Code: 12345-0000	<input type="text"/> - <input type="text"/>																																
Country: USA	<input type="text" value="USA"/>																																
Postal Code:	<input type="text"/>																																
PON Request:	<input type="radio"/> Yes <input checked="" type="radio"/> No																																

7.4.1.8 Online Transaction Maintenance

The Online Transaction Maintenance option (refer to Figure 7-13, “Online Transaction Maintenance Screen”) allows users to view or delete transactions entered the same processing day.

Note: Users can delete passport denial transactions entered overnight until 7 a.m. ET. Transactions entered after 7 a.m. can be deleted until 5 p.m. ET. Users can delete all other transaction types until 5 p.m. ET.

Figure 7-13: Online Transaction Maintenance Screen

CHILD SUPPORT PORTAL
Secured Environment

Home Print | FAQ | Close

Federal Collection and Enforcement

- Case Query
- Trace Number Query
- Address Query
- Pre-Offset Notice Query
- Local Contact Address Query
- Local Contact Address Update
- Transaction Submission
- Online Transaction Maintenance**
- Passport Denial
- Passport Emergency Release
- File Upload
- File Download

Online Transaction Maintenance
Online Transaction Maintenance Selection

State: Kansas

Transaction Type:

Online Transaction Maintenance Search - KS - Update

KS0010000022222222222222P	PUBLIC	JOHN	00000789AN	100 So	<input type="button" value="Delete"/>
KS0021110011113333333333P	PUBLIC	JOHN	00000789AN	100 So	<input type="button" value="Delete"/>
KS0032220022221254578595P	PUBLIC	JOHN	00002389AN	100 So	<input type="button" value="Delete"/>
KS0043330033339656895452P	PUBLIC	JOHN	00000452AN	100 So	<input type="button" value="Delete"/>

Office of Child Support Enforcement

7.4.1.9 File Upload

Authorized users can upload non-routine files, in a secure manner with the File Upload option (refer to Figure 7-14, “File Upload Screen”). Prior to uploading a file, users must choose the File Type (“Fraud” or “Other”).

The “Fraud” File Type is used to submit suspicious tax offsets to OCSS. OCSS refers them to IRS for investigation. IRS reviews the referrals to determine if they are from erroneous or fraudulent federal tax refunds. For this File Type, users must add an email address for response notifications (refer to Section 7.4.1.10, “File Download”) and error reports (refer to Section 2.2.4, “Portal File Upload Errors”).

The “Other” File Type is used to submit non-fraud-related files (Word, Excel, or PDF) to OCSS. For example, users can send a list of SSNs to OCSS to research offset questions. For this File Type, users must indicate whether the file contains FTI by clicking on the appropriate radio button.

Figure 7-14: File Upload Screen

The screenshot shows the 'PORTAL' header in blue. Below it is a navigation bar with 'Print | FAQ | Logout' links. The main content area is titled 'File Upload' in blue, with a red asterisk indicating a required field. Under 'File Selection', there is a dropdown menu for 'File Type' set to 'Fraud' with an information icon. Below this is an 'Email' input field. At the bottom, there is a 'File' input field with 'Browse' and 'Upload' buttons. A note states 'Supported file format is xls,xlsx'.

Errors produced from the File Upload process are sent to the provided email address the following day (refer to Section 2.2.4, “Portal File Upload Errors”).

7.4.1.10 File Download

The FCE program uses the File Download option to send files to users in a secure manner. The user or group whose email address was entered during the upload process (refer to Section 7.4.1.9, “File Upload”) receives an email notification of the file’s availability in the Portal. Navigate to the Download Option and choose the appropriate File Type (“Fraud” or “Other”). Locate and download the file (refer to Figure 7-15, “File Download Results Screen”).

Note: The system retains Download Files for the “Fraud” File Type for 60 days. Users receive reminder emails at 45 days and every five days afterward, until 60 days have expired. Files listed under the “Other” File Type are available for download for five days.

Figure 7-15: File Download Results Screen

The screenshot shows the 'Child Support Portal' interface. At the top, it says 'Office of Child Support Enforcement' and 'Child Support Portal'. Below this is the 'CHILD SUPPORT PORTAL' header with 'Secured Environment' underneath. A navigation bar includes 'Home', 'Feedback', 'Print', 'FAQ', and 'Logout'. On the left is a sidebar menu for 'Federal Collection and Enforcement' with various options like 'Case Query', 'Trace Number Query', etc. The main content area is titled 'File Download Search' and includes a note: 'Date range may be modified based on the availability of files for download.' Below this are search criteria: 'Start Date' (06/08/2022), 'End Date' (06/15/2022), and 'File Type' (Fraud). A 'GO' button is next to the File Type dropdown. Below the search criteria is a section titled 'File Download List' containing a table with columns: Select, Processed Date, File Name, and Last Download Date. The table lists three files, all processed on 06/15/2022. At the bottom of the page is a 'Download' button and footer text: 'Office of Child Support Enforcement', 'Contact Us', and 'Privacy Statement'.

File Download Search
* Indicates required field

Date range may be modified based on the availability of files for download.

* Start Date: 06/08/2022 (mm/dd/yyyy)

* End Date: 06/15/2022 (mm/dd/yyyy)

* File Type: Fraud

File Download List

Select	Processed Date	File Name	Last Download Date
<input type="radio"/>	06/15/2022	OR.IRSRESPONSE.202206151330005.txt	
<input type="radio"/>	06/15/2022	MD.IRSRESPONSE.202206151330005.txt	
<input type="radio"/>	06/15/2022	ID.IRSRESPONSE.202206151330005.txt	06/15/2022

Office of Child Support Enforcement
Contact Us | Privacy Statement

7.4.2 PASSPORT DENIAL MENU

The Passport Denial menu options allow users, based on their assigned user roles, to view or update passport information (refer to Section 7.3, “Federal Collection and Enforcement Application User Roles”).

7.4.2.1 Passport Denial Certify/Withdraw

The Passport Denial Certify/Withdraw menu choice allows users with full access roles to certify or withdraw a person for Passport Denial and to enter a lump sum payment or a success story (refer to Figure 7-16, “Passport Denial Certify/Withdraw Screen”). It also displays all the emergency release transactions submitted for the SSN over a rolling two-year period. Limited (view-only) users can view DOB, POB, the date the case was certified for Passport Denial, the arrearage amount owed when the NCP was certified to DoS, a list of other states certifying the NCP, and the withdrawal date, if applicable.

Note: If a user attempts to certify an MSFIDM-only case for Passport Denial via the Portal Passport Denial option, the application will display a pop-up warning, which explains that certify requests are not processed for MSFIDM-only cases (refer to Section 2.1.4.3.11, “MSFIDM-Only Case Processing” and Section 5.1, “Submitting Individuals for Passport Denial”).

Refer to Section 7.4.1.1, “Case Query,” to view DOB, POB, the date the case was certified for Passport Denial, the arrearage amount owed when the NCP was certified to DoS, a list of other states certifying the NCP, and the withdrawal date, if applicable.

Figure 7-16: Passport Denial Certify/Withdraw Screen

The screenshot displays the 'Passport Denial Certify/Withdraw' screen. The sidebar on the left contains links: Home, Feedback, Print, FAQ, Logout, and a list of menu items including Case Query, Trace Number Query, Address Query, Pre-Offset Notice Query, Local Contact Address Query, Local Contact Address Update, Transaction Submission, Online Transaction Maintenance, File Upload, File Download, Pending Reversal Report, Passport Denial, and Passport Emergency Release. The main content area is titled 'Passport Denial Certify/Withdraw' and contains the following sections:

- Obligor Information:** SSN: 001-XX-8056, State: California, Last Name: DOE, First Name: JANE, Gender: Female, DOB: 06/26/1979, Place of Birth: SANTA CLARA, CA.
- Case Information:** Case Type: TANF, Case Status: Active, Passport Exclusion?: No, Case Type: NTANF, Case Status: Deleted, Passport Exclusion?: Yes.
- DOS Information:** DoS Status: Obligor at DoS from single case, Certify Date: 08/09/2016, Withdrawal Date: , Other States Denying Passport: MD.
- Passport Emergency Release Information:** Select Certify or Withdraw and Enter Amount. Radio buttons for Certify and Withdraw. Amount Paid: \$.00.

At the bottom, there is a table for 'Passport Emergency Release Information' with columns: Submitter Code, Submitter Name, Submitted Date, Sent to DoS, Reject Date, A/E, and DoS.

Submitter Code	Submitter Name	Submitted Date	Sent to DoS	Reject Date	A/E	DoS
MD	TEST	07/13/2022	07/13/2022		A	N
CA	MARI KRISHNA	07/13/2022	07/13/2022		A	N

Buttons for Submit and Search are located at the bottom right. The footer text reads: Office of Child Support Enforcement, Contact Us.

7.4.2.2 Passport Emergency Release

This option allows users to send the Passport Emergency Release form through the Portal. Refer to Section 5.3, “Emergency Release from Passport Denial,” for more information.

Figure 7-17: Passport Emergency Release Screen

Office of Child Support Enforcement

Child Support Portal

CHILD SUPPORT PORTAL

Secured Environment

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Federal Collection and Enforcement

Case Query

Trace Number Query

Address Query

Pre-Offset Notice Query

Local Contact Address Query

Local Contact Address Update

Transaction Submission

Online Transaction Maintenance

File Upload

File Download

Passport Denial

Success Story Admin

Passport Emergency Release

Passport Emergency Release Admin

Passport Emergency Release Download

Passport Emergency Release Entry

* Indicates required field

Other States Denying Passport: MT,OK

Passport Emergency Release Information

Submitted Date: 06/15/2022

* Issuing Authority:

☒ Passport Agency ☐ Passport Embassy

* Passport Agency:

Atlanta Passport Agency

Other Information:

Individual Being Released

Has the individual been released from the Passport Denial Program? ☒ Yes ☐ No

* Name:

John Doe

* SSN:

001XX7435

* Date Of Birth:

01/01/1981

mm/dd/yyyy

* Gender:

☒ Male ☐ Female

* Place Of Birth:

Baltimore

State: N/A

Withdrawal Date:

N/A

* Telephone No:

410-123-1234

(no hyphens)

Passport Emergency Release Reason

This individual needs a passport due to a family emergency.

Passport Emergency Release Submitter

* Submitter Name:

Bob Smith

* Submitter Email:

Bob Smith@state

Submit

Clear

Cancel

Office of Child Support Enforcement

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7.5 Security and Confidentiality Requirements for Transmission of Data

The state child support agency's proxy server authenticates state users and communicates with the Portal via an IPsec VPN. State proxy servers must register their internet protocol (IP) address with the OCSS Data Center (ODC), formerly the Manassas Data Facility (MDF). The state proxy server's registered IP address is identified in the ODC network access devices as authorized to connect to the Portal. The state proxy server is authenticated to the ODC, where the Portal resides, by a prior secure exchange of Secure Sockets Layer (SSL) certificates.

8. COMPUTER AND INFORMATION SECURITY

Computer and information security are important considerations for state child support agency personnel who use the FCE program. If security and confidentiality requirements are violated, penalties can include fines against individuals and, under some circumstances, imprisonment. Federal law establishes rules that regulate the safeguarding of information, including the information maintained within the FCE program. Rules also govern computer security and information confidentiality, including:

- The physical and electronic storage of federal offset information
- How federal offset information is transmitted
- The source of a federal payment subject to offset

This section highlights the key security considerations that affect FCE program users. It describes the general rules that protect all of the information handled by state agencies, including federal offset information.

Section 8 also summarizes the specific rules that apply when federal offset information is maintained in a child support agency's statewide automated system. Next, it examines special considerations that arise when federal offset information is transmitted between a state agency and OCSS, or between two or more state child support agencies. Section 8 concludes by examining safeguard provisions that apply when a federal income tax refund is offset. For additional information, refer to Chart D-1, "Program and Technical Assistance," for Computer and Information Security contact information.

8.1 General Safeguarding Requirements

Federal law requires the state child support agency to have safeguards in place, applicable to all confidential information handled by the state agency, to protect the privacy rights of the parties. To the extent information used in the FCE program is confidential, state agencies must apply these safeguards to the FCE program. These include the following:

- Safeguards against unauthorized use or disclosure of information that relates to proceedings or actions to establish paternity, or to establish, modify, or enforce support, or to make or enforce a child custody determination
- Prohibitions against the release of information about the whereabouts of one party or the child, to another party against whom a protective order with respect to the former party or the child has been entered
- Prohibitions against the release of information about the whereabouts of one party or the child, to another person, if the state has reason to believe that the release of information to that person may result in physical or emotional harm to the party or the child

8.2 Computer Security and Information Confidentiality Requirements

8.2.1 STATEWIDE AUTOMATED SYSTEM

Case information submitted to OCSS for offset is typically maintained in the statewide automated system required by federal law. The safeguards that govern information in the automated system also apply to information used by the state agency for the FCE program.

Federal law requires the state agency to safeguard the integrity, accuracy, completeness, access to, and use of information in the automated system. These safeguards must include policies that restrict access, system access controls, and access monitoring, as well as training that includes information on penalties for misuse.

1. **Policies that Restrict Access.** The state agency must have written policies governing access to information by state agency personnel and the sharing of information with other persons. These policies must permit access to, and use of, information only as necessary to carry out the state's child support program and must specify the information that may be used for program purposes and the personnel permitted access to such information.
2. **Systems Controls.** The state agency must have systems controls, such as passwords or blocking fields, to ensure strict adherence to the written policies described immediately above.
3. **Monitor Access.** The state agency must implement an effective and continuous strategy to monitor access to, and use of, the automated system, through methods such as audit trails and feedback mechanisms, to guard against vulnerabilities and threats and properly identify unauthorized access or use.
4. **Training and Information.** The state agency must provide annual security awareness training to all personnel (including state and local agency staff and contractors), who may have access to, or be required to use, confidential program data. The training must include information on penalties for misuse of information (including those in Section 6103 of the IRC).
5. **Penalties.** The state agency must have administrative penalties (up to and including dismissal from employment) for unauthorized access to, or disclosure of, confidential information.

In addition, system users must ensure compliance with federal regulations that pertain to automated systems, as well as computer security and information confidentiality requirements.

8.2.2 TRANSMISSION OF DATA

When submitting a case to the FCE program, a state agency transmits the required data to BFS via OCSS by using MFT software. OCSS returns federal offset information to the state agency via MFT.

If a state agency exchanges federal offset information with another state child support agency, interstate communication may occur by one of several available methods. The preferred method of exchange is Query Interstate Cases for Kids (QUICK), the Child Support Enforcement Network (CSENet), or the Portal. States may also exchange federal offset information using the interstate transmittal forms approved by OCSS, the topic of OCSS AT 23-02, “Standard Intergovernmental Child Support Enforcement (CSE) Forms – Expire Feb. 28, 2026.”

Both the exchange of federal offset information between a state agency and OCSS, and the exchange of federal offset information between a state child support agency and the agency of another state, are governed by the general rules that relate to safeguarding data handled by the agency described in Section 8.1, “General Safeguarding Requirements.” For data exchanges via CSENet, the CSENet Interface Guidance Document provides further detail about this method for exchanging federal offset data.

In addition, special rules may apply if the information received by the state pertains to the offset of a federal income tax refund (refer to Chart D-2, “Online Resources, Publication 1075”).

8.2.3 FEDERAL TAX OFFSET

If the federal payment subject to offset is from a federal income tax refund, the offset is subject to special computer security and confidentiality requirements. These requirements are set forth in Section 6103 of the IRC, and the IRS Publication 1075, *Tax Information Security Guidelines for Federal, State and Local Agencies and Entities* (refer to Chart D-2, “Online Resources,” for links to the IRS website).

A. ACRONYMS LIST

AA	Armed Forces America
ABA	American Bankers Association
ACF	Administration for Children and Families
ACH	Automated Clearinghouse
ADC	Aid to Dependent Children
ADM	Administrative Offset
AE	Armed Forces Europe
AFDC	Aid to Families with Dependent Children, replaced by the TANF program
AP	Armed Services Pacific
APO	Army Post Office
AT	Action Transmittal
BFS	Bureau of the Fiscal Service, formerly Financial Management Service
CCC	Commodity Credit Corporation
CFI	CyberFusion Integration Suite
CFR	Code of Federal Regulations
CLASS	Consular Lookout and Support System
CP	Custodial Party
CPIAP	Children's Passport Issuance Alert Program
CSENet	Child Support Enforcement Network
DCIA	Debt Collection Improvement Act of 1996
DCL	Dear Colleague Letter
DFS	Division of Federal Systems
DOB	Date of Birth
DoS	U.S. Department of State
DRA	Deficit Reduction Act of 2005
EBCDIC	Extended Binary Coded Decimal Interchange Code
EFT	Electronic Funds Transfer
ET	Eastern Time
FAQ	Frequently Asked Question
FAST Levy	Federally Assisted State Transmitted Levy

FCE	Federal Collection and Enforcement
FCR	Federal Case Registry
FMS	Financial Management Service, now the Bureau of the Fiscal Service
FO	Federal Offset
FOP	Federal Offset Program
FPO	Fleet Post Office
FSA	Farm Service Agency
FTI	Federal Tax Information
HHS	U.S. Department of Health and Human Services
HIDS	Host-based Intrusion Detection System
HTTP	Hypertext Transfer Protocol
IM	Insurance Match (Program)
IP	Internet Protocol
IPsec	Internet Protocol Security
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ISP	Internet Service Provider
ITIN	Individual Taxpayer Identification Number
IV-A	Title IV-A of the Social Security Act of 1975; a.k.a. TANF
IV-B	Title IV-B of the Social Security Act of 1975; a.k.a. Federal Child and Family Services
IV-D	Title IV-D of the Social Security Act of 1975; a.k.a. Child Support Enforcement
IV-E	Title IV-E of the Social Security Act of 1975; a.k.a Foster Care and Adoption Assistance
JCL	Job Control Language
MDF	Manassas Data Facility
MFT	Managed File Transfer
MPY	Manual Payment
MSFI	Multistate Financial Institution
MSFIDM	Multistate Financial Institution Data Match
NCC	National Computer Center
NCP	Noncustodial Parent

NDNH	National Directory of New Hires
NPIC	National Passport Information Center
NSC	National Support Center
OCSE	Office of Child Support Enforcement, now Office of Child Support Services
OCSS	Office of Child Support Services, formerly Office of Child Support Enforcement
ODC	OCSS Data Center
OPM	Office of Personnel Management
PC	Personal computer
PDF	Portable Document Format
PF	Putative Father
PII	Personally Identifiable Information
P.L.	Public Law
POB	Place of Birth
PON	Pre-Offset Notice
PORTAL	Child Support Portal
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
PSC	Program Support Center
QUICK	Query Interstate Cases for Kids
QW	Quarterly Wage
RET	Federal Retirement Offset (Administrative Offset)
RRC	Reversal Reason Code
SDNH	State Directory of New Hires
SSA	Social Security Administration
SSL	Secure Sockets Layer
SSN	Social Security number
SSP	State Services Portal, now the Child Support Portal
TANF	Temporary Assistance for Needy Families (formerly referred to as AFDC, Title IV-A of the Social Security Act of 1975)
TCC	Technical Content Correspondence
TOP	Treasury Offset Program

UI	Unemployment Insurance
UMACS	Unaccountable Missing Address/Corrected SSN
U.S.C.	United States Code
USDA	United States Department of Agriculture
USERID	User Identification
USPS	United States Postal Service
VEN	Vendor Offset (Administrative Offset)
VPN	Virtual Private Network
W-4	New Hire
YTD	Year-to-Date

B. GLOSSARY OF TERMS

ACTION TRANSMITTAL (AT) A document, with its basis in federal law and regulations, which instructs state child support programs about the actions they must take in order to comply with federal laws.

ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) The agency at HHS that houses OCSS.

