

**Billing Code:** 0-00047-ACF 4184-42

**System number:**

09-80-0381. This system was formerly part of OCSE Location and Collection System HHS, OCSE (09-90-0074).

**System name:**

OCSE National Directory of New Hires (NDNH) HHS/ACF/OCSE.

**Security classification:**

None.

**System location:**

National Computer Center, Social Security Administration, Baltimore, MD 21235.

**Categories of individuals covered by the system:**

1. Individuals who are newly hired “employees” within the meaning of chapter 24 of the Internal Revenue Code of 1986, 26 U.S.C. § 3401, whose employers have furnished specified information to a State Directory of New Hires which, in turn, has furnished such information to the National Directory of New Hires pursuant to 42 U.S.C. § 653a(g)(2)(A);
2. Individuals who are federal government employees whose employers have furnished specified