ADMINISTRATIVE OFFSET The process of withholding all, or part, of administrative payments (any non-tax related payment) that is paid by the federal government to a person or entity that owes an outstanding arrearage amount of non-tax debt to the government and applying the funds to reduce or satisfy the debt. See also **RETIREMENT OFFSET** and **VENDOR OFFSET**.

ADJUSTMENT See **REVERSALS**.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) The former entitlement program that made public assistance payments on behalf of children who did not have the financial support of one of their parents due to death, disability, or continued absence from the home. This is known as Aid to Dependent Children, or ADC, in many states. The TANF program under PRWORA replaced it.

ARREARAGE The past-due, unpaid child support amount that is owed by an NCP. If the parent has arrearages, they are said to be “in arrears.”

BUREAU OF THE FISCAL SERVICE (BFS) A bureau of Treasury (formerly known as Financial Management Service, or FMS) that is the U.S. government’s financial manager, central disburser, and collection agent, as well as its accountant, reporter of financial information, and collector of past-due federal debt.

CASE With respect to the FCE program, ‘case’ refers to a unique state, SSN, and case type combination. A case at the state level refers to a child support enforcement case or a non-IV-D support order that is registered in the FCR with at least one CP, NCP, or putative father (PF).

CHILD SUPPORT The financial support that is paid by a parent to help support a child, or children, of whom they do not have custody. Child support can be entered into voluntarily or can be ordered by a court or a properly empowered administrative agency, depending on each state’s laws.

CHILD SUPPORT ENFORCEMENT NETWORK (CSENet) An application that enables inter-governmental jurisdictions to communicate interstate child support information electronically in a standardized format, permitting agencies to exchange case information.

CHILD SUPPORT PORTAL (Portal) A web application (formerly the State Services Portal, or SSP), accessed via the internet, using IPsec VPN or the frame-relay network between OCSS and states, through which state users are able to submit transactions and query requests for federal offset and passport denial data.

CLOSED CASE A case that has been deleted (closed) by one of three methods – a state submits a ‘Delete Case’ transaction; a state submits a ‘Modify Arrearage Amount’ transaction with the arrearage amount set to zero; or OCSS processes a collection that reduces the arrearage amount to zero. See also DELETED CASE.

COLLECTION The process of receiving amounts that are owed to the federal government, such as payment of a debt.

CONDITIONALLY REQUIRED A reference to a data element of a file whose presence and value depend on the values in one or more other fields. For example, in the FCE program Case Submission and Update Record Layout, the Local Code field is conditionally required because it is required for Transaction Type ‘L’ and is optional for Transaction Type ‘A’.

COURT ORDER A legally binding edict that is issued by a magistrate, judge, or properly empowered administrative officer in a court of law. A court order related to child support can dictate how often, how much, and the type of support an NCP is to pay, how long they are to pay it, and whether an employer must withhold support from their wages.

CREDITOR AGENCY The agency to which a debt is owed.

CUSTODIAL PARTY (CP) The person who has primary care, custody, and control of the child(ren), also known as the custodial parent.

CYBERFUSION INTERGRATION SUITE (CFI) The MFT software previously used by the SSA to support the closed network for data transmission, replaced by Tibco MFT.

DATA ELEMENT The smallest item of meaningful information in a data file that is processed by the FCE program, such as Submitting State Code, SSN, or Case Type Indicator.

DEBT INQUIRY SERVICE An application on the Portal developed to improve efficiency for insurers reporting upcoming payouts. OCSS compares this information to NCPs submitted by states who owe support and returns matches to the appropriate state agencies responsible for collecting support.

DEBTOR FILE The records maintained by OCSS that pertain to NCPs who owe past-due support, as certified by a state IV-D child support enforcement program.

DEFICIT REDUCTION ACT (DRA) of 2005 The legislation that provides a number of provisions assisting in the collection and enforcement of NCPs certified on the OCSS Debtor File, including lowering the passport denial threshold for certification (2006), allowing collection of arrearage amounts on non-TANF cases regardless of the child(ren)’s age (2007), allowing OCSS to conduct matches with insurers and/or their agents (2007), and removing the distinction in priority between TANF and non-TANF debts (2008).

DELETED CASE A case that has been deleted (closed) by one of three methods – a state submits a ‘Delete Case’ transaction; a state submits a ‘Modify Arrearage Amount’ transaction with the arrearage amount set to zero; or OCSS processes a collection that reduces the arrearage amount to zero. See also CLOSED CASE.

DELINQUENT See ARREARAGE.

DEPENDENT A child who is under the care of someone else. Most children who are eligible to receive child support must be dependents. A child ceases to be a dependent when they reach the “age of emancipation” as determined by state law, but depending on the state’s provisions, may remain eligible for child support for a period after they are emancipated.

DUE PROCESS In the context of debt collection, the meeting of legal requirements before taking an adverse action.

EDIT The process of validating a given value in a field.

ELECTRONIC FUNDS TRANSFER (EFT) The process by which money is transmitted electronically from one bank account to another.

EXTENDED BINARY CODED DECIMAL INTERCHANGE CODE (EBCDIC) An eight-bit character encoding used mainly on IBM mainframe and IBM midrange computer operating systems.

FEDERALLY ASSISTED STATE TRANSMITTED (FAST) LEVY A central, standardized, electronic process to exchange information about levying accounts to collect past-due support. FAST Levy allows child support agencies to create levy actions for distribution to multiple financial institutions and allows financial institutions to receive and respond to levy actions from multiple states – all processed by OCSS.

FEDERAL CASE REGISTRY (FCR) A national registry of information about cases and persons for which state child support agencies are providing services and, on non-IV-D orders, on persons that are involved in support orders that were established or modified on or after October 1, 1998.

FEDERAL COLLECTION AND ENFORCEMENT (FCE) PROGRAM The program that incorporates multiple enforcement remedies for the collection of past-due support from NCPs. The remedies include offset of federal income tax refunds and federal administrative payments, including vendor/miscellaneous payments and federal retirement payments, denial of U.S. passports, MSFIDM, and federal insurance match.

FEDERAL OFFSET PROGRAM (FOP) This program incorporates the federal tax and administrative offset remedies for the collection of past-due support from NCPs.

FEDERAL RETIREMENT OFFSET See RETIREMENT OFFSET.

FEDERAL TAX OFFSET The process that collects past-due support amounts from NCPs through the interception of their federal income tax refund.

FINALIST® The software used to standardize and scrub addresses according to USPS standards.

FOSTER CARE AGENCY The single and separate organizational unit in a state that has the responsibility for administering the state plan under Title IV-E of the Social Security Act. When this agency has care, custody, and control of a child, there will not be a CP. See also **CUSTODIAL PARTY**.

INCOME As defined by PRWORA, income is any periodic form of payment to an individual, regardless of source, including wages, salaries, commissions, bonuses, workers' compensation, disability, pension or retirement program payments, and interest.

INSURANCE MATCH The process created by the DRA where OCSS compares information concerning people that owe past-due support with information that is maintained by insurers (or their agents) concerning insurance claims, settlements, awards, and payments and returns the matches to the state agencies responsible for collecting the past-due support.

INTERCEPT A method of securing support by taking a portion of non-wage payments made to an NCP. Non-wage payments that are subject to interception include federal tax refunds, state tax refunds, unemployment benefits, and disability benefits.

IV-A CASE A case in which a state provides public assistance under the state's TANF program, which is funded under Title IV-A of the Social Security Act. These cases are currently referred to as TANF cases.

IV-D CASE A case in which a state currently provides child support services as directed by the state's child support program authorized by Title IV-D of the Social Security Act. A IV-D case comprises:

- A dependent child or children
- A CP who may be a caretaker relative or other custodian, including an entity such as a foster care agency
- An NCP, whose paternity has been legally established or a PF, whose paternity has not been legally established

IV-E CASE A case in which a state currently provides benefits or services for foster care maintenance under the state's foster care and adoption assistance program authorized under Title IV-E of the Social Security Act. These cases are also eligible for IV-D services.

LOCAL CODE State/local contact information code for an NCP certified to the OCSS Debtor File.

MANAGED FILE TRANSFER (MFT) Software that manages the secure transfer of data from one computer to another through a network.

MANUAL PAYMENT (MPY) A payment (physical check or money order) sent directly to Treasury by an NCP and designated as child support; or if not designated, applied to the NCP's highest priority debt.

MEDICAL SUPPORT A form of child support in which medical or dental insurance coverage is paid for by the NCP. Depending on the court order, medical support can be a NCP's sole

financial obligation, or it can be one of several obligations, including child and/or spousal support.

MULTISTATE FINANCIAL INSTITUTION DATA MATCH (MSFIDM) The process created by PRWORA by which NCPs who owe past-due support are matched with accounts held in financial institutions that do business in more than one state. States submit data to the FCE program about NCPs and their arrearage amount and indicate whether an NCP should be submitted for MSFIDM.

NATIONAL DIRECTORY OF NEW HIRES (NDNH) A national database containing new hire and quarterly wage (QW) data from every state and federal agency and unemployment benefit data from State Workforce Agencies (SWAs). Data is first reported to each State Directory of New Hires and then transmitted to the NDNH. OCSS maintains the NDNH.

NONCUSTODIAL PARENT (NCP) The parent who does not have primary care, custody, or control of a child, and has a duty to support the child.

NON-IV-D CASE A case in which a court has determined that income withholding for support is required and neither the NCP nor the CP has applied for, or is receiving, child support services through their local child support agency.

NON-TANF Child support cases that are not receiving TANF. See also TEMPORARY ASSISTANCE FOR NEEDY FAMILIES.

OBLIGATED An NCP who is required to meet the financial terms of a court or administrative order.

OBLIGATION The amount of money to be paid as support by an NCP. This can take the form of financial or medical support for a child, or spousal support. An obligation is a recurring, ongoing responsibility, not a one-time debt such as an assessment.

OBLIGOR An NCP who is bound by a court or administrative order to provide financial or medical support.

OFFICE OF CHILD SUPPORT SERVICES (OCSS) The federal agency (formerly known as Office of Child Support Enforcement or OCSE) that is responsible for the administration of the child support program. Created by Title IV-D of the Social Security Act, OCSS' responsibilities include the developing child support policy, overseeing, evaluating, auditing state child support programs, and providing technical assistance and training to state program staff. OCSS is part of ACF, which is within HHS.

OFFSET The process of reducing funds that are paid by the federal government to an NCP and applying the funds toward the arrearage balance. Also refers to the amount of money that is intercepted from an NCP's state or federal income tax refund, or from an administrative payment such as federal retirement benefits, in order to satisfy a support debt.

PASSPORT DENIAL PROGRAM A program that was created by PRWORA and is operated under the auspices of the FCE program. Under the Passport Denial program, NCPs submitted to

the FCE program with past-due child support greater than the federally mandated threshold are forwarded to DoS, which refuses to issue a passport upon application.

PAST DUE See ARREARAGE.

PATERNITY The legal determination of fatherhood. Paternity must be established before child or medical support can be ordered.

PAYEE A person or organization in whose name child support money is paid.

PENDING REVERSAL An adjustment against an offset BFS is holding because a state had negative net collections that created an account receivable (AR) balance in the weekly cycle, or a reversal BFS is holding for other reasons. See also REVERSAL.

PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT OF 1996 (PRWORA) The legislation that provides a number of requirements for employers, public licensing agencies, financial institutions, as well as state and federal child support agencies, to assist in the location of NCPs and in the establishment, enforcement, and collection of support.

PRE-OFFSET NOTICE (PON) A written notification that is sent to an NCP advising that their case is being submitted to BFS for collection of unpaid support by offset of a federal income tax refund or other federal payments and to DoS for denial of a passport.

PROGRAM SUPPORT CENTER (PSC) The service organization that forwards funds on behalf of OCSS to the state or states that submitted an NCP for offset.

PUBLIC ASSISTANCE Benefits that are granted by state or federal programs to aid eligible recipients. Applicants for certain types of public assistance are automatically referred to their state agency to identify and locate an NCP, establish paternity, and/or obtain support payments.

PUTATIVE FATHER (PF) The person that a child's mother believes to be the father of the child, but who has not yet been medically or legally declared to be the father.

QUERY INTERSTATE CASES FOR KIDS (QUICK) An application that allows child support workers to view financial, case status, and case activities information in real time. QUICK provides states with a secure interface to access and view information for other states' systems.

RETIREMENT OFFSET The withholding of all, or part, of a person's federal retirement (using the Administrative Offset program) to reduce or satisfy an outstanding past-due non-tax debt to the government. See also ADMINISTRATIVE OFFSET.

REVERSAL An action taken by Treasury to recover monies that were sent to states through the FCE program for cases that were certified in 1999 or later or an action taken by IRS for cases that were certified prior to 1999.

REVERSAL REASON CODE (RRC) The code provided by BFS that identifies the offset reversal reason.

SPOUSAL SUPPORT Court-ordered support of a spouse or ex-spouse, also referred to as maintenance or alimony.

STATE When used in this document, state refers to one of the 50 states, the District of Columbia, and the territories that interface with the FCE program: Puerto Rico, Guam, and the U.S. Virgin Islands.

STATE IV-D AGENCY The state child support agency responsible for managing a state's program to locate NCPs, establish paternity, establish, and enforce child support obligations, and collect and distribute support payments, according to the Social Security Act requirement. See also TITLE IV-D.

STATE PAYMENT A refund by the state child support agency that is based on a federal offset.

STATE SERVICES PORTAL (SSP) See CHILD SUPPORT PORTAL.

SUPPORT ORDER A judgment, decree, or order, whether temporary, final, or subject to modification, which is issued by a court or an administrative agency of a competent jurisdiction for the support and maintenance of a child or the parent with whom a child is living. Support orders can incorporate the payment of past-due support, the provision of monetary support, the provision of health care, and the reimbursement of costs, fees, and interest.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) Time-limited public assistance payments that are made to low-income families based on Title IV-A of the Social Security Act. TANF replaced Aid to Families with Dependent Children (AFDC) when PRWORA was signed into law in 1996.

TIBCO MFT The MFT software used by the SSA to support the closed network for data transmission.

TITLE IV-A A public assistance program of the Social Security Act currently known as TANF, formerly known as AFDC.

TITLE IV-B The part of the Social Security Act that contains the requirements of the Federal Child and Family Services programs.

TITLE IV-D The part of the Social Security Act that requires states to create a program to locate NCPs, establish paternity, establish and enforce child support obligations, and collect and distribute support payments. All recipients of public assistance (usually TANF) are referred to their state child support program. States must also accept applications from families who do not receive public assistance, if requested, to assist in collection of child support. Title IV-D also established OCSS.

TITLE IV-E The Foster Care program of the Social Security Act, which is operated in each state in accordance with the CFR and under an approved state plan. See also IV-E CASE.

TOP TRACE NUMBER An identifier assigned by Treasury and used to "connect" tax and administrative offsets to related reversals.

TREASURY OFFSET PROGRAM (TOP) The debt matching and payment offset program that is managed by BFS and uses payment and debt data received from federal and state agencies to collect past-due debts from payments disbursed by Treasury.

UPDATE An addition or change to a debtor's record.

VENDOR OFFSET The withholding of all, or part, of a payment the federal government sends to a person (via the Administrative Offset program) to reduce or satisfy an outstanding past-due non-tax debt to the government. See also ADMINISTRATIVE OFFSET.

C. DATA DICTIONARY

Appendix C includes the data definitions of the data fields that are contained in the FCE program record layouts (refer to Appendix E, “Input Record Specifications,” and Appendix F, “Output Record Specifications”).

The data fields are listed in alphabetic order. The following information is provided for each data field:

- **Name** – The name of the field is provided as it appears in the record layout
- **Type** – Indicates whether the field is an input field, output field or both
- **Records** – Indicates the input and/or output records on which the field can be found
- **Length** – The size of the field in the record layout
- **Format** – Indicates whether the field is alphabetic, numeric, or alphanumeric
- **Values** – The acceptable values for the field
- **Description** – A narrative explanation of the field

Name: **ACCUMULATED PAYMENT AMOUNT**

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record

Length: 8

Format: Numeric, 9(8)

Values: Numbers 0 through 9

Description: The total dollar amount, in whole dollars only, that the state has paid for the year specified

Name: **ADJUSTMENT AMOUNT**

Type: Output field

Records:

- Collection and Adjustment Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The dollar amount of the adjustment that was made

Name: ADJUSTMENT YEAR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 4

Format: Numeric, CCYY

Values: Numbers 0 through 9

Description: The adjustment year in which the offset originated

Name: ADMINISTRATIVE OFFSET EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: ADM, RET, VEN, spaces

Description: Indicates whether the case is excluded from administrative offset

Name: ARREARAGE AMOUNT

Type: Input and output fields

Records:

- Case Submission and Update Record (length 8)
- Rejected Case Submission and Update Record (length 8)
- UMACS Record (length 11)

Length: 8 or 11

Format: Numeric, 9(8) or 9(11)

Values: Numbers 0 through 9

Description: The dollar amount, in whole dollars only, that the NCP is in arrears

Name: BFS OFFSET DATE

Type: Output fields

Records:

- Case Submission and Update Record

Length: 4

Format: Numeric, MMDD

Values: Numbers 0 through 9

Description: The month and day BFS processed this offset (combined with the “Offset Year” for the full date this offset was processed)

Name: CASE ID

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- UMACS Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 15

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, special characters, or spaces

Description: The identification number for the case that was submitted (field used by states only)

Name: CASE TYPE INDICATOR

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- UMACS Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: A – TANF
N – Non-TANF

Description: Indicates if the Case Type is TANF or non-TANF

Name: CERTIFIED ARREARAGE AMOUNT

Type: Output field

Records:

- Collection and Adjustment Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The arrearage amount at the time of the certification

Name: COLLECTION AMOUNT

Type: Output field

Records:

- Collection and Adjustment Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The dollar amount of the offset that was collected

Name: CONTROL

Type: Input and Output fields

Records:

- Case Submission and Update Control Record

Length: 3

Format: Alphabetic

Values: CTL

Description: Indicates the control record for the file

Name: CORRECTED SSN

Type: Output field

Records:

- UMACS Record

Length: 9

Format: Alphanumeric

Values: Numbers 0 through 9, or spaces

Description: A valid corrected SSN for error code 31, or spaces, and is being returned

Name: CORRECTED SSN INDICATOR

Type: Output field

Records:

- Rejected Case Submission and Update Record Layout

Length: 1

Format: Alphabetic

Values: Y, or space

Description: For records with a value of '02' in the Rejected Error Codes field, the value of this indicator informs the submitting state whether a corrected SSN was identified for the submitted SSN

Name: CORRECTED SSN SOURCE INDICATOR

Type: Output field

Records:

- UMACS Record Layout

Length: 1

Format: Alphabetic

Values: I, or space

Description: This record is being returned because an Add transaction was submitted with an invalid SSN, and a corrected SSN was found for the submitted SSN

- If the unaccountable error code is '20', this field is spaces
- If the unaccountable error code is '31', this indicator informs the state of the reason that a corrected SSN is being returned

Name: CURRENT ARREARAGE AMOUNT

Type: Output field

Records:

- Case Reconciliation Record

Length: 8

Format: Numeric, 9(8)

Values: Numbers 0 through 9

Description: The current arrearage amount for the case

Name: DATE ISSUED

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record

Length: 8

Format: Alphanumeric, CCYYMMDD

Values: Numbers 0 through 9, or spaces

Description: The date that the PON was mailed

Name: DEPARTMENT OF STATE ACTION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: S, D, R, C, or space

Description: Indicates the action that was taken at DoS for the NCP

Name: EXCLUSION INDICATORS

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record

Length: 40

Format: Alphabetic

Values: ADM – Exclude all Administrative Offsets (RET, VEN)
RET – Exclude Federal Retirement
VEN – Exclude Vendor Payment/Miscellaneous
TAX – Exclude Tax Refund Offset
PAS – Exclude Passport Denial
FIN – Exclude MSFIDM
INS – Exclude Insurance Match
Spaces– Remove all existing exclusion indicators

Description: Indicates specific programs from which the case will be excluded

Name: EXTENSION 1

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 4

Format: Numeric, 9(4)

Values: Numbers 0 through 9

Description: The extension to Telephone Number 1 (that is, 1234)

Name: EXTENSION 2

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 4

Format: Numeric, 9(4)

Values: Numbers 0 through 9

Description: The extension to Telephone Number 2 (that is, 1234)

Name: EXTRACT DATE

Type: Output field

Records: • Case Reconciliation Record

Length: 8

Format: Numeric, CCYYMMDD

Values: Numbers 0 through 9

Description: The date the reconciliation data was extracted from the OCSS Debtor File

Name: FEDERAL RETIREMENT OFFSET EXCLUSION INDICATOR

Type: Output field

Records: • Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: RET, spaces

Description: Indicates whether the case is excluded from offset of retirement payments

Name: FEE AMOUNT

Type: Output field

Records: • Collection and Adjustment Record

Length: 5

Format: Numeric, 9(5)

Values: Numbers 0 through 9, spaces

Description: The service fee amount for an offset

Name: INJURED SPOUSE INDICATOR

Type: Output field

Records: • Collection and Adjustment Record

Length: 1

Format: Alphabetic

Values: Y – Processed
 N – No information available
 Space – Not applicable

Description: Identifies whether an injured spouse allocation has been processed

Name: INSURANCE MATCH EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: INS, spaces

Description: Indicates whether the NCP is excluded from the Insurance Match program for this case

Name: LAST PRE-OFFSET NOTICE DATE

Type: Output field

Records:

- Case Reconciliation Record

Length: 8

Format: Numeric, CCYYMMDD

Values: Numbers 0 through 9, spaces

Description: The date that the most recent PON was sent

Name: LOCAL CODE

Type: Input and output fields

Records:

- Case Submission and Update Record
- State/Local Contact Phone and Address Record
- Rejected Case Submission and Update Record
- UMACS Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 3

Format: Alphanumeric

Values: Numbers 0 through 9, or spaces

Description: A valid three-digit numeric code for county or other local jurisdictions

Name: MSFIDM EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: FIN, spaces

Description: Indicates whether the case is excluded from MSFIDM

Name: NAME CONTROL

Type: Output field

Records:

- UMACS Record

Length: 4

Format: Alphabetic

Values: Letters A through Z

Description: The first four characters of the NCP's last name

Name: NON-TANF ACCEPTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of non-TANF records accepted by OCSS on the Case Submission and Update File

Name: NON-TANF CASES RETURNED

Type: Output field

Records:

- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of non-TANF records returned on the Case Reconciliation File

Name: NON-TANF REJECTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of non-TANF records rejected by OCSS on the Case Submission and Update File

Name: NON-TANF WARNING

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of non-TANF records that received a warning by OCSS on the Case Submission and Update File

Name: NCP ADDRESS LINE 1

Type: Input and output fields

Records:

- Case Submission and Update Record (length 30)
- Rejected Case Submission and Update Record (length 30)
- Case Reconciliation Record (length 35)

Length: 30 or 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces or special characters

Description: The first address line of the NCP's mailing address

Name: NCP ADDRESS LINE 2

Type: Input and output fields

Records:

- Case Submission and Update Record (length 30)
- Rejected Case Submission and Update Record (length 30)
- Case Reconciliation Record (length 35)

Length: 30 or 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces or special characters

Description: The second address line of the NCP's mailing address

Name: NCP ADDRESS SOURCE

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: O – Other
S – Submitting state

Description: The source of the NCP address

Name: NCP CITY

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- Case Reconciliation Record

Length: 25

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces or special characters

Description: The city of the NCP's mailing address

Name: NCP COUNTRY NAME

Type: Output field

Records:

- Case Reconciliation Record

Length: 25

Format: Alphabetic

Values: Letters A through Z, spaces

Description: The country name of the NCP's mailing address, if foreign

Name: NCP FIRST NAME

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- UMACS Record
- Collection and Adjustment Record
- Case Reconciliation Record (length 10)

Length: 15

Format: Alphabetic

Values: Letters A through Z, spaces (if not in the first position)

Description: The NCP's first name

Name: NCP FOREIGN INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: Y – The NCP has a foreign country mailing address
N – The NCP does not have a foreign country mailing address

Description: Indicates that the NCP's mailing address is in a foreign country

Name: NCP LAST NAME

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- UMACS Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 20

Format: Alphabetic

Values: Letters A through Z, hyphen (-), spaces (if not in the first position, and if not embedded anywhere else within the last name)

Description: The NCP's last name

Name: NCP POSTAL CODE

Type: Output field

Records:

- Case Reconciliation Record

Length: 15

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The delivery code of the NCP's mailing address, if foreign

Name: NCP STATE

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- Case Reconciliation Record

Length: 2

Format: Alphabetic

Values: Letters A through Z

Description: A valid two-character alphabetic postal abbreviation for the state of the NCP's mailing address

Name: NCP ZIP CODE

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- Case Reconciliation Record

Length: 9

Format: Alphanumeric, 9(9)

Values: Numbers 0 through 9, spaces

Description: The ZIP Code of the NCP's mailing address (contains two segments; the first five digits determine a broad geographical area and the last four digits further define the postal location)

NAME: OCSS CYCLE NUMBER

Type: Output fields

Records:

- Collection and Adjustment Control Record Layout

Length: 6

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The year and cycle number for this file of collections and adjustments

Name: OCSS LAST NAME

Type: Output Field

Records:

- Rejected Case Submission and Update Record

Length: 4

Format: Alphanumeric

Values: Letters A through Z, hyphen (-), spaces

Description: First four characters of the NCP's last name, as stored by OCSS

Name: OFFSET TYPE

Type: Output field

Records:

- Collection and Adjustment Record

Length: 3

Format: Alphabetic

Values: MPY – Manual Payment
RET – Federal Retirement
TAX – Tax Offset
VEN – Vendor Payment/Miscellaneous

Description: Identifies the type of offset or adjustment that was applied to the NCP

Name: OFFSET YEAR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 4

Format: Numeric, CCYY

Values: Numbers 0 through 9

Description: The current processing year

Name: PASSPORT DENIAL EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: PAS, spaces

Description: Indicates whether the NCP is excluded from the Passport Denial program for this case

Name: PAYMENT CITY AND STATE

Type: Output field

Records:

- Collection and Adjustment Record

Length: 25

Format: Alphanumeric

Values: Letters A through Z, spaces, or special characters

Description: The payment city and state, as sent to OCSS on the BFS Payment Record

Name: PAYMENT NAME

Type: Output field

Records:

- Collection and Adjustment Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, spaces, or special characters

Description: The name, as sent to OCSS on the BFS Payment Record (may contain both NCP and/or non-NCP names)

Name: PAYMENT STREET ADDRESS

Type: Output field

Records:

- Collection and Adjustment Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The payment street address, as sent to OCSS on the BFS Payment Record

Name: PAYMENT ZIP CODE

Type: Output field

Records:

- Collection and Adjustment Record

Length: 9

Format: Alphanumeric, 9(9)

Values: Numbers 0 through 9, spaces

Description: The payment ZIP Code, as sent to OCSS on the BFS Payment Record

Name: PRE-OFFSET NOTICE HOLD INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: H, space

Description: Indicates whether the case is active at BFS.

Name: PROCESS YEAR

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record

Length: 4

Format: Alphanumeric, CCYY

Values: Numbers 0 through 9, or spaces

Description: The year that the tax refund, or administrative payment, was offset when reporting State Payments

Name: RECORD IDENTIFIER

Type: Output fields

Records:

- Case Reconciliation Record
- Case Reconciliation Control Record

Length: 3

Format: Alphabetic

Values: REC, RCT

Description: Identifies a detail or control record

Name: REJECT CONTROL

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 3

Format: Alphabetic

Values: CTL

Description: The constant 'CTL' identifies the record as the Reject Control Record

Name: REJECTED ERROR CODES

Type: Output field

Records:

- Rejected Case Submission and Update Record

Length: 12

Format: Numeric

Values: Two-digit error codes, as defined in Chart G-1, “Rejected Case Submission and Update Error Codes”

Description: A two-digit error code (up to six error codes can be listed)

Name: REQUEST CODE

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record

Length: 1

Format: Alphabetic

Values: P – PON was requested
Space – No PON was requested

Description: Identifies if a PON is to be generated for the case at the request of the state

Name: RETURN INDICATOR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 1

Format: Alphabetic

Values: Y – Yes
N – No
Space

Description: Identifies whether the return is a joint return or not a joint return

Name: REVERSAL REASON CODE

Type: Output field

Records:

- Collection and Adjustment Record

Length: 4

Format: Numeric

Values: Four-digit codes, as defined in Chart F-4, “Collection and Adjustment Record Layout”

Description: Identifies the reason for Treasury’s reversal of an offset

Name: SSN

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record
- UMACS Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The SSN or ITIN of the person that was certified for the case

Name: SSN VERIFICATION CODE

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: M – The NCP’s current SSN/name matches
U – The NCP’s current SSN/name does not verify or match
V – The NCP’s current SSN/name verifies

Description: Indicates the NCP’s SSN/name verification status

Name: STATE AGENCY ADDRESS LINE 1

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: Street address information of the state agency

Name: STATE AGENCY ADDRESS LINE 2

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: Additional street address information of the state agency, if necessary

Name: STATE AGENCY ADDRESS LINE 3

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: Additional street address information of the state agency, if necessary

Name: STATE AGENCY ADDRESS LINE 4

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The city, state, and ZIP Code of the state agency

Name: STATE AGENCY NAME

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The name of the contact office, for example, Bureau of Child Support Enforcement

Name: SUBMITTING STATE CODE

Type: Input and output fields

Records:

- Case Submission and Update Record
- Case Submission and Update Control Record
- State/Local Contact Phone and Address Record
- Rejected Case Submission and Update Record
- Rejected Case Submission and Update Control Record
- UMACS Record
- Collection and Adjustment Record
- Collection and Adjustment Control Record
- Case Reconciliation Record
- Case Reconciliation Control Record

Length: 2

Format: Alphabetic

Values: Letters A through Z

Description: A valid two-character alphabetic postal abbreviation for the state submitting the case

Name: TANF ACCEPTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF records that were accepted by OCSS from the Case Submission and Update File

Name: TANF CASES RETURNED

Type: Output field

Records:

- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF detail records on the Case Reconciliation File

Name: TANF REJECTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF records that were rejected by OCSS from the Case Submission and Update File

Name: TANF WARNING

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF records that received a warning by OCSS from the Case Submission and Update File

Name: TAX REFUND OFFSET EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: TAX, spaces

Description: Indicates whether the case is excluded from tax offset

Name: TELEPHONE NUMBER 1

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 14

Format: Alphanumeric, (999) 999-9999

Values: Numbers 0 through 9, spaces, hyphens, parenthesis

Description: The area code and phone number of the state or local agency contact, that is, (301) 555-1212

Name: TELEPHONE NUMBER 2

Type: Input field

Records:

- State/Local Contact Phone and Address Record

Length: 14

Format: Alphanumeric, (999) 999-9999

Values: Numbers 0 through 9, spaces, hyphens, parenthesis

Description: The in-state toll-free or collect number that will be designated on the PON, that is, (800) 555-1212

Name: TOP TRACE NUMBER

Type: Output field

Records:

- Collection and Adjustment Record

Length: 10

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The trace number assigned to a collection by BFS and returned as an identifier with a collection or associated adjustment

Name: TOTAL ADJUSTMENT AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 though 9

Description: The accumulated adjustment amount for the period

Name: TOTAL ADJUSTMENTS

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 15

Format: Numeric, 9(15)

Values: Numbers 0 though 9

Description: The total number of adjustments that were processed for the period

Name: TOTAL CASES RETURNED

Type: Output field

Records:

- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of detail records on the Case Reconciliation File

Name: TOTAL CERTIFIED ARREARAGE AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, 9(11)

Values: Numbers 0 though 9

Description: The original certified arrearage amount for the case

Name: TOTAL COLLECTION AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 though 9

Description: The accumulated collection amount for the period

Name: TOTAL COLLECTIONS

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 15

Format: Numeric, 9(15)

Values: Numbers 0 though 9

Description: The total number of collections that were processed for the period

Name: TOTAL CONTROL

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 9

Format: Alphabetic

Values: TOTAL

Description: The constant value 'TOTAL' identifies the record as the Collection and Adjustment Control record

Name: TOTAL NET AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The total offset amount that was collected for the period

Name: TOTAL NON-TANF RECORDS

Type: Output field

Records:

- Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of non-TANF records on the file

Name: TOTAL NON-TANF AMOUNT

Type: Output field

Records:

- Case Submission and Update Control Record

Length: 11

Format: Numeric, 9(9)V99

Values: Numbers 0 through 9

Description: The total non-TANF arrearage amount on the file

Name: TOTAL TANF RECORDS

Type: Output field

Records:

- Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF records on the file

Name: TOTAL TANF AMOUNT

Type: Output field

Records:

- Case Submission and Update Control Record

Length: 11

Format: Numeric, 9(9)V99

Values: Numbers 0 through 9

Description: The total TANF arrearage amount on the file

Name: TRANSACTION TYPE

Type: Input and output fields

Records:

- Case Submission and Update Record
- Rejected Case Submission and Update Record

Length: 1

Format: Alphabetic

Values: A – Add Case
B – Name Change
C – Case ID Change
D – Delete Case
L – Local Code Change
M – Modify Arrearage Amount
R – Replace Exclusion Indicators
S – State Payment
U – Update Transaction
Z – Address Change

Description: A code that identifies the type of transaction that is being submitted

Name: UNACCOUNTABLE ERROR CODE

Type: Output field

Records:

- UMACS Record

Length: 2

Format: Numeric

Values: 20 – SSA was unable to find a corrected SSN for this name
31 – SSA found a corrected SSN for this name and it is being returned in the UMACS File

Description: An error code that identifies the reason that an address could not be found for the Case Submission and Update record (the record is unaccountable)

Name: VENDOR PAYMENTS EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: VEN, spaces

Description: Indicates whether the case is excluded from offset of vendor payments

Name: ZERO BALANCE DELETE INDICATOR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 1

Format: Alphabetic

Values: Y – Offset deleted a case
N – Case was not deleted by a collection

Description: Identifies whether an offset deleted a case at OCSS

D. TECHNICAL AND PROGRAM ASSISTANCE

State agencies should call OCSS with any questions or problems that arise concerning any aspect of the FCE program. State and local agencies should not refer NCPs with questions to OCSS.

OCSS provides states with technical and program support to assist them in complying with FCE program requirements. States can use the contact information in the following charts for questions, technical support, and program related research.

CHART D-1: TECHNICAL AND PROGRAM ASSISTANCE		
Area of Assistance	Telephone Number	E-mail
FEDERAL COLLECTION AND ENFORCEMENT TEAM		
Federal Offset and Passport Denial – Customer Service	202-401-9389	Scollections@acf.hhs.gov
Federal Offset and Passport Denial – Operations	202-401-9389	Scollections@acf.hhs.gov
Insurance Match – Customer Service and Operations		InsuranceMatch@acf.hhs.gov
Debt Inquiry – Customer Service and Operations		InsuranceMatch@acf.hhs.gov
MSFIDM – Customer Service and Operations		FIDM@ssa.gov
FAST Levy – Customer Service and Operations		FASTLevy@acf.hhs.gov
TECHNICAL ASSISTANCE		
Managed File Transfer Technical Liaison		OCSE.NCCops@ssa.gov
Child Support Portal End User Support	800-258-2736	CSportal@acf.hhs.gov
COMPUTER AND INFORMATION SECURITY		
OCSS Computer and Information Security		OCSESecurity@acf.hhs.gov

CHART D-1: TECHNICAL AND PROGRAM ASSISTANCE		
Area of Assistance	Telephone Number	E-mail
PROGRAM SUPPORT CENTER		
Program Support Center		DebtCollectionCenter@psc.hhs.gov
DEPARTMENT OF STATE		
U.S. Department of State, National Passport Information Center	877-487-2778 888-874-7793 (TDD/TTY)	
DEPARTMENT OF TREASURY – IRS/BFS		
IRS Hotline	800-829-1040	
IRS Identity Theft Hotline	800-908-4490	
Treasury Offset Program Call Center	800-304-3107 866-297-0517 (TDD)	

CHART D-2: ONLINE RESOURCES	
Resource	How to Contact Resource
OCSS WEBSITES	
Office of Child Support Services	http://www.acf.hhs.gov/css
Federal Offset and Passport Denial Action Transmittal-10-04	https://www.acf.hhs.gov/css/policy-guidance/collection-and-enforcement-past-due-child-support-obligations
DEPARTMENT OF STATE	
General Passport Information	https://travel.state.gov/content/travel/en/passports.html
Regional Passport Agencies	https://travel.state.gov/content/travel/en/passports/get-fast/passport-agencies.html
United States Embassies, Consulates, and Diplomatic Missions	http://www.usembassy.gov/
U.S. Passport Application Status	https://passportstatus.state.gov/

CHART D-2: ONLINE RESOURCES	
Resource	How to Contact Resource
BUREAU OF THE FISCAL SERVICE	
<u>Treasury Offset Program</u>	https://fiscal.treasury.gov/top/
<u>Treasury Offset Program Payments Exempt from Offset by Disbursing Officials (“TOP Payment Exemption Chart”)</u>	https://fiscal.treasury.gov/dms/resources/guides-forms-downloads.html
IRS	
<u>Internal Revenue Service</u>	http://www.irs.gov
<u>Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies and Entities</u>	https://www.irs.gov/privacy-disclosure/safeguards-program
<u>Section 6103 of the Internal Revenue Code of 1986</u>	https://www.law.cornell.edu/uscode/text/26/6103
SOCIAL SECURITY ADMINISTRATION	
<u>Social Security Administration Social Security Number Validation</u>	https://www.ssa.gov/employer/ssnvhighgroup.htm
MISCELLANEOUS	
<u>Federal Law</u>	https://www.acf.hhs.gov/css/policy
<u>Code of Federal Regulations</u>	https://www.acf.hhs.gov/css/policy
<u>Worldwide Geographic Locator Codes</u>	https://www.gsa.gov/reference/geographic-locator-codes-glcs-overview

E. INPUT RECORD SPECIFICATIONS

This appendix consists of the following charts:

- Chart E-1 Case Submission and Update Record Layout
- Chart E-2 Case Submission and Update Control Record Layout
- Chart E-3 State/Local Contact Phone and Address Record Layout

These charts show the detailed record layouts that are accepted by the FCE program.

Each record layout in this appendix provides the following information:

1. Field Name
2. Location
3. Length
4. Type (A = alphabetic, N = numeric, or A/N = alphanumeric)
5. Comments

The Comments column in the charts provides edit information and indicates if the field is required for a specific transaction. Comments also provide an explanation of the field and its relationship to other fields, or records, where appropriate. Additional information regarding each field may be found in Appendix C, “Data Dictionary.”

The data transmitted to OCSS must comply with the following requirements:

- All data must be in Extended Binary Coded Decimal Interchange Code (EBCDIC) format.
- All alphabetic data must be in upper case.
- All alphabetic and alphanumeric data must be left justified and space filled.
- All numeric data must be right justified and zero-filled.
- All years must be in the CCYY format.

All Filler fields must be filled with spaces.

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CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	Required – Key Data This field is required for all Transaction Types. This field must contain the valid, two-character, alphabetic state abbreviation of the submitting state. Refer to Chart H-1, “State and Territory Abbreviations,” for a list of these codes. <ul style="list-style-type: none"> If the Transaction Type equals ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’, ‘U’ or ‘Z’, all key fields (Submitting State Code, SSN, Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction is rejected.
Local Code	3-5	3	A/N	Optional This field is used with Transaction Types ‘A’, ‘L’, and ‘U’. This field contains the code that is used to associate the NCP with a local contact address when the PON is produced by OCSE, or an offset notice is produced by BFS. <ul style="list-style-type: none"> If the Transaction Type equals ‘A’, the local code that is submitted is compared against the OCSE State/Local Contact Phone and Address File. If the local code contains spaces or is not found, the local code for the case is set to zeroes on the OCSE Case Master File, and a local code of zeroes is submitted for the case to BFS. If the Transaction Type equals ‘L’ or ‘U’ and the local code that is submitted contains spaces, the local code for the case is set to zeroes on the OCSE Case Master File, and a local code of zeroes is submitted for the case to BFS. Otherwise, the local code that is submitted is compared against the OCSE State/Local Contact Phone and Address File. If the local code is not found, the transaction is rejected. If the Transaction Type equals ‘B’, ‘C’, ‘D’, ‘M’, ‘S’, ‘R’ or ‘Z’, the local code, if present, is not updated at OCSE or BFS. Refer to Section 2.1.4.3.3, “Local Code Change” for details about keeping local code information up to date at OCSE.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
SSN	6-14	9	N	Required – Key Data This field is required for all transaction types. This field must be numeric, must be greater than zero, and must contain a valid SSN or ITIN. <ul style="list-style-type: none"> • If the transaction type is an ‘A’ (Add Case), the SSN is verified using an SSA routine that determines whether the SSN has ever been issued. If the SSN has never been issued, or the SSN could not be verified or matched but a corrected SSN was found, the transaction is rejected. • If the transaction type is an ‘A’ (Recertify Case), ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’, ‘U’ or ‘Z’, all of the key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction is rejected.
Case ID	15-29	15	A/N	Conditionally Required This field is used if the Transaction Type equals ‘A’, ‘C’ or ‘U’. This field is for state use only; it is not sent to BFS or DoS. <ul style="list-style-type: none"> • If this field is not used by the state, it is filled with spaces. • If the Transaction Type equals ‘A’ or ‘U’, the Case ID, if present, is stored on the Case Master File without performing any edits. • If the Transaction Type equals ‘C’, this field is required. The new Case ID overwrites the existing Case ID without performing any edits. • If the Transaction Type equals ‘B’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’ or ‘Z’, the Case ID, if present, is not updated at OCSE.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
NCP Last Name	30-49	20	A/N	<p>Required</p> <p>This field is required for all Transaction Types. No spaces or special characters, except a hyphen, can be embedded within the first four positions.</p> <ul style="list-style-type: none"> • If the Transaction Type equals 'A' (Recertify Case) or 'U', and the last name does not match the OCSE Case Master File for the NCP, the name is processed as a name change. • If the Transaction Type equals 'A' (Add Case) or 'B', the first four positions must contain at least one alphabetic character. After the last name passes this edit check, it is stored on the OCSE Case Master File. • If the Transaction Type equals 'C', 'D', 'L', 'M', 'R', 'S', or 'Z', the first four characters that are submitted must match the first four characters that are stored on the OCSE Case Master File, or the first four characters of a Transaction Type 'B' transaction for the same case in the same process. If there is no match, the transaction is rejected. <p>Refer to Sections 2.1.4.3.1, "Name Change" and 2.1.5.6, "Name Processing" for more detail.</p>
NCP First Name	50-64	15	A/N	<p>Conditionally Required</p> <p>This field is required if the Transaction Type equals 'A' or 'B'. The first position of this field must contain an alphabetic character.</p> <ul style="list-style-type: none"> • If the Transaction Type equals 'A' (Add Case) or 'B', the first name is stored on the OCSE Case Master File after passing the edit check above. • If the Transaction Type equals 'A' (Recertify Case) or 'U', and the first name does not match the OCSE Case Master for the NCP, the name is processed as a name change. • If the Transaction Type equals 'C', 'D', 'L', 'M', 'R', 'S' or 'Z', the NCP first name, if present, is not updated at OCSE or BFS. <p>Refer to Sections 2.1.4.3.1, "Name Change" and 2.1.5.6, "Name Processing" for more detail.</p>

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
Arrearage Amount (Accumulated Payment Amount)	65-72	8	N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If Transaction Type equals 'A', 'M', 'S' or 'U', this field is required. This field must contain a numeric amount in whole dollars only. Decimal points, dollar signs, commas, or plus/minus signs are not valid (for example, \$1,500.00 = 00001500). • If the Transaction Type equals 'A', the arrearage amount is the current amount that is owed by the NCP. If the arrearage amount is less than \$25, the Add Case transaction is rejected. • If the Transaction Type equals 'D', this field is not required. The existing arrearage amount on the OCSE Master File is set to zero. • If the Transaction Type equals 'M' or 'U', the arrearage amount is the current amount that is owed by the NCP. If the arrearage amount is equal to zero, the case is flagged as deleted. • If the Transaction Type equals 'S', this field functions as the Accumulated Payment Amount Field and is referred to by that name. The accumulated payment amount is the accumulated State Payment Amount for the year during which the offset occurred. • If the Transaction Type equals 'B', 'C', 'L', 'R' or 'Z', the arrearage amount, if present, is not updated at OCSE or BFS.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Transaction Type	73	1	A	Required This field must contain a valid Transaction Type code. Valid codes for this field are: A – Add/Recertify Case B – Name Change C – Case ID Change D – Delete Case L – Local Code Change M – Modify Arrearage Amount R – Replace Exclusion Indicator(s) S – State Payment U – Update Transaction Z – Address Change
Case Type Indicator	74	1	A	Required – Key Data This field is required for all Transaction Types. This field must contain one of the following valid Case Type codes: A – TANF N – non-TANF <ul style="list-style-type: none"> If the Transaction Type equals ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’, ‘U’ or ‘Z’, all key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction is rejected.
Filler	75-79	5	A/N	Space filled. Do not use.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Process Year	80-83	4	A/N	Conditionally Required <ul style="list-style-type: none"> • If the Transaction Type equals ‘S’, this field must be in CCYY format, and must contain the year during which the tax refund or administrative payment was offset. The date must fall within the previous seven years of the current year. • If Transaction Type equals ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘U’ or ‘Z’, this field, if present, is not updated at OCSE.
NCP Address Line 1	84-113	30	A/N	Conditionally Required <ul style="list-style-type: none"> • If the Transaction Type equals ‘A’ (Add Case) or ‘Z’, this field contains the first address line of the NCP’s mailing address. If this line is blank, the NCP Address Line 2 Field is checked for an address. Refer to Section 2.1.5.4, “Address Processing” for information regarding address processing. • If the Transaction Type equals ‘Z’, NCP Address Line 1 and NCP Address Line 2 cannot both be all spaces. • If the Transaction Type equals ‘A’ (Recertify Case) or ‘U’, this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the Transaction Type equals ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’ or ‘R’, the address, if present, is not updated at OCSE or BFS.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
NCP Address Line 2	114-143	30	A/N	Optional <ul style="list-style-type: none"> • If the Transaction Type equals 'A' (Add Case) or 'Z', this field may contain the second address line for the NCP. Refer to Section 2.1.5.4, "Address Processing" for information regarding address processing. • If the Transaction Type equals 'Z', NCP Address Line 1 and NCP Address Line 2 cannot both be all spaces. • If the Transaction Type equals 'A' (Recertify Case) or 'U', this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S' or 'R', the address, if present, is not updated at OCSE or BFS.
NCP City	144-168	25	A/N	Conditionally Required <ul style="list-style-type: none"> • If the Transaction Type equals 'A' (Add Case) or 'Z', this field contains the city of the NCP's mailing address. Refer to Section 2.1.5.4, "Address Processing" for information regarding address processing. • If the Transaction Type equals 'A' (Recertify Case) or 'U', this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the Transaction Type equals 'Z', the NCP City is required. • If the Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S' or 'R', the address, if present, is not updated at OCSE or BFS.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
NCP State	169-170	2	A	Conditionally Required <ul style="list-style-type: none"> • If the Transaction Type equals 'A' (Add Case) or 'Z', this field contains a two-character, alphabetic state abbreviation of the state of the NCP's mailing address. Refer to Section 2.1.5.4, "Address Processing" for information regarding address processing. • If the Transaction Type equals 'A' (Recertify Case) or 'U', this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the Transaction Type equals 'Z', the NCP State is required. • If the Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S' or 'R', the address, if present, is not updated at OCSE or BFS.
NCP Zip Code	171-179	9	N	Conditionally Required <ul style="list-style-type: none"> • If the Transaction Type equals 'A' (Add Case) or 'Z', this field contains a five- or nine-digit zip code. Refer to Section 2.1.5.4, "Address Processing" for information regarding address processing. • If the Transaction Type equals 'A' (Recertify Case) or 'U', this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the Transaction Type equals 'Z', the NCP Zip Code is required. • If the Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S' or 'R', the address, if present, is not updated at OCSE or BFS.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Date Issued	180-187	8	A/N	Conditionally Required <ul style="list-style-type: none"> If the Transaction Type equals 'A', and the state issues their own PONs, this field is required. The date must be in CCYYMMDD format. This field indicates the date that the PON was mailed. If OCSE issues the PON, OCSE fills the date. If the Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R', 'U' or 'Z', the date issued, if present, is not updated at OCSE or BFS.
Exclusion Indicator(s)	188-227	40	A	Optional <ul style="list-style-type: none"> If the Transaction Type equals 'A', 'R' or 'U', this field is optional. If setting more than one exclusion indicator, the indicators must be separated with a comma or space (for example, "RET, PAS, FIN," or "RET PAS FIN"). Valid exclusion indicators are: <ul style="list-style-type: none"> ADM – OCSE replaces with VEN and RET, to exclude all Administrative Offsets RET – Exclude Federal Retirement Offset VEN – Exclude Vendor Payment/Miscellaneous Offset TAX – Exclude Tax Refund Offset PAS – Exclude Passport Denial FIN – Exclude Multistate Financial Institution Data Match INS – Exclude Insurance Match (for participating states) Space – Remove all existing exclusion indicators If the Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S' or 'Z', this field, if present, is not updated at OCSE or BFS.
Filler	228-244	17	A/N	Space filled. (OCSE internal use in positions 228-235.)

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
Request Code	245	1	A/N	Optional <ul style="list-style-type: none"> If the Transaction Type equals 'M' or 'U', this field may contain a 'P' to request that a PON be generated by OCSE. If present, this field generates a PON if all of the edits are passed to update an arrearage amount and for processing a notice. If the Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'R', 'S' or 'Z', no action is taken at OCSE or BFS, if this field contains a value.

CHART E-2: CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field should contain a valid, two-character, alphabetic state abbreviation of the submitting state.
Control	3-5	3	A	This field must contain the value 'CTL' to indicate that this is the control record for the file.
Total TANF Records	6-14	9	N	This field should contain the total number of TANF records on the Case Submission and Update File.
Total Non-TANF Records	15-23	9	N	This field should contain the total number of non-TANF records on the Case Submission and Update File.
Total TANF Amount	24-34	11	N	This field should contain the total arrearage amount for TANF records on the Case Submission and Update File.
Total Non-TANF Amount	35-45	11	N	This field should contain the total arrearage amount for non-TANF records on the Case Submission and Update File.
Filler	46-245	200	A/N	Space filled. Do not use.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	Required – Key Data This field must contain a valid, two-character, alphabetic state abbreviation of the submitting state. Refer to Appendix H, “State, Territory and Country Codes,” for a list of these codes.
Local Code	3-5	3	A/N	Required – Key Data This field must be numeric. <ul style="list-style-type: none"> • If the local code is equal to ‘000’, the state contact information is updated. • If the local code is other than ‘000’ and the local code is found on the OCSE State/Local Contact Phone and Address File, the local contact information is updated. • If the local code is other than ‘000’ and the local code is not found on the OCSE State/Local Contact Phone and Address File, the local contact information is added.
Telephone Number 1	6-19	14	A/N	Required This field must contain the state or local contact telephone number. The area code must be surrounded by parentheses, with a space after the right parenthesis. The first three digits of the telephone number are followed by a dash, and the last four digits of the telephone number fill the remainder of the field (for example, (301) 555-1212).
Extension 1	20-23	4	N	Optional If used, this field must be numeric and contains the extension to Telephone Number 1.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Telephone Number 2	24-37	14	A/N	Optional This field should contain the in-state toll-free telephone number and will be designated as such on the PON. The area code must be surrounded by parentheses with a space after the right parenthesis. The first three digits of the telephone number are followed by a dash, and the last four digits of the telephone number fill the remainder of the field (for example, (800) 555-1212).
Extension 2	38-41	4	N	Optional If present, this field must be numeric and contains the extension to Telephone Number 2.
State Agency Name	42-76	35	A/N	Required This field must contain the name of the contact office (for example, Bureau of Child Support Enforcement). A reference to “Child Support” or “Family Support” must be included in this field. Do not reference the ‘IRS’, ‘BFS’, or specific names of contact persons in any of the State Agency Name or Address fields.
State Agency Address Line 1	77-111	35	A/N	Conditionally Required This field is required if Address Lines 2 and 3 are spaces.
State Agency Address Line 2	112-146	35	A/N	Conditionally Required This field is required if Address Lines 1 and 3 are spaces.
State Agency Address Line 3	147-181	35	A/N	Conditionally Required This field is required if Address Lines 1 and 2 are spaces.
State Agency Address Line 4	182-216	35	A/N	Required This field must contain the fourth address line for the state agency name (for example, state, city, and zip code).
Filler	217-220	4	A/N	Space Filled. Do not use.

F. OUTPUT RECORD SPECIFICATIONS

This appendix consists of the following charts:

- Chart F-1: Rejected Case Submission and Update Record Layout
- Chart F-2: Rejected Case Submission and Update Control Record Layout
- Chart F-3: Unaccountable Missing Address/Corrected SSN (UMACS) Record Layout
- Chart F-4: Collection and Adjustment Record Layout
- Chart F-5: Collection and Adjustment Control Record Layout
- Chart F-6: Case Reconciliation Record Layout
- Chart F-7: Case Reconciliation Control Record Layout

Each chart provides a detailed description of the output records in the files that are created by the FCE program.

Each record layout in this section provides the following information:

1. Field Name
2. Location
3. Length
4. Type (A = alphabetic, N = numeric, or A/N = alphanumeric)
5. Comments

The Comments column in the charts provides an explanation of each field in the record layout and its relationship to other fields or records. Additional information regarding the fields may be found in Appendix C, “Data Dictionary.”

The output files are transmitted to the states using SSA’s network and MFT protocol. Additional information regarding MFT, and the process for transmission of data, may be found in Section 6.1, “Managed File Transfer.”

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CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	N	This field contains the Social Security number that was sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case ID that was submitted to OCSE on the Case Submission and Update Record.
NCP Last Name	30-49	20	A/N	This field contains the NCP last name that was sent to OCSE by the state on the Case Submission and Update Record.
NCP First Name	50-64	15	A/N	This field contains the NCP first name that was sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-72	8	N	This field contains the arrearage amount that was sent to OCSE by the state on the Case Submission and Update Record.
Transaction Type	73	1	A	This field contains the transaction type that was sent to OCSE by the state on the Case Submission and Update Record.
Case Type Indicator	74	1	A	This field contains the case type indicator that was sent to OCSE by the state on the Case Submission and Update Record.
Filler	75-79	5	A/N	Space filled.
Process Year	80-83	4	A/N	This field contains the process years that were sent to OCSE by the state on the Case Submission and Update Record.
NCP Address Line1	84-113	30	A/N	This field contains the NCP address line 1 that was sent to OCSE by the state on the Case Submission and Update Record.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
NCP Address Line2	114-143	30	A/N	This field contains the NCP address line 2 that was sent to OCSE by the state on the Case Submission and Update Record.
NCP City	144-168	25	A/N	This field contains the NCP city that was sent to OCSE by the state on the Case Submission and Update Record.
NCP State	169-170	2	A	This field contains the NCP state that was sent to OCSE by the state on the Case Submission and Update Record.
NCP Zip Code	171-179	9	N	This field contains the NCP zip code that was sent to OCSE by the state on the Case Submission and Update Record.
Date Issued	180-187	8	A/N	This field contains the PON date that was sent to OCSE by the state on the Case Submission and Update Record.
Exclusion Indicator(s)	188-227	40	A	This field contains the exclusion indicator(s) that was sent to OCSE by the state on the Case Submission and Update Record.
Rejected Error Codes	228-239	12	A/N	This field contains up to six two-digit codes. These codes are reported consecutively with no commas or spaces. Refer to Charts G-1, “Rejected Case Submission and Update Error Codes” and G-2, “Rejected Case Submission and Update Warning Codes” for complete lists of possible error and warning codes.
OCSE Last Name	240-243	4	A/N	When a case is rejected with error code 17, this field contains the first four characters of the NCP last name that is stored on the OCSE Case Master File for this case. The OCSE Last Name can be used to correct the NCP last name at the state. Refer to Chart G-1, “Rejected Case Submission and Update Error Codes” for a complete description of Error Code 17.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
Corrected SSN Indicator	244	1	A/N	For records with a value of '02' in the Rejected Error Codes field, the value of this indicator informs the submitting state whether a corrected SSN was identified for the submitted SSN. Y – A record with the state submitted SSN and submitting state code will be returned in the UMACS File the same day; the record will also contain the corrected SSN found. Space – No corrected SSN was found.
Request Code	245	1	A/N	This field contains the Request Code that was sent to OCSE by the state on the Case Submission and Update Record.

CHART F-2: REJECTED CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
Reject Control	3-5	3	A	This is a constant field and contains 'CTL' to identify this record as the Reject Control Record.
TANF Accepted	6-14	9	N	This field contains the total number of TANF records on the Case Submission and Update Record that were accepted by OCSE.
TANF Rejected	15-23	9	N	This field contains the total number of TANF records on the Case Submission and Update Record that were rejected by OCSE.
Non-TANF Accepted	24-32	9	N	This field contains the total number of non-TANF records on the Case Submission and Update Record that were accepted by OCSE.
Non-TANF Rejected	33-41	9	N	This field contains the total number of non-TANF records on the Case Submission and Update Record that were rejected by OCSE.

CHART F-2: REJECTED CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT

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TANF Warning	42-50	9	N	This field contains the total number of TANF records on the Case Submission and Update Record that received a warning from OCSE.
Non-TANF Warning	51-59	9	N	This field contains the total number of non-TANF records on the Case Submission and Update Record that received a warning from OCSE.
Filler	60-245	186	A/N	Space filled.

CHART F-3: UNACCOUNTABLE MISSING ADDRESS/CORRECTED SSN (UMACS) RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	A/N	This field contains the Social Security number that was sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case identification that was sent to OCSE by the state on the Case Submission and Update Record.
NCP Last Name	30-49	20	A/N	This field contains the NCP last name that was sent to OCSE by the state on the Case Submission and Update Record.
NCP First Name	50-64	15	A/N	This field contains the NCP first name that was sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-75	11	N	This field contains the arrearage amount that was sent to OCSE by the state on the Case Submission and Update Record.

CHART F-3: UNACCOUNTABLE MISSING ADDRESS/CORRECTED SSN (UMACS) RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Unaccountable Error Code	76-77	2	A	This field contains one two-digit error code that identifies the reason that the record is being returned. Refer to Appendix G, Chart G-3, “Unaccountable Missing Address/Corrected SSN Error Codes” for a complete list of possible error codes and explanations.
Name Control	78-81	4	A	This field contains the first four characters of the NCP last name that was sent to OCSE on the Case Submission and Update Record.
Case Type Indicator	82	1	A/N	This field contains the Case Type indicator that was sent to OCSE by the state on the Case Submission and Update Record.
Filler	83-87	5	A/N	Space filled.
Corrected SSN	88-96	9	A/N	<ul style="list-style-type: none"> • If the unaccountable error code is 31, this field contains a corrected Social Security number that was received from SSA. • If the unaccountable error code is 20, this field is spaces.
Corrected SSN Source Indicator	97	1	A/N	I – This record is being returned because an Add transaction was submitted with an invalid SSN, and a corrected SSN was found for the submitted SSN. <ul style="list-style-type: none"> • If the unaccountable error code is ‘20’, this field is spaces. • If the unaccountable error code is ‘31’, this indicator informs the state of the reason that a corrected SSN is being returned.
Filler	98-108	11	A/N	Space filled.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state and stored on the OCSE Case Master File.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state and stored on the OCSE Case Master File.
SSN	6-14	9	N	This field contains the Social Security number that was sent to OCSE by the state and stored on the OCSE Case Master File.
Case ID	15-29	15	A/N	This field contains the case identification that was sent to OCSE by the state and stored on the OCSE Case Master File.
NCP Last Name	30-49	20	A/N	This field contains the NCP last name that was sent to OCSE by the state and stored on the OCSE Case Master File.
NCP First Name	50-64	15	A/N	This field contains the NCP first name s that was sent to OCSE by the state and stored on the OCSE Case Master File.
Certified Arrearage Amount	65-75	11	N	This field contains the arrearage amount that is stored on the OCSE Case Master File at the time of certification. The certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Collection Amount	76-86	11	N	<p>This field contains the amount of the offset that was sent to OCSE on the BFS Collection Record. The collection amount is a signed positive numeric amount with two decimal places assumed.</p> <ul style="list-style-type: none"> If the Collection Amount Field contains a value greater than zero, the adjustment amount is zeroes.
Adjustment Amount	87-97	11	N	<p>This field contains the amount of the adjustment that was sent to OCSE on the BFS Collection Record. The adjustment amount is a signed positive numeric amount with two decimal places assumed.</p> <ul style="list-style-type: none"> If the adjustment amount contains a value greater than zero, the collection amount is zeroes.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Adjustment Year	98-101	4	N	<p>This field contains the year during which the offset originated that was sent to OCSE on the BFS Collection Record. The adjustment year is in the CCYY format.</p> <ul style="list-style-type: none"> If the adjustment amount is greater than zero, this field contains a valid year. If the collection amount is greater than zero, this field is zeroes.
Offset Year	102-105	4	N	This field contains the current processing year when the offset occurred, in the CCYY format.
Return Indicator	106	1	A	<p>This field contains the return indicator that was sent to OCSE on the BFS Collection Record. The return indicator identifies whether or not this is a joint return. Spaces are returned in this field for an adjustment record.</p> <p>Y – joint return N – not a joint return</p>
Case Type Indicator	107	1	A	This field contains the Case Type indicator that was sent to OCSE by the state and stored on the OCSE Case Master File.
Filler	108-112	5	A/N	Space filled.
Payment Name	113-147	35	A/N	<ul style="list-style-type: none"> If the collection amount is greater than zero, this field contains the name on the BFS Payment Record. If the return indicator is equal to ‘Y’, this field may contain both NCP and/or other name(s). If the adjustment amount is greater than zero, this field contains spaces.
Payment Street Address	148-182	35	A/N	<ul style="list-style-type: none"> If the collection amount is greater than zero, this field contains the payment street address that was sent to OCSE on the BFS Collection Record. If the adjustment amount is greater than zero, this field contains spaces.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
Payment City and State	183-207	25	A/N	<ul style="list-style-type: none"> If the collection amount is greater than zero, this field contains the payment city and state that was sent to OCSE on the BFS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Payment Zip Code	208-216	9	N	<ul style="list-style-type: none"> If the collection amount is greater than zero, this field contains the payment Zip Code that was sent to OCSE on the BFS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Offset Type	217-219	3	A	This field identifies the type of offset or adjustment that applied. Valid values are: MPY – Manual Payment RET – Federal Retirement TAX – Tax Refund Offset VEN – Vendor Payment/Miscellaneous
Fee Amount	220-224	5	N	This field contains the service fee amount for an offset that was sent to OCSE on the BFS Collection Record. The fee amount is a numeric amount with two decimal places assumed. <ul style="list-style-type: none"> If the collection amount contains a value greater than zero, the fee amount is non-zeroes. If the offset type is ‘MPY’ or if the amount of the offset is less than the fee amount, the fee amount is zeroes. For adjustment records, the fee amount is zeroes.
Injured Spouse Indicator	225	1	A	This field contains the injured spouse indicator that was sent to OCSE on the BFS Collection Record. The injured spouse indicator identifies if an injured spouse allocation has been processed. Y – processed injured spouse allocation. N – no information is available, or no injured spouse allocation has been filed.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
				<p>This field is only populated for joint return offset records, that is, position 106 is a ‘Y’ and position 107 is an ‘N’.</p> <ul style="list-style-type: none"> If the record is for a single return offset or any adjustment record, the field contains a space.
Zero Balance Delete Indicator	226	1	A	<p>This field contains the zero balance delete indicator that was set by OCSE to show that an offset reduced the modified arrearage amount for a case to zero. The case is deleted at OCSE but not BFS.</p> <p>Y – case deleted by the offset. N – all other records, including adjustments and offsets that did not reduce the modified arrearage amount to zeroes.</p>
TOP Trace Number	227-236	10	A/N	<p>The trace number assigned to an offset collection by BFS and returned as an identifier with a collection or associated adjustment.</p>

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2025

Field Name	Location	Length	A/N	Comments
BFS Offset Month Day or Reversal Reason Code	237-240	4	A/N	<p>For offsets:</p> <ul style="list-style-type: none"> This field contains the BFS month day (MMDD) of the tax offset. <p>For reversals, this field contains one of the following codes:</p> <ul style="list-style-type: none"> Spaces – BFS did not include a tax offset reversal reason code. 0001 – IRS Injured Spouse. Reversal is from an injured spouse claim. 0002 – IRS Other Reason. Reversal is for a reason other than injured spouse. 0003 – State-Approved IRS Partial Reversal. Reversal is older than six months from the BFS offset date. In accordance with Treasury's six-month rule, BFS contacted the state to confirm it retained a partial offset amount, and BFS reverses accordingly. 0004 – State-Approved IRS Full Reversal. Reversal is the same scenario as Reversal Reason Code '0003' with the exception that the state confirms it retained the full offset amount, and BFS reverses accordingly. 0005 – BFS Initiated Reversal. BFS manually processed the reversal, or the obligor was due a partial offset (for example, zero balance delete) of a larger refund or payment and did not receive the remaining payment amount because of a bad address or incorrect bank account (if electronically deposited). 0006 – (No longer in use.)

CHART F-5: COLLECTION AND ADJUSTMENT CONTROL RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE and stored on the OCSE Case Master File.
Filler	3-5	3	A/N	Space Filled.
Total Control	6-14	9	A/N	This field is a constant field and contains 'TOTAL' to identify this record as the Collection and Adjustment Control Record.
Filler	15-34	20	A/N	Space Filled.
Total Adjustments	35-49	15	N	This field contains the total number of adjustments that were processed.
Total Collections	50-64	15	N	This field contains the total number of collections that were processed.
Total Certified Arrearage Amount	65-75	11	N	This field is an accumulation of the certified arrearage amounts that were processed. The total certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Total Collection Amount	76-86	11	N	This field is an accumulation of the collection amounts that were processed. The total collection amount is a signed positive numeric amount with two decimal places assumed.
Total Adjustment Amount	87-97	11	N	This field is an accumulation of the adjustment amounts that were processed. The total adjustment amount is a signed positive numeric amount with two decimal places assumed.
Total Net Amount	98-108	11	N	This field contains the total collection amount minus the total adjusted amount. The total net amount is a signed positive numeric amount with two decimal places assumed.
OCSE Cycle Number	109-114	6	A/N	This field contains the year and OCSE cycle number. The format of the field is CCYYNN in which CC is century, YY is calendar year, and NN is the cycle number.
Filler	115-240	126	A/N	Space Filled.

CHART F-6: CASE RECONCILIATION RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'REC' to identify this record as the Federal Offset Reconciliation Detail Record.
Submitting State Code	4-5	2	A	This field contains a valid state code for the state requesting the Reconciliation File. The state code contains a valid two-character alphabetic postal abbreviation.
Local Code	6-8	3	A/N	This field contains the most recent local code submitted by the state and accepted for the case.
SSN	9-17	9	N	This field contains the Social Security number submitted for the NCP.
Case ID	18-32	15	A/N	This field contains the case identification that was submitted by the state for the case. This field contains spaces if a case identification was not submitted by the state.
NCP Last Name	33-52	20	A/N	This field contains the last name of the NCP as originally certified. It contains at least one alphabetic character and is uppercase. No embedded spaces or special characters, except a hyphen, are present within the first four positions.
NCP First Name	53-62	10	A/N	This field contains the first name of the NCP, up to the first 10 characters. It contains at least one alphabetic character and is uppercase.
Current Arrearage Amount	63-70	8	N	This field contains the current arrearage amount for the case. The value is the amount certified by the state net of any Tax or Administrative Offsets or modifications. This field contains the amount in whole dollars only.
Case Type Indicator	71	1	A	This field contains one of the following codes to indicate the type of case: A – TANF N – Non-TANF

CHART F-6: CASE RECONCILIATION RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Last Pre-Offset Notice Date	72-79	8	A/N	<p>This field contains the date that the most recent Pre-Offset Notice was sent, in CCYYMMDD format.</p> <ul style="list-style-type: none"> • If OCSE issues the notice for the state, this is the date that the PON was sent by OCSE. • If the state issues the PON, this is the date issued that was provided by the state on the Add Case Transaction or the Annual Submittal Process Transaction.
Pre-Offset Notice Hold Indicator	80	1	A	<p>This field contains one of the following values to indicate if the case is active at BFS:</p> <p>H –The case is on hold pending the Pre-Offset Notice hold period. Can also be pending for arrears <\$25 or no PON printed yet.</p> <p>Space –The case either has been sent to BFS or is MSFIDM-only.</p>
Department of State Action Indicator	81	1	A	<p>This field contains one of the following codes to indicate the action that was taken with DoS for the case:</p> <p>S – OCSE submitted the NCP to DoS for passport denial when the case’s arrearage amount exceeded the federally mandated threshold.</p> <p>D – OCSE previously submitted the NCP to DoS for passport denial but has now forwarded a Delete Record to DoS.</p> <p>C – OCSE submitted the NCP to DoS for passport denial when the combined arrearage amount for the eligible TANF and non-TANF cases from a single state exceeded the federally mandated threshold.</p> <p>R – OCSE submitted the NCP to DoS for passport denial, but DoS rejected the case for an invalid country code or an invalid DOB.</p> <p>Space – The NCP is eligible to receive his/her passport, based on one of the following conditions: 1) the current arrearage amount is less than the federally mandated threshold, or 2) the Passport Denial Exclusion Indicator was set.</p>
Filler	82-84	3	A	Space Filled. (This field is no longer in use.)

CHART F-6: CASE RECONCILIATION RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Federal Retirement Offset Exclusion Indicator	85-87	3	A	This field contains one of the following values that were sent by the state: RET – Exclude Federal Retirement Space – Exclusion indicator does not apply
Vendor Payments Exclusion Indicator	88-90	3	A	This field contains one of the following values that were sent by the state: VEN – Exclude Vendor Payment/Miscellaneous Space – Exclusion indicator does not apply
Filler	91-93	3	A	Space Filled.
Tax Refund Offset Exclusion Indicator	94-96	3	A	This field contains one of the following values that were sent by the state: TAX – Exclude Tax Refund Offset Space – Exclusion indicator does not apply
Passport Denial Exclusion Indicator	97-99	3	A	This field contains one of the following values that were sent by the state: PAS – Exclude Passport Denial Space – Exclusion indicator does not apply
Multistate Financial Institution Data Match Exclusion Indicator	100-102	3	A	This field contains one of the following values that were sent by the state: FIN – Exclude MSFIDM Space – Exclusion indicator does not apply
Filler	103-105	3	A	Space Filled.
Insurance Exclusion Indicator	106-108	3	A	This field contains one of the following values that were sent by the participating state: INS – Exclude from Insurance Match Space – Exclusion indicator does not apply

CHART F-6: CASE RECONCILIATION RECORD LAYOUT OMB Control No: 0970-0161 Expiration Date: 06/30/2025				
Field Name	Location	Length	A/N	Comments
SSN/Name Verification Code	109	1	A	This field contains one of the following values to indicate whether the NCP has a verified or matched SSN/Name combination: M – The NCP’s current SSN/Name matches. U – The NCP’s current SSN/Name does not verify or match. V – The NCP’s current SSN/Name verifies.
Address Source	110	1	A	This field contains one of the following values to indicate the source of the address: O – Other or no address S – Submitting state
Address Line 1	111-145	35	A/N	This field contains the first address line of the NCP’s mailing address.
Address Line 2	146-180	35	A/N	This field contains the second address line of the NCP’s mailing address.
City	181-205	25	A/N	This field contains the city of the NCP’s mailing address.
State	206-207	2	A/N	This field contains the state abbreviation of the NCP’s mailing address.
Zip	208-216	9	A/N	This field contains the zip code of the NCP’s mailing address.
Foreign Indicator	217	1	A/N	This field contains an indicator if the NCP’s address information is for a foreign address. Y – Foreign address N – Not a foreign address Space – Not a foreign address
Country Name	218-242	25	A/N	This field contains the name of the NCP’s foreign country.
Filler	243-245	3	A/N	This field is reserved for future use and contains spaces.

CHART F-7: CASE RECONCILIATION CONTROL RECORD LAYOUT <small>OMB Control No: 0970-0161 Expiration Date: 06/30/2025</small>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'RCT' to identify this record as the Federal Offset Reconciliation Control Totals Record.
Submitting State Code	4-5	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
TANF Cases Returned	6-14	9	N	This field contains a count of the total detail records on the file for TANF cases.
Non-TANF Cases Returned	15-23	9	N	This field contains a count of the total detail records on the file for non-TANF cases.
Total Cases Returned	24-32	9	N	This field contains a count of the total number detailed records on the file.
Extract Date	33-40	8	N	This field contains the date that the reconciliation data was extracted from the OCSE Case Master File in CCYYMMDD format.
Filler	41-245	205	A/N	Space Filled.

G. ERROR CODES AND EXPLANATIONS

This appendix consists of the following charts:

- Chart G-1: Rejected Case Submission and Update Error Codes
- Chart G-2: Rejected Case Submission and Update Warning Codes
- Chart G-3: Unaccountable Missing Address/Corrected SSN Error Codes

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
01	Invalid Submitting State Code The state code for the submitting state was not a standard state abbreviation. Refer to Appendix H, “State, Territory, and Country Codes” for a list of valid country codes.	A (Add/Recertify), B, C, D, L, M, R, S, Z
02	Invalid SSN The SSN contained blanks, non-numeric digits, all zeroes, or has not been issued by the SSA. The SSN also may have been rejected because a corrected SSN was found to match the submitted obligor name. Refer to Chart E-1, “Case Submission and Update Record Layout” for specific edit criteria.	A (Add/Recertify)
03	Invalid Last Name The first four characters of the last name contained embedded spaces or special characters, other than a hyphen; or the last name was all spaces.	A (Add/Recertify), B
04	Invalid First Name The first position of the first name contained a space or special character.	A (Add/Recertify), B
05	Invalid Arrearage Amount <ul style="list-style-type: none"> • If the Transaction Type equals ‘A’, the arrearage amount was not numeric, contained special characters, for example, dollar sign, plus or minus sign, or decimal point, or was less than \$25. • If the Transaction Type equals ‘M’, the arrearage amount was not numeric or contained special characters, for example, dollar sign, plus or minus sign, or decimal point. • If the Transaction Type equals ‘S’, the accumulated payment amount was not numeric or contained special characters. 	A (Add/Recertify), M, S
06	Case Already Exists for an Add The state tried to add a new case that was already active on the OCSS Debtor File.	A (Add Case)
07	Invalid Transaction Type The Transaction Type submitted on the Case Submission and Update Record was not equal to ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’, ‘U’, or ‘Z’.	N/A

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
08	<p>Duplicate Transaction Request Exists for Same Cycle More than one daily update transaction containing the same Transaction Type, Submitting State Code, SSN, and Case Type indicator was submitted for processing in the same processing cycle.</p> <ul style="list-style-type: none"> • If the Transaction Type equals 'S', the process year and the key fields match. • If the Transaction Type equals 'M', and both transactions are in the same file and have the same arrearage amount, only the first one is rejected. • If both transactions are in the same file and have a different arrearage amount, both are rejected because it cannot be determined which transaction was entered first by the submitting state. 	A (Add/Recertify), B, C, D, L, M, R, S, Z
09	<p>Invalid Case Type Indicator The Case Type indicator was not equal to 'A' (TANF) or 'N' (non-TANF).</p>	A (Add/Recertify), B, C, D, L, M, R, S, Z
11	<p>Invalid State Payment Amount The accumulated payment amount submitted on the Case Submission and Update Record was equal to the year-to-date accumulated payment amount on the OCSS Debtor File.</p>	S
12	<p>Record Not Found on the OCSS Case Master File The key fields of the submitted case (SSN, State Code, and Case Type) did not match a case on the OCSS Debtor File.</p> <ul style="list-style-type: none"> • If the Transaction Type equals 'S', no offset was found that matched the key fields and the process year that was submitted. 	B, C, D, L, M, R, S,Z
17	<p>Last Name Does Not Match OCSS Last Name The first four characters of the submitted NCP last name did not match either the first four characters of the last name on the OCSS Debtor File, or the first four characters of the last name on a Name Change transaction that was submitted in the same cycle for the same State Code, SSN, and Case Type indicator.</p>	C, D, L, M, R, S, Z
19	<p>BFS Cannot Decrease a Debt with an Existing Balance of Zero The balance for a case at BFS was equal to zero. An offset may have occurred at BFS that is still pending at OCSS. It is recommended that the state review its subsequent Collection and Adjustment File that is associated with the case.</p>	M

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
23	Invalid Transfer State Code The State Code for the transfer state was not valid. Refer to Appendix H, “State, Territory, and Country Codes” for a list of valid state codes.	T
26	Invalid Processing Year for State Payment The processing year submitted on a State Payment transaction was equal to spaces or was more than seven years older than the current year.	S
29	Invalid Local Code If the submitted Local Code was not spaces, it was not found on the state’s Local Code File.	L
32	Invalid Date Issued The Pre-Offset Notice Date Issued field was not in the CCYYMMDD format, contained spaces, was not numeric, or did not contain a valid date. This error code applies only to states that send their own PONs.	A (Add/Recertify)
33	Invalid Exclusion Indicators The Exclusion Indicator field on the Case Submission and Update Record contained an invalid value.	A (Add/Recertify), R
38	Case Was Previously Deleted An attempt was made to update or delete a case that was already flagged as deleted.	C, D, L, M, R
39	Invalid Transaction for MSFIDM-Only Case An invalid attempt was made to switch a case from MSFIDM-only to standard or from standard to an MSFIDM-only case.	R
40	Incomplete Address An address must contain data in Address Line 1, and/or Address Line 2, City, and State.	Z

CHART G-2: REJECTED CASE SUBMISSION AND UPDATE WARNING CODES		
Warning Code	Warning Message and Explanation	Transaction Type
47	Address Warning The address for Transaction Type ‘A’ is missing both an Address Line 1 and an Address Line 2, or a City, or a State, or is a foreign address, which must be entered via the FCE Portal application.	A (Add/Recertify)
55	No PON Request for Mod to \$0 A Request Code of ‘P’ is included on a Transaction Type ‘M’ transaction that has the arrearage amount set to zeroes.	M
56	PON Req Invalid For MSFIDM-Only Case A Request Code of ‘P’ is included on a Transaction Type ‘M’ transaction for a MSFIDM-only case.	M
58	PON Request Missing Address A Request Code of ‘P’ is included on a Transaction Type ‘M’ transaction for a case that does not have an address.	M
59	PON Req Not Avail For State Notice A Request Code of ‘P’ is included on a Transaction Type ‘M’ transaction where the case is in a state that issues its own notices.	M
63	Name Unverified/Prev Valid The current SSN/name combination does not verify or pass a name match, but a previous SSN/name combination for this NCP does verify or pass a name match.	A (Add/Recertify), B
64	Name Unverified Warning The current SSN/name combination does not verify or pass a name match, and no previous SSN/name combination for this NCP verifies or passes a name match.	A (Add/Recertify), B
65	Invalid DOB/POB Warning The DOB and/or POB for this NCP is invalid.	A (Add/Recertify), B

CHART G-3: UNACCOUNTABLE MISSING ADDRESS/CORRECTED SSN ERROR CODES	
Error Code	Error Message and Explanation
20	The SSN was not found on the IRS Taxpayer Master file. As a result, it was not possible to obtain an address for the case. OCSS forwarded the SSN and the name to SSA. SSA was unable to find a corrected SSN for the name.
31	OCSS forwarded the name and SSN to SSA. SSA found a corrected SSN for the name. The corrected SSN is being returned in the UMACS Record.

H. STATE, TERRITORY, AND COUNTRY CODES

This appendix consists of the following charts:

- Chart H-1: State and Territory Abbreviations
- Chart H-2: Bureau of the Fiscal Service Country Codes

The state, territory, and country codes listed in these charts are compliant with USPS codes. State and territory abbreviations are displayed alphabetically.

Country code information is displayed two ways to facilitate easy lookup. The first two columns present countries and associated codes sorted alphabetically by codes. The third and fourth columns present the same information, sorted alphabetically by country names.

CHART H-1: STATE AND TERRITORY ABBREVIATIONS			
State/Territory Name	Abbreviation	State/Territory Name	Abbreviation
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ		
Arkansas	AR	Nebraska	NE
Armed Forces America	AA	Nevada	NV
Armed Forces Europe	AE	New Hampshire	NH
Armed Forces Pacific	AP	New Jersey	NJ
		New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
		Oregon	OR
Florida	FL		
		Pennsylvania	PA
Georgia	GA	Puerto Rico	PR
Guam	GU		
		Rhode Island	RI
Hawaii	HI		
		South Carolina	SC
Idaho	ID	South Dakota	SD
Illinois	IL		
Indiana	IN	Tennessee	TN
Iowa	IA	Texas	TX
Kansas	KS	Utah	UT
Kentucky	KY		
		Vermont	VT
Louisiana	LA	Virgin Islands	VI
		Virginia	VA

CHART H-1: STATE AND TERRITORY ABBREVIATIONS			
State/Territory Name	Abbreviation	State/Territory Name	Abbreviation
Maine	ME		
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
AD	Andorra	Afghanistan	AF
AE	United Arab Emirates	Albania	AL
AF	Afghanistan	Algeria	DZ
AG	Antigua and Barbuda	Andorra	AD
AI	Anguilla	Angola	AO
AL	Albania	Anguilla	AI
AM	Armenia	Antigua and Barbuda	AG
AN	Netherlands Antilles	Argentina	AR
AO	Angola	Armenia	AM
AR	Argentina	Aruba	AW
AT	Austria	Australia	AU
AU	Australia	Austria	AT
AW	Aruba	Azerbaijan	AZ
AZ	Azerbaijan	Bahamas	BS
BA	Bosnia and Herzegovina	Bahrain	BH
BB	Barbados	Bangladesh	BD
BD	Bangladesh	Barbados	BB
BE	Belgium	Belarus	BY
BF	Burkina Faso	Belgium	BE
BG	Bulgaria	Belize	BZ
BH	Bahrain	Benin	BJ
BI	Burundi	Bermuda	BM
BJ	Benin	Bhutan	BT

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
BM	Bermuda	Bolivia	BO
BN	Brunei Darussalam	Bosnia and Herzegovina	BA
BO	Bolivia	Botswana	BW
BR	Brazil	Brazil	BR
BS	Bahamas	British Indian Ocean Terr	IO
BT	Bhutan	Brunei Darussalam	BN
BW	Botswana	Bulgaria	BG
BY	Belarus	Burkina Faso	BF
BZ	Belize	Burundi	BI
CA	Canada	Cambodia	KH
CD	Congo, Dem. Republic of	Cameroon	CM
CF	Central African Republic	Canada	CA
CG	Congo	Cape Verde	CV
CH	Switzerland	Cayman Islands	KY
CI	Cote d'Ivoire	Central African Republic	CF
CK	Cook Islands	Chad	TD
CL	Chile	Chile	CL
CM	Cameroon	China	CN
CN	China	Colombia	CO
CO	Colombia	Comoros	KM
CR	Costa Rica	Congo	CG
CU	Cuba	Congo, Dem. Republic of	CD
CV	Cape Verde	Cook Islands	CK
CY	Cyprus	Costa Rica	CR
CZ	Czech Republic	Cote d'Ivoire	CI
DE	Germany	Croatia	HR
DJ	Djibouti	Cuba	CU
DK	Denmark	Cyprus	CY
DM	Dominica	Czech Republic	CZ
DO	Dominican Republic	Dem. People's Rep. of Korea	KP
DZ	Algeria	Denmark	DK
EC	Ecuador	Djibouti	DJ

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
EE	Estonia	Dominica	DM
EG	Egypt	Dominican Republic	DO
ER	Eritrea	East Timor	TP
ES	Spain	Ecuador	EC
ET	Ethiopia	Egypt	EG
FI	Finland	El Salvador	SV
FJ	Fiji	Equatorial Guinea	GQ
FK	Falkland Islands (Malvinas)	Eritrea	ER
FM	Micronesia, Federated States of	Estonia	EE
FO	Faroe Islands	Ethiopia	ET
FR	France	Falkland Islands (Malvinas)	FK
GA	Gabon	Faroe Islands	FO
GB	Great Britain	Fiji	FJ
GD	Grenada	Finland	FI
GE	Georgia	France	FR
GF	French Guiana	French Guiana	GF
GH	Ghana	French Polynesia	PF
GI	Gibraltar	French Southern Territories	TF
GL	Greenland	Gabon	GA
GM	Gambia	Gambia	GM
GN	Guinea	Georgia	GE
GP	Guadeloupe	Germany	DE
GQ	Equatorial Guinea	Ghana	GH
GR	Greece	Gibraltar	GI
GT	Guatemala	Great Britain	GB
GW	Guinea-Bissau	Greece	GR
GY	Guyana	Greenland	GL
HK	Hong Kong, China	Grenada	GD
HN	Honduras	Guadeloupe	GP
HR	Croatia	Guatemala	GT
HT	Haiti	Guinea	GN
HU	Hungary	Guinea-Bissau	GW

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
ID	Indonesia	Guyana	GY
IE	Ireland	Haiti	HT
IL	Israel	Honduras	HN
IN	India	Hong Kong, China	HK
IO	British Indian Ocean Territory	Hungary	HU
IQ	Iraq	Iceland	IS
IR	Iran, Islamic Republic of	India	IN
IS	Iceland	Indonesia	ID
IT	Italy	Iran, Islamic Republic of	IR
JM	Jamaica	Iraq	IQ
JO	Jordan	Ireland	IE
JP	Japan	Israel	IL
KE	Kenya	Italy	IT
KG	Kyrgyzstan	Jamaica	JM
KH	Cambodia	Japan	JP
KI	Kiribati	Jordan	JO
KM	Comoros	Kazakhstan	KZ
KN	Saint Kitts and Nevis	Kenya	KE
KP	Dem. People's Rep. of Korea	Kiribati	KI
KR	Korea	Korea	KR
KW	Kuwait	Kuwait	KW
KY	Cayman Islands	Kyrgyzstan	KG
KZ	Kazakhstan	Lao, People's Dem. Republic	LA
LA	Lao, People's Dem. Republic	Latvia	LV
LB	Lebanon	Lebanon	LB
LC	Saint Lucia	Lesotho	LS
LI	Liechtenstein	Liberia	LR
LK	Sri Lanka	Libyan Jamahiriya	LY
LR	Liberia	Liechtenstein	LI
LS	Lesotho	Lithuania	LT
LT	Lithuania	Luxembourg	LU
LU	Luxembourg	Macau	MO

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
LV	Latvia	Madagascar	MG
LY	Libyan Jamahiriya	Malawi	MW
MA	Morocco	Malaysia	MY
MC	Monaco	Maldives	MV
MD	Moldova, Republic of	Mali	ML
MG	Madagascar	Malta	MT
MH	Marshall Islands	Marshall Islands	MH
MK	The former Yugoslav Republic of Macedonia	Martinique	MQ
ML	Mali	Mauritania	MR
MM	Myanmar	Mauritius	MU
MN	Mongolia	Mayotte, Territorial Community of	YT
MO	Macau	Mexico	MX
MP	Northern Mariana Islands	Micronesia, Federated States of	FM
MQ	Martinique	Moldova, Republic of	MD
MR	Mauritania	Monaco	MC
MS	Montserrat	Mongolia	MN
MT	Malta	Montserrat	MS
MU	Mauritius	Morocco	MA
MV	Maldives	Mozambique	MZ
MW	Malawi	Myanmar	MM
MX	Mexico	Namibia	NA
MY	Malaysia	Nauru	NR
MZ	Mozambique	Nepal	NP
NA	Namibia	Netherlands	NL
NC	New Caledonia	Netherlands Antilles	AN
NE	Niger	New Caledonia	NC
NF	Norfolk Island	New Zealand	NZ
NG	Nigeria	Nicaragua	NI
NI	Nicaragua	Niger	NE
NL	Netherlands	Nigeria	NG

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
NO	Norway	Niue	NU
NP	Nepal	Norfolk Island	NF
NR	Nauru	Northern Mariana Islands	MP
NU	Niue	Norway	NO
NZ	New Zealand	Oman	OM
OM	Oman	Pakistan	PK
PA	Panama (Rep.)	Palau	PW
PE	Peru	Panama (Rep.)	PA
PF	French Polynesia	Papua New Guinea	PG
PG	Papua New Guinea	Paraguay	PY
PH	Philippines	Peru	PE
PK	Pakistan	Philippines	PH
PL	Poland (Rep.)	Pitcairn, Henderson, Ducie and Oeno Islands	PN
PM	Territorial Community of St. Pierre and Miquelon	Poland (Rep.)	PL
PN	Pitcairn, Henderson, Ducie and Oeno Islands	Portugal	PT
PT	Portugal	Qatar	QA
PW	Palau	Reunion	RE
PY	Paraguay	Romania	RO
QA	Qatar	Russian Federation	RU
RE	Reunion	Rwanda	RW
RO	Romania	Saint Helena	SH
RU	Russian Federation	Saint Kitts and Nevis	KN
RW	Rwanda	Saint Lucia	LC
SA	Saudi Arabia	Saint Vincent and the Grenadines	VC
SB	Solomon Islands	Samoa	WS
SC	Seychelles	San Marino	SM
SD	Sudan	Sao Tome and Principe	ST
SE	Sweden	Saudi Arabia	SA
SG	Singapore	Senegal	SN

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
SH	Saint Helena	Seychelles	SC
SI	Slovenia	Sierra Leone	SL
SK	Slovakia	Singapore	SG
SL	Sierra Leone	Slovakia	SK
SM	San Marino	Slovenia	SI
SN	Senegal	Solomon Islands	SB
SO	Somalia	Somalia	SO
SR	Suriname	South Africa	ZA
ST	Sao Tome and Principe	Spain	ES
SV	El Salvador	Sri Lanka	LK
SY	Syrian Arab Rep	Sudan	SD
SZ	Swaziland	Suriname	SR
TC	Turks and Caicos Islands	Swaziland	SZ
TD	Chad	Sweden	SE
TF	French Southern Territories	Switzerland	CH
TG	Togo	Syrian Arab Rep	SY
TH	Thailand	Tajikistan	TJ
TJ	Tajikistan	Tanzania, United Republic of	TZ
TK	Tokelau	Territorial Community of St. Pierre and Miquelon	PM
TM	Turkmenistan	Thailand	TH
TN	Tunisia	The former Yugoslav Republic of Macedonia	MK
TO	Tonga (including Niuafo'ou)	Togo	TG
TP	East Timor	Tokelau	TK
TR	Turkey	Tonga (including Niuafo'ou)	TO
TT	Trinidad and Tobago	Trinidad and Tobago	TT
TV	Tuvalu	Tunisia	TN
TZ	Tanzania, United Republic of	Turkey	TR
UA	Ukraine	Turkmenistan	TM
UG	Uganda	Turks and Caicos Islands	TC
US	United States of America	Tuvalu	TV

CHART H-2: BUREAU OF THE FISCAL SERVICE COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
UY	Uruguay	Uganda	UG
UZ	Uzbekistan	Ukraine	UA
VA	Vatican	United Arab Emirates	AE
VC	Saint Vincent and the Grenadines	United States of America	US
VE	Venezuela	Unknown Foreign Country	XX
VG	Virgin Islands (British)	Uruguay	UY
VN	Vietnam	Uzbekistan	UZ
VU	Vanuatu	Vanuatu	VU
WF	Wallis and Futuna Islands	Vatican	VA
WS	Samoa	Venezuela	VE
XX	Unknown Foreign Country	Vietnam	VN
YE	Yemen	Virgin Islands (British)	VG
YT	Mayotte, Territorial Community of	Wallis and Futuna Islands	WF
YU	Yugoslavia	Yemen	YE
ZA	South Africa	Yugoslavia	YU
ZM	Zambia	Zambia	ZM
ZW	Zimbabwe	Zimbabwe	ZW

I. LETTERS AND NOTICES

This appendix includes the following examples:

- I.1 Annual Certification Letter (completed by the state and sent to OCSS)
- I.2 OCSS Pre-Offset Notice (completed by OCSS and sent to the NCP)
- I.3 Bureau of the Fiscal Service Offset Notice (completed by BFS and sent to the NCP)
- I.4 Bureau of the Fiscal Service Office of Personnel Management Pre-Offset Notice (completed by BFS and sent to the NCP)

I.1 Annual Certification Letter

Annual Certification Letter

OMB Control No. 0970-0161
Expiration Date: 06/30/2025

Use State Letterhead

Date:

Office of Child Support Enforcement
Department of Health and Human Services
Federal Collection and Enforcement
Mary E. Switzer Building
330 C Street, SW, 5th Floor
Washington, DC 20201

From: _____, _____, _____
State IV-D Director Title Jurisdiction

Subject: Request for Collection of Delinquent Child and/or Spousal Support, Denial of Passport Application, Multistate Financial Institution Data, and Insurance Matches, using the Federal Collection and Enforcement Process

I certify that every request for offset collection meets the following requirements:

1. (A) For Federal Tax Refund Offset assistance cases, the amount of the delinquency under a court or administrative order for support is not less than \$150 and has been assigned to the State.

(B) For Federal Tax Refund Offset non-assistance cases, the amount of the delinquency under a court or administrative order for support is not less than \$500 and the State is enforcing the order under section 454(4)(A)(ii) of the Social Security Act (the Act).

(C) For Administrative Offset cases, the amount of the delinquency under a court or administrative order for support is not less than \$25 and there has been an assignment of the support rights to the State, or the State is enforcing the order under section 454(4)(A)(ii) of the Act.
2. This agency has verified the accuracy of the arrears, has a copy of the order and any modifications, has a copy of the payment record or an affidavit signed by the custodial party attesting to the amount of support owed and has, in non-assistance cases, the custodial party's current, or last known, address.
3. The Pre-Offset Notice that we will issue to the noncustodial parent meets the requirements set forth in the regulations, or the address information provided for the noncustodial parent was verified for the notice that OCSE will issue.

I certify that every request for passport denial meets the following requirements:

1. The amount of support owed by the individual exceeds \$2,500.
2. This agency has verified the accuracy of the arrears, has a copy of the order and any modifications, and has a copy of the payment record or an affidavit signed by the custodial party attesting to the amount of support owed.
3. The Pre-Offset Notice that we will issue to the noncustodial parent meets the requirements set forth in section 454(31) of the Act, or the address information provided for the noncustodial parent was verified for the notice that OCSE will issue.

I certify that every request for multistate financial institution data match and/or insurance match is delinquent.

I certify that appropriate administrative, technical, and physical safeguards are in place to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity, which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained.

Information for OCSE Pre-Offset Notice:

We request that OCSE mail Pre-Offset Notices to noncustodial parents. ___ Yes ___ No

If yes, which address type should be used on your State's OCSE-issued Pre-Offset Notice?

- ___ Use State IV-D Return Address/ State IV-D Contact Address
- ___ Use Local Return Address/ Local Contact Address
- ___ Use State IV-D Return Address/ Local Contact Address
- ___ Use Local Return Address/State IV-D Contact Address

State IV-D Address:

All States must provide a State IV-D address and contact information. The State IV-D address below may be used in the OCSE-issued Pre-Offset Notice and/or the Bureau of the Fiscal Service Offset Notice.

Telephone: (____) _____ - _____

Telephone 2 (Optional): (____) _____ - _____

How long does your State want OCSE to hold new cases from the Pre-Offset Notice date before forwarding to the Bureau of the Fiscal Service for offset certification?

- ☐ 30 days
- ☐ 45 days
- ☐ 60 days
- ☐ 90 days

Signature of IV-D Director or Designee _____

Agency Contact _____

Agency Contact's Phone Number _____

Agency Contact's E-mail Address _____

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this statutorily required (42 U.S.C. 652(b); 42 U.S.C. 664; 26 U.S.C. 6402(c); 31 CFR 285.3; 45 CFR 302.60; 45 CFR 303.72; 31 U.S.C. 3701 *et seq.*; 31 U.S.C. 3716(h); 31 CFR 285.1; 42 U.S.C. 652(k); 42 U.S.C. 654(31); 22 CFR 51.60; 42 U.S.C. 654(31); 42 U.S.C. 664; 31 CFR 285.1; and 31 CFR 285.3) information collection is to collect past due child support. Public reporting estimated burden for this collection of information is 0.4 hours per respondent, including the time for reviewing instructions, gathering, and maintaining the data needed, and reviewing the collection of information. As provided by the 5 U.S.C. §§552a(b) and (e), any confidential information collected for this program is protected secured, and accessed only by authorized users. A federal agency may not conduct or sponsor an information collection without a valid OMB Control Number. No individual or entity is required to respond to, nor shall an individual or entity be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, without a current valid OMB Control Number. If you have any comments on this collection of information, please contact OCSEFedSystems@acf.hhs.gov.

I.2 OCSS Pre-Offset Notice

CHILD SUPPORT ENFORCEMENT DIVISION
DEPARTMENT OF REVENUE MS 01550
550 Any St
Anytown AK 99999

CHILD SUPPORT ENFORCEMENT DIVISION
600 Any Blvd
Anytown AK 99999

PHONE(S): 907-999-9999

CURRENT DATE

** CONTACT ADDRESS ABOVE **

JOHN DOE
3331 ANYSTREET BLVD
ANYTOWN USA 99999-0123

SSN	CASE/MEMBER NUMBER	LOCAL ID	PAST-DUE AMOUNT CLAIMED
_**-*	33331Z97RN1	001	\$520 (NON-TANF)

The agency identified above has determined that you owe past-due child and/or spousal support. Our records show that you owe at least the amount shown above. If your case was submitted to the United States Department of the Treasury for collection in the past, this amount is subject to collection at any time by Administrative Offset and/or Federal Tax Refund Offset. If your case has not already been submitted to the United States Department of the Treasury and you do not pay in full within 30 days from the date of this notice, this amount will be referred for collection by Administrative Offset and/or Federal Tax Refund Offset. Under Administrative Offset (31 U.S.C.3716), certain Federal payments that might otherwise be paid to you will be intercepted, either in whole or in part, to pay past-due child and/or spousal support. Under Federal Tax Refund Offset (42 U.S.C.664;26 U.S.C.6402), any Federal Income Tax Refund to which you may be entitled will be intercepted to satisfy your debt. The amount of your past-due support will also be reported to consumer reporting agencies.

If you owe or owed arrearages of child support in an amount exceeding \$2,500, the agency identified above will certify your debt to the State Department pursuant to 42 USC 654(31). Once you are certified, the Secretary of State will refuse to issue a passport to you, and may revoke, restrict or limit a passport that was previously issued.

Your debt will remain subject to Federal Tax Refund Offset, Administrative Offset, and/or passport certification until it is paid in full. Important: If you owe current support, any further arrears accruing due to payments missed may be added to your debt and will be subject to collection by Federal Tax Refund Offset and/or Administrative Offset now or in the future without further notice. To determine additional amounts owed or the total amount past-due which the agency has submitted for collection, you may contact us at the address or phone number listed above.

You have a right to contest our determination that this amount of past-due support is owed, and you may request an administrative review. To request an administrative review, you must contact us at the address or phone number listed above within 30 days of the date of this notice. If your support order was not issued in our state, we can conduct the review or, if you prefer, the review can be conducted in the state that issued the support order. If you request, we will contact that state within 10 days after we receive your request and you will be notified of the time and place of your administrative review by the state that issued the order. All requests for administrative review, or any questions regarding this notice or your debt, must be made by contacting the agency identified above.

If you are married, filing a joint income tax return, and you incurred this debt separately from your spouse, who has no legal responsibility for the debt and who has income and withholding and/or estimated tax payments, your spouse may be entitled to receive his or her portion of any joint Federal tax refund. If your spouse meets these criteria, he or she may receive his or her portion of the joint refund by filing a Form 8379 - Injured Spouse Claim and Allocation. Form 8379 should be attached to the top of the Form 1040 or 1040A when you file, or filed according to other instructions as indicated on the Form 8379.

I.3 Bureau of the Fiscal Service Offset Notice

U.S. Department of the Treasury
Bureau of the Fiscal Service
P.O. Box 1686
Birmingham, AL 35201-1686

PLEASE RETAIN FOR YOUR RECORDS
05/12/XX

JOHN DOE
3331 Anystreet Blvd
Anytown, US 99999-0333

What Happened to My Payment?

The U.S. Department of the Treasury, Bureau of the Fiscal Service (Fiscal Service), applied all or part of your payment to delinquent debt that you owe. This action is authorized by federal law. Below is your payment information:

Payment From: (Creditor Agency Name)	
Payee Name: JOHN DOE	Payment Date: 05/12/XX
Original Payment: \$75.00	Payment Type: EFT

Who Do I Owe?

We applied your payment to debt that you owe to the following agency:

CHILD SUPPORT ENFORCEMENT AGENCY	Top Trace Number: 123456789
550 Any Street	Account#: A1B2C345
Anytown, US 99999	Applied to This Debt: \$1,000.00
(XXX) 999-9999	Type of Debt: Child Support

Please see additional pages for other debts, if any.

What Should I Do Now?

If you agree that you owe the debt, you do not need to do anything. Your debt balance has been reduced. If you believe that your payment was applied in error, you would like to resolve your debt, or you have questions about your debt or outstanding balance, contact the agency listed under **Who Do I Owe**. Please have this notice available when you contact the agency.

Only an agency listed under **Who Do I Owe** has information about your debt. Before sending a debt to Fiscal Service, an agency must send notice to you at the address in its records. The notice explains the amount and type of debt you owe, the rights available to you, and the agency's intention to collect the debt by applying eligible federal payments made to you.

For questions about your debt, please call the agency listed under **Who Do I Owe**. If you have questions about the Treasury Offset Program, please visit our website at www.fiscal.treasury.gov/TOP or call 1-800-304-3107.

FOR OFFICIAL USE ONLY: RL112916

I.4 Bureau of the Fiscal Service Office of Personnel Management Pre-Offset Notice

DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
P.O. BOX 1686
BIRMINGHAM, AL 35201-1686

ATTENTION
YOUR FEDERAL PAYMENT MAY BE REDUCED
02/01/10

JOHN DOE
P.O. Box 2451
Birmingham, AL 35201-2451

Dear JOHN DOE:

Your delinquent debt has been referred from the creditor agency referenced below to the U.S. Department of the Treasury, Bureau of the Fiscal Service for collection by administrative offset. This means that payments due to you from the United States Government can be reduced in order to pay your delinquent debt. This process of offset is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996.

The creditor agency has previously informed you of the amount and nature of this debt and has made demand for payment. You were also notified of the creditor agency's intent to collect this debt by administrative offset if you failed to pay your debt, and the rights available to you. Your failure to resolve this debt has resulted in referral of this debt to the Department of the Treasury for administrative offset. An analysis of OPM records shows that you are scheduled to receive a monthly benefit payment in the estimated net amount of \$1287.05 on 04/01/05. This payment is subject to a reduction of up to 25% of the net payment to pay on your delinquent debt.

An offset will be taken against your 04/01/05 payment unless you contact the creditor agency before 04/01/05 and meet their requirements to stop the offset process. You should contact:

ADMIN FOR CHILD SUPPORT ENFORCEMENT
P.O. BOX 9023349
SAN JUAN PR 00902-3349

(787) 767-1500

Acct Num: 999999999
TIN Num: 999-XX-9999

If the delinquent debt amount is greater than the offset amount, additional offsets may be required to satisfy the debt. We will be withholding up to 25% of your OPM payment(s), in addition to any other standard withholdings approved between you and OPM. NOTE: If you receive other federal payments, they may also be subject to offset to satisfy your delinquent debt.

Department of the Treasury
Bureau of the Fiscal Service
(800) 304-3107
Telecommunications Device for the Deaf (TDD) 866-.297-.0517

For Official Use Only

J. SAMPLE REPORTS

This appendix consists of the FCE program reports that are provided to the states via MFT and/or e-Flash.

- J.1 OCSS Federal Offset Net Check Amount Report
- J.2 Federal Administrative Offset Report
- J.3 Federal Offset Collection Report (Detail)
- J.4 Pending Reversal Report
- J.5 Statement of Service Fee Report
- J.6 Federal Offset Fee Reimbursement Report
- J.7 Federal Offset Fee Reimbursement Report (Detail)
- J.8 Update Report
- J.9 State Caseload Preprocessor Report

J.1 OCSS Federal Offset Net Check Amount Report

OCSS FEDERAL OFFSET NET CHECK AMOUNT REPORT						
FOR XX/XX/XX – XX/XX/XX			OCSS CYCLE CCYY -XX		XX/XX/XX	
STATE	OFFSETS	COLLECTIONS	ADJUSTMENTS	ADJUSTMENT AMT	SERVICE FEE	NET CHECK AMT
XX	3	8,862.53	1	3,393.63	57.90	5,411.00
XX	30	57,423.02	5	12,394.53	566.64	44,461.75
XX	12	11,793.21	2	4,487.01	225.42	7,080.78
XX	37	50,854.51	2	7,850.23	695.56	42,308.72
XX *	185	316,284.08	0	0.00	3,471.62	312,812.46
XX	25	33,405.72	4	9,668.71	476.32	23,260.69
XX	18	20,710.90	0	0.00	335.04	20,375.86
XX	2	2,321.21	2	1,618.83	38.60	663.78
XX *	4	142,216.50	0	0.00	77.20	142,139.30
XX *	118	221,365.18	0	0.00	2,221.78	219,143.40
XX	44	43,377.59	5	13,043.93	849.20	29,484.46
XX	1	1,330.00	0	0.00	13.12	1,316.88
XX	6	12,940.26	0	0.00	109.62	12,830.64
XX	28	41,241.10	2	2,293.49	540.40	38,407.21
XX	16	16,511.21	3	5,367.79	290.26	10,853.16
///						
///						
///						

OCSS FEDERAL OFFSET NET CHECK AMOUNT REPORT

FOR XX/XX/XX – XX/XX/XX		OCSS CYCLE CCYY -XX		XX/XX/XX		
STATE	OFFSETS	COLLECTIONS	ADJUSTMENTS	ADJUSTMENT AMT	SERVICE FEE	NET CHECK AMT
XX	29	41,512.40	0	0.00	541.16	40,971.24
XX	4	4,217.28	0	0.00	71.02	4,146.26
XX	14	19,530.48	0	0.00	264.02	19,266.46
XX	4	2,185.25	0	0.00	71.02	2,114.23
XX	8	10,487.70	2	3,839.48	142.04	6,506.18
///						
///						
XX	10	10,731.83	0	0.00	186.82	10,545.01
XX *	45	56,540.08	0	0.00	856.14	55,683.94
XX	1	3,466.00	0	0.00	19.30	3,446.70
XX	3	6,128.97	0	0.00	57.90	6,071.07
XX	54	73,201.20	7	9,506.68	992.76	62,701.76
XX	38	45,712.29	0	0.00	733.40	44,978.89
XX	4	5,693.76	1	2,037.53	77.20	3,579.03
XX	1	7,383.00	0	0.00	19.30	7,363.70
TOTAL	1,697	2,736,916.24	79	171,242.14	32,097.02	2,533,577.08

*State had negative net collection amount in this cycle or an account receivable from previous cycle(s). Will only receive offsets (no reversals) in this cycle.

J.2 Federal Administrative Offset Report

Federal Administrative Offset Collections Report ¹

XXXX XXXX ²

OCSS Cycles CCYY -XX through CCYY -XX

STATE	Vendor/Miscellaneous ³						Federal Retirement		Total Admin		XXXX YTD	
	USDA Offsets ^{3A}	USDA Amount ^{3A}	USPS Offsets ^{3B}	USPS Amount ^{3B}	Other Offsets ^{3C}	Other Amount ^{3C}	Offsets	Amount	Admin Offsets	Admin Amount	Offsets	Amount
XX	2	\$1,068	2	\$731	14	\$7,542	52	\$10,040	70	\$19,381	398	\$126,848
XX	1	\$620	0	\$0	14	\$XX,XXX	7	\$2,409	22	\$17,194	86	\$41,515
XX	2	\$1,017	0	\$0	28	\$20,695	15	\$3,374	45	\$25,086	238	\$180,515
XX	7	\$2,710	0	\$0	8	\$1,758	12	\$1,832	27	\$6,299	127	\$86,286
XX	11	\$3,122	10	\$2,440	88	\$75,327	273	\$55,521	382	\$136,410	2,426	\$874,622
XX	1	\$210	0	\$0	14	\$4,582	14	\$2,490	29	\$7,282	209	\$63,431
XX	1	\$XXX	1	\$2,500	9	\$3,061	17	\$2,513	28	\$8,201	173	\$73,937
XX	1	\$180	0	\$0	3	\$911	4	\$865	8	\$1,955	38	\$11,383
XX	0	\$0	0	\$0	6	\$1,544	8	\$1,881	14	\$3,425	159	\$39,151
XX	10	\$2,576	0	\$0	5	\$4,549	5	\$923	20	\$8,048	97	\$62,001
XX	6	\$7,933	3	\$1,635	24	\$3,489	23	\$4,108	56	\$17,165	402	\$153,998
XX	2	\$1,780	0	\$0	7	\$4,882	6	\$2,082	15	\$8,744	81	\$31,125
XX	1	\$71	0	\$0	11	\$12,766	77	\$21,125	89	\$33,962	583	\$192,590
XX	0	\$0	4	\$2,179	7	\$3,469	29	\$6,276	40	\$11,924	260	\$80,458
XX	7	\$2,220	5	\$3,585	7	\$5,774	48	\$8,476	67	\$20,055	404	\$110,433
XX	3	\$11,776	2	\$1,383	22	\$12,573	27	\$6,698	54	\$32,430	276	\$119,958
XX	2	\$846	0	\$0	16	\$4,353	17	\$4,491	35	\$9,690	199	\$95,812
XX	1	\$320	5	\$1,154	22	\$14,202	27	\$7,228	55	\$22,904	297	\$131,558
XX	0	\$0	0	\$0	3	\$1,185	0	\$0	3	\$1,185	10	\$3,267
XX	0	\$0	0	\$0	0	\$0	17	\$4,953	17	\$4,953	154	\$55,881
XX	0	\$0	0	\$0	0	\$0	4	\$826	4	\$826	19	\$3,284
XX	9	\$2,277	1	\$275	22	\$6,555	40	\$9,512	72	\$18,620	454	\$131,907
XX	0	\$0	0	\$0	3	\$389	4	\$554	7	\$943	43	\$11,119

STATE	Vendor/Miscellaneous ³						Federal Retirement		Total Admin		XXXX YTD	
	USDA Offsets ^{3A}	USDA Amount ^{3A}	USPS Offsets ^{3B}	USPS Amount ^{3B}	Other Offsets ^{3C}	Other Amount ^{3C}	Offsets	Amount	Admin Offsets	Admin Amount	Offsets	Amount
XX	0	\$0	0	\$0	0	\$0	4	\$875	4	\$875	29	\$7,914
XX	3	\$715	4	\$1,180	41	\$28,982	0	\$0	48	\$30,877	183	\$104,831
XX	4	\$2,551	0	\$0	32	\$23,614	11	\$2,658	47	\$28,823	213	\$92,174
XX	1	\$422	0	\$0	1	\$3,756	2	\$374	4	\$4,552	23	\$13,500
TOTAL	137	\$68,666	58	\$37,890	XXX	\$XXX,XXX	1,039	\$229,224	1,864	\$701,200	10,903	\$4,260,587

1 All payments eligible for offset under the Debt Collection Improvement Act (DCIA), other than Federal tax refunds, are categorized as administrative offsets. Federal salary payments are not currently administratively offset for child support.

2 Administrative offset payments processed by OCSS during this time period. The CY XXXX Federal Offset Collection Schedule is located at <https://www.acf.hhs.gov/css/training-technical-assistance/federal-offset-collections-schedule>.

3 Vendor/Misc. offsets include non-retirement Federal payments such as expense and travel reimbursements and can be offset at 100 percent.

3A United States Department of Agriculture's (USDA) Farm Service Agency (FSA)/Commodity Credit Corporation (CCC) payment offsets.

3B United States Postal Service (USPS) independent contractor (non-federal agency employee) payment offsets.

3C All other vendor/misc. offsets excluding USPS and USDA offsets.

J.3 Federal Offset Collection Report

THE OFFICE OF CHILD SUPPORT SERVICES IS PLEASED TO FORWARD THE FOLLOWING COLLECTION INFORMATION TO YOU. THE APPROPRIATE SERVICE FEES ARE BEING DEDUCTED FROM THE TOTAL COLLECTIONS.

STATE: XXXXXXXX

FOR PERIOD: XX/XX/XX – XX/XX/XX

OCSS CYCLE: CCYY -XX	TOTAL	TANF		NON-TANF		
		TAX	ADM	TAX	ADM	
TOTAL OFFSETS:	204	9	0	186	8	
AMOUNT COLLECTED:	\$315,252.40	\$21,930.80	\$0.00	\$284,708.41	\$8,542.19	
SERVICE FEE:	\$2,976.75	\$131.85	\$0.00	\$2,724.90	\$120.00	
TOTAL ADJUSTMENTS:	36	1	0	35	0	
AMOUNT ADJUSTED:	\$83,264.63	\$528.18	\$0.00	\$82,736.45	\$0.00	
NET CHECK AMOUNT:	\$229,011.02	\$21,270.77	\$0.00	\$199,247.06	\$8,422.19	
 PY CCYY ADJUSTMENTS:	 36	 \$83,264.63	 \$528.18	 \$0.00	 \$82,736.45	 \$0.00
PY CCYY ADJUSTMENTS:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PY CCYY ADJUSTMENTS:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PY CCYY ADJUSTMENTS:	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PY CCYY /Prior Adj. :	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

*TOTAL INCLUDES 1 MANUAL PAYMENT (MPY) TOTALING \$71.00 NO SERVICE FEE CHARGED

IF YOU HAVE ANY QUESTIONS, PLEASE E-MAIL OCSS AT SCOLLECTIONS@ACF.HHS.GOV

J.4 Pending Reversal Report

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF CHILD SUPPORT SERVICES

Pending Reversals Detail Report – Cycle XXXX-XX

State	Debt Type	Trace Number	Amount Held	BFS Date Held	Cycle
State Name	TANF	1234X6789	\$180.00	04/12/20XX	20XX-XX
State Name	Non-TANF	1234X6879	\$2,736.00	04/12/20XX	20XX-XX

This report identifies reversals BFS is holding and not sending in your state's weekly file(s). Since this report is cumulative, it may include reversals from previous week(s). BFS will hold all of your state's reversals until the account receivable is paid.

J.5 Statement of Service Fee Report

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF CHILD SUPPORT SERVICES
STATEMENT OF SERVICE FEE

```
***** *
*NAME OF STATE          * FOR PERIOD: XX/XX/XX - XX/XX/XX *
*XXXXX                 * OCSS CYCLE: CCYY-XX          *
***** *
*ORGANIZATION PROVIDING SERVICE * KIND OF SERVICE *
*OFFICE OF CHILD SUPPORT SERVICES * FEDERAL OFFSET *
***** *
*ORGANIZATION *
* DEPARTMENT OF REVENUE *
* CHILD SUPPORT ENFORCEMENT PROGRAM *
* P.O. BOX 1234 *
* ANYTOWN, US 12345-6789 *
* *
***** *
*DESCRIPTION OF SERVICE FEE *
*SEE COLLECTION REPORT: OCSS CYCLE CCYY-XX *
* *
* 195 CASES TAX OFFSET $21.61 EACH $4,213.95 *
* 8 CASES ADM OFFSET $14.83 EACH $118.64 *
* 1 CASES MPY OFFSET $0.00 EACH $0.00 *
* *
*TOTAL DEDUCTED FROM COLLECTIONS $4,332.59 *
***** *
*PLEASE NOTE: IF YOU HAVE ANY QUESTIONS REGARDING THIS SERVICE FEE, *
* E-MAIL THE OFFICE OF CHILD SUPPORT SERVICES AT *
* COLLECTIONS@ACF.HHS.GOV *
***** *
*STATEMENT PREPARED : XX/XX/XXXX *
* *
* PLEASE KEEP A COPY OF THIS STATEMENT FOR YOUR RECORDS *
* *
***** *
```


J.6 Federal Offset Fee Reimbursement Report

**OCSS FEDERAL OFFSET FEE REIMBURSEMENT REPORT FOR
XXX QUARTER 20XX
Fiscal Service CYCLES 20XX-XX THROUGH 20XX-XX**

STATE	20XX TAX REV	20XX TAX FEES (\$19.51)	20XX ADM REV	20XX ADM FEES (\$13.12)	20XX TAX REV	20XX TAX FEES (\$19.51)	20XX ADM REV	20XX ADM FEES (\$13.12)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX and Prior TAX REV	20XX TAX and Prior FEES	AMOUNT Owed To States
XX	29	\$337.85	1	\$13.20	1	\$10.20	0	\$0.00	1	\$8.10	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$369.35
XX	90	\$1,048.50	0	\$0.00	7	\$71.40	0	\$0.00	2	\$16.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,136.10
XX	79	\$920.35	0	\$0.00	4	\$40.80	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7.45	0	\$7.45	0	\$0.00	0	\$0.00	\$968.60
XX	76	\$885.40	0	\$0.00	2	\$20.40	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7.45	0	\$7.45	0	\$0.00	0	\$0.00	\$913.25
XX	591	\$6,885.15	3	\$39.60	49	\$499.80	0	\$0.00	13	\$105.30	0	\$0.00	7	\$52.15	0	\$14.90	0	\$0.00	0	\$0.00	\$7,582.00
XX	87	\$1,013.55	1	\$13.20	5	\$51.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$44.70	0	\$0.00	2	\$23.30	\$1,077.75
XX	118	\$1,374.70	1	\$13.20	5	\$51.00	0	\$0.00	3	\$24.30	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	1	\$11.65	\$1,463.20
XX	12	\$139.80	1	\$13.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$7.45	0	\$0.00	0	\$0.00	\$153.00
XX	19	\$221.35	0	\$0.00	2	\$20.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$241.75
XX	33	\$384.45	0	\$0.00	1	\$10.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$394.65
XX	133	\$1,549.45	0	\$0.00	9	\$91.80	0	\$0.00	3	\$24.30	0	\$0.00	1	\$7.45	0	\$0.00	0	\$0.00	0	\$0.00	\$1,673.00
XX	8	\$93.20	0	\$0.00	1	\$10.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$103.40
XX	20	\$233.00	0	\$0.00	1	\$10.20	0	\$0.00	3	\$24.30	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$267.50
XX	332	\$3,867.80	0	\$0.00	22	\$224.40	0	\$0.00	6	\$48.60	0	\$0.00	4	\$29.80	0	\$0.00	0	\$0.00	0	\$0.00	\$4,170.60
XX	485	\$5,650.25	0	\$0.00	36	\$367.20	0	\$0.00	4	\$32.40	0	\$0.00	2	\$14.90	0	\$7.45	0	\$0.00	3	\$34.95	\$6,064.75
XX	36	\$419.40	0	\$0.00	3	\$30.60	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$52.15	0	\$0.00	0	\$0.00	\$450.00
XX	18	\$209.70	0	\$0.00	2	\$20.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$230.10
XX	47	\$547.55	0	\$0.00	3	\$30.60	0	\$0.00	3	\$24.30	0	\$0.00	1	\$7.45	0	\$0.00	0	\$0.00	0	\$0.00	\$609.90
XX	16	\$186.40	0	\$0.00	1	\$10.20	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7.45	0	\$0.00	0	\$0.00	0	\$0.00	\$204.05
XX	106	\$1,234.90	0	\$0.00	11	\$112.20	0	\$0.00	3	\$24.30	0	\$0.00	2	\$14.90	0	\$0.00	0	\$0.00	0	\$0.00	\$1,386.30
XX	212	\$2,469.80	0	\$0.00	17	\$173.40	0	\$0.00	6	\$48.60	0	\$0.00	6	\$44.70	0	\$0.00	0	\$0.00	0	\$0.00	\$2,736.50
XX	61	\$710.65	0	\$0.00	1	\$10.20	0	\$0.00	2	\$16.20	0	\$0.00	0	\$0.00	0	\$7.45	0	\$0.00	2	\$23.30	\$737.05

STATE	20XX TAX REV	20XX TAX FEES (\$19.51)	20XX ADM REV	20XX ADM FEES (\$13.12)	20XX TAX REV	20XX TAX FEES (\$19.51)	20XX ADM REV	20XX ADM FEES (\$13.12)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX TAX REV	20XX TAX FEES (\$14.65)	20XX and Prior TAX REV	20XX TAX and Prior FEES	AMOUNT Owed To States
XX	129	\$1,502.85	0	\$0.00	12	\$122.40	0	\$0.00	1	\$8.10	0	\$0.00	1	\$7.45	0	\$0.00	0	\$0.00	0	\$0.00	\$1,640.80
XX	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
XX	20	\$233.00	0	\$0.00	1	\$10.20	0	\$0.00	1	\$8.10	0	\$0.00	0	\$0.00	0	\$29.80	0	\$0.00	0	\$0.00	\$251.30
XX	121	\$1,409.65	1	\$13.20	9	\$91.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$14.90	0	\$0.00	1	\$10.20	\$1,514.65
XX	137	\$1,596.05	0	\$0.00	5	\$51.00	0	\$0.00	1	\$8.10	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,655.15
XX	110	\$1,281.50	0	\$0.00	2	\$20.40	0	\$0.00	2	\$16.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,318.10
XX	32	\$372.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$372.80
TOTAL	6,284	\$XXX.XX	XX	\$XX.XX	XXX	\$3,886.20	0	\$0.00	XX	\$XX.XX	0	\$0.00	34	\$XX.XX	0	\$XX.XX	0	\$0.00	9	\$XX.XX	\$78,264.00

NOTES:

TAX REV = Tax Offset Reversal Count
ADM REV = Administrative Offset Count
FEES (\$999.99) = The Dollar Amount Refunded per Offset for the Associated Reversal Count

An offset fee is reimbursed when

- 1) a reversal is equal to the original offset amount,
- 2) multiple partial reversals equal the original offset amount, or
- 3) the partial reversal(s) plus the offset fee exceeds the original offset amount.

There were no 20XX, 20XX, 20XX, 20XX, or 20XX offset fee reimbursements for administrative offsets during this reporting period.

J.7 Federal Offset Fee Reimbursement Report (Detail)

DATE: XX/XX/CCYY OFFICE OF CHILD SUPPORT SERVICES

FEDERAL OFFSET

FEE REIMBURSEMENT REPORT FOR XX (State)

SSN	CASE TYPE	CASE ID	NAME	OFFSET YEAR	OFFSET TYPE	FEE AMOUNT
555xx6771	A	111222333444551	SMITH, JOSEPH	20XX	ADM	14.83
555xx6771	A	111222333444551	SMITH, JOSEPH	20XX	TAX	21.61
555xx6771	N	111222333444551	SMITH, JOSEPH	20XX	ADM	14.83
555xx6771	N	111222333444551	SMITH, JOSEPH	20XX	TAX	20.37
655xx6772	A	111222333444552	JONES, ROBERT	20XX	TAX	20.37
SUBTOTAL FOR LOCAL CODE 020 5			92.01			
444XX5661	A	222333444555662	JONES, JEFFREY	20XX	ADM	12.50
644XX5662	N	222333444555661	SMITH, DAVID	20XX	TAX	19.64
SUBTOTAL FOR LOCAL CODE 023 2			32.14			
333XX4552	A	21133355577993	JONES, WALTER	20XX	TAX	20.37
733XX4554	N	11133355577991	JONES, ANN	20XX	ADM	14.83
833XX4551	A	01122244466671	SMITH, WILLIAM	20XX	TAX	21.61
SUBTOTAL FOR LOCAL CODE 026 3			56.81			
QUARTERLY TOTAL FOR TAX			6	123.97		

DATE: XX/XX/CCYY OFFICE OF CHILD SUPPORT SERVICES

FEDERAL OFFSET

FEE REIMBURSEMENT REPORT FOR XX (State)

QUARTERLY TOTAL FOR ADM	4	56.99
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QUARTERLY TOTAL DISBURSEMENT	10	180.96
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Current Year (CY) = CCYY program year; Prior Year (PY) = CCYY program year

A BFS fee is only reimbursed on a full reversal. A full reversal can be one reversal equaling the original offset or multiple reversals equaling the original offset.

Fees are reimbursed for adjustments made to PY CCYY and PY CCYY offsets only.

¹Number of CY full reversals for tax offsets.

²Total amount of CY fee reversals for tax offsets. \$\$.\$\$ per offset.

³Number of CY full fee reversals for administrative offsets.

⁴Total amount of CY fee reversals for administrative offsets. \$\$.\$\$ per offset.

J.8 Update Report

DATE: 08/15/20XX

UPDATE REPORT

CASE COUNTS FOR STATE OF XX

	TANF	NON-TANF	TOTAL
STATE RECORDS SUBMITTED BY CERTIFYING STATE	50	100	150
TOTAL STATE RECORDS ACCEPTED	30	50	80
REPORTED BY CERTIFYING STATE	20	50	70
REPORTED NEW CASES ACCEPTED	10	0	10
TOTAL STATE RECORDS REJECTED	20	50	70
REJECTED DELETES FROM CERTIFYING STATE	10	20	30
REJECTED NEW CASES FROM CERTIFYING STATE	0	0	0
REJECTED MODIFYS FROM CERTIFYING STATE	10	10	20
REJECTED TRANSFERS/LOCAL CODE	0	0	0
REJECTED STATE PAYMENTS	0	5	5
REJECTED EXCLUSION INDICATORS	0	5	5
REJECTED CASE ID	0	0	0
REJECTED NAME	0	3	3
REJECTED ADDRESS	0	7	7
ERROR COUNTS			
INVALID SUBMITTING STATE CODE (01)	0	0	0
INVALID SSN (02)	0	0	0
CORRECTED SSNS	0	3	3
INVALID LAST NAME (03)	0	3	3
INVALID FIRST NAME (04)	0	0	0
INVALID ARREARAGE AMOUNT (05)	10	10	20
CASE ALREADY EXISTS FOR ADD (06)	0	0	0
INVALID TRANSACTION TYPE (07)	0	0	0
DUPLICATE TRANSACTIONS FOR SAME CYCLE (08)	5	0	5
INVALID CASE TYPE INDICATOR (09)	0	0	0
STPMT AMT IS EQUAL TO OCSS CASE MASTER (11)	0	0	0
SSN NOT ON OCSS CASE MASTER FILE (12)	5	20	25
LAST NAME DOES NOT MATCH OCSS LAST NAME (17)	0	0	0
BFS CAN NOT DECREASE DEBT BALANCE OF \$0 (19)	0	0	0
INVALID TRANSFER STATE CODE (23)	0	0	0
INVALID PROCESSING YEAR FOR STATE PAYMNT(26)	0	5	5
INVALID LOCAL CODE (29)	0	0	0
INVALID DATE ISSUED (32)	0	0	0
INVALID EXCLUSION INDICATORS (33)	0	5	5

DATE: 08/15/20XX

UPDATE REPORT

CASE COUNTS FOR STATE OF XX

	TANF	NON-TANF	TOTAL
STPMT SUBMITTED/NO OFFSET PAYMENT FOUND (34)	0	0	0
STATE PAYMENT EXCEEDS OFFSET (35)	0	0	0
STATE PAYMENT EXCEEDS OFFSET (35)	0	0	0
CASE WAS PREVIOUSLY DELETED (38)	0	0	0
INVALID TRANSACTION FOR FIDM ONLY CASES (39)	0	0	0
INVALID ADDRESS (40)	0	7	7
TOTAL STATE-WARNINGS	2	4	6
ADDRESS WARNING (47)	2	0	2
NO PON REQUEST FOR MOD TO \$0 (55)	0	1	1
PON REQ INVALID FOR FIDM-ONLY CASE (56)	0	0	0
NO PREV PON DATE FOR PON REQ (57)	0	3	3
PON REQUEST MISSING ADDRESS (58)	0	0	0
PON REQ NOT AVAIL FOR STATE NOTICE(59)	0	0	0
UNVERIFIED NAME – PREVIOUS VALID (63)	0	0	0
UNVERIFIED CURRENT NAME (64)	0	0	0
INVALID DOB AND/OR POB (65)	0	0	0
DOLLAR AMOUNTS			
STATE DOLLAR DELETED	\$18,340		

J.9 State Caseload Preprocessor Report

OFFICE OF CHILD SUPPORT SERVICES

DATE: 08/17/20XX

FEDERAL OFFSET STATE CASELOAD PROCESSING REPORT FOR XX (State)

	TOTAL	TANF	NON-TANF
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CASES SUBMITTED ON STATE CASELOAD FILE	20,550	7,334	13,216
CASES REJECTED FOR INVALID SSN OR CASE TYPE	0		
TOTAL STATE RECORDS GENERATED FOR CERTIFYING STATE	10,067	1,870	8,197
 CASES ADDED	 653	 80	 573
CASES DELETED	224	42	182
ARREARAGE AMOUNT MODIFICATIONS	8,730	1,616	7,114
EXCLUSION INDICATOR CHANGES	150	14	136
LOCAL CODE CHANGES	0	0	0
NAME CHANGES	4	1	3
ADDRESS CHANGES	306	117	189
CASEID CHANGES	0	0	0

K. PASSPORT LETTERS, FORMS, AND INFORMATION

This appendix consists of the following:

- K.1 Passport Denial Letter
- K.2 Passport Denial Letter from an Embassy or Consulate
- K.3 Passport Issuance Tracking Letter

K.1 Passport Denial Letter

United States Department of State
U.S. Embassy/Consulate or Passport Agency/Center
Ex: National Passport Center
31 Rochester Avenue
Portsmouth, New Hampshire 03801-2900
1-(877) 487-2778

(Date)

(Name)
(Address)

Dear (Name),

Thank you for your recent passport application. Unfortunately, you are ineligible to receive passport services because the Department of Health and Human Services (HHS) certified that you owe child support.

- Section 51.60(a)(2) of Title 22 of the Code of Federal Regulations reads as follows:
51.60 – Denial and Restriction of Passports
 - (a) The Department may not issue a passport, except a passport for direct return to the United States, in any case in which the Department determines or is informed by competent authority that:
 - (2) The applicant has been certified by the Secretary of Health and Human Services as notified by a state agency under 42 U.S.C. 652(k) to be in arrears of child support in an amount determined by statute.

Neither this passport agency nor the Department of State has information concerning your child support obligation. A list of state child support enforcement agencies and their phone numbers can be found on-line at <http://www.acf.hhs.gov/css/resource/state-and-tribal-child-support-agency-contacts>.

You must contact and make appropriate arrangements with the relevant state child support agency within ninety (90) days from the date of this letter.

Once the Secretary of Health and Human Services has certified to the Secretary of State that you have satisfied the child support arrearage, your name will be removed from the certified list. Please note that several states require a zero dollar (\$0.0) balance before allowing passport issuance to an individual who was previously in arrearage. **All questions regarding such policies must be addressed to the appropriate state child support office.** If the satisfactory payments have not been made with the relevant state within 90 days of the date of this letter, your application will be denied. The Department of State cannot change, override, or appeal this policy.

For general passport information or to check the status of your passport application, please visit us on-line at travel.state.gov.

For general passport information or to check the status of your passport application, please visit us on-line at travel.state.gov.

PLEASE RETURN A COPY OF THIS LETTER, ALONG WITH ALL REQUESTED INFORMATION TO THE ADDRESS LISTED ABOVE INCLUDING THE +4 ZIP CODE.

Enclosure(s): HHS List

K.2 Passport Denial Letter from an Embassy or Consulate

*Consulate General of the United States of America
Frankfurt, Germany*

Passport & Citizenship Unit
March 23, 2016

Dear (Name),

The Department of State has determined that you are ineligible to receive passport services.

This determination is based on 42 U.S.C. 652(k) and Section 51.60 (a) (2) of Title 22 of the Code of Federal Regulations and the certification of the Secretary of Health and Human Services that you are in arrears of child support.

Section 51.60 (a) (2) reads as follows: “The Department may not issue a passport except a passport for direct return to the United States, in any case in which the Department determines or is informed by competent authority that the applicant has been certified by the Secretary of Health and Human Services as notified by a state agency under 42 U.S. C. 562(k) to be in arrears of child support in an amount determined by statute.”

Section 51.60 – Denial of Passports

A passport, except for direct return to the United States, shall not be issued in any case in which:

The applicant has been certified by the Secretary of Health and Human Services as transmitted from a State agency to be in arrears of child support in an amount exceeding \$2,500.00.

Please note that in accordance with Section 7303 of Public Law 109-171, the Deficit Reduction Act of 2005, the threshold for denial of passport services was reduced from \$5000 to \$2500 on October 1, 2006.

Neither the U.S. embassy/consulate nor the Department of State has information concerning your child support obligation. A list of state child support agencies and their phone numbers is attached to this letter for your use. Please contact the appropriate office on this list to make payment arrangements.

This decision is not appealable with the Department of State. If you make appropriate arrangements with your State child support agency within 90 days, please notify the U.S. embassy/consulate in writing. After you make payment arrangements with your State agency, please allow 5-10 business days before calling the embassy/consulate, so HHS has enough time to notify Passport Services. Once the Secretary of Health and Human Service has certified to the Secretary of State that you have satisfied the child support arrearage, your name will be removed from the certified list. Please note that several states have a \$0 balance policy before allowing passport issuance to an individual, who was previously in arrearage. All questions regarding such a policy must be addressed to the appropriate State child support office. The Department of State cannot override this policy.

Accordingly, your U.S. passport application is being held in abeyance at the U.S embassy/consulate. If you have not made arrangements to discharge the obligation with the U.S. state or other jurisdiction in question within 90 days, your U.S. passport will be denied.

You may only be issued a limited validity passport (generally two weeks or less) for direct return to the United States.

Best Regards,

K.3 Passport Issuance Tracking Letter

(SAMPLE – USE STATE LETTERHEAD)

PASSPORT ISSUANCE TRACKING

Department of State
CA/PPT/S/L/LE
Law Enforcement Liaison
44132 Mercure Circle
Sterling, VA 20166

RE:

NAME:

DATE:

SSN:

DOB:

SEX: Male/Female

POB:

DATE INFORMATION NEEDED BY:

Provide a brief explanation why this information is needed, such as:

The above named individual owes more than \$_____ in back child support and has a court hearing on _____. Please provide the date the passport was issued to support this court action.

Send the requested information to:

Jane Smith
Child Support Office
2468 Street B, Suite 559
Anywhere, ST 12345

If you need any additional information, you can contact

Authorized Representative, CSE Office

Telephone Number

E-mail Address

Sincerely,

Authorized Representative
Child Support Enforcement Office

L. REVISION HISTORY

This chart presents a log of the changes that have been made to this document since its creation.

CHART L-1: REVISION HISTORY			
Date	Section	Revision	Author
05/04/2005		v7.0	
12/19/2005		v8.0	
07/16/2007		v9.0	
10/16/2009	TOC Sections: 2.1.4.3.2 2.1.5.3, 2.1.5.3.1. 2.1.6.1 3.1 6.3.2.10 Appendix B Appendix E	v10.0: Added a disclosure to TOC. Page 2-9 Page 2-20 Page 2-24 Page 3-1 Page 6-15 Page B-3 Chart E-1: Pages E-7 through E-9	T. Bratton
06/30/2010	All	Updates throughout entire FO Technical Guide	
09/28/2011	All	Updates throughout entire FO Technical Guide	G. Groelle
12/10/2012	All	V12.0: Updates throughout entire FO Technical Guide	
1/31/2023	All	V13.0: Updates throughout, including: Changed name to Federal Collection and Passport Denial Technical Guide Changed FOP to FCE program throughout Removed FPLS throughout Added DFS throughout Changed FMS to BFS throughout Added Section 2.3.2, "Daily Collection and Adjustment Portal Reporting" Removed Section 4.3.3, "Refund Anticipation Loans" Removed Section 4.4, "Debt Check"	

CHART L-1: REVISION HISTORY			
Date	Section	Revision	Author
		<p>Updated Section 5.3, “Emergency Release from Passport Denial” with online (Portal) process</p> <p>Removed Chart 5-1, “Criteria for Verifying Life-or-Death Situations”</p> <p>Changed name of Section 5.4, “Limited Validity Passports” from “Overseas Releases and Limited Validity Passports”</p> <p>Changed name of Section 7, “Child Support Portal” from “State Services Portal”</p> <p>Added Section 7.3, “Federal Collection and Enforcement Application User Roles,” including subsections and Charts 7-1 and 7-2</p> <p>Added Section 7.4, “Using the Federal Collection and Enforcement Application,” including subsections and Figures 7-2 through 7-17</p> <p>Replaced Chart 7-1, “State User Roles” with Chart 7-1, “Federal Offset State User Roles” and Chart 7-2, “Passport Denial State User Roles”</p> <p>Added J.4, “Pending Reversal Report”</p> <p>Removed Passport Document K.4, “Emergency Notice of Withdrawal of Passport Denial Form”</p> <p>Removed references to ADM and SAL exclusion indicators</p> <p>Added references to Managed File Transfer (MFT) software</p> <p>Added Reversal Reason Codes</p> <p>Added information on Manual Payments</p> <p>Added changes based on the BFS accounting change</p> <p>Added changes to State Payment (‘S’) Transactions</p>	

CHART L-1: REVISION HISTORY			
Date	Section	Revision	Author
		Added most recent OMB approval to Annual Certification Letter, Input Record Layouts, and Output Record Layouts Updated screen shots throughout Updated K.1 Passport Denial Letter with DoS revisions Updated OCSE name change to OCSS throughout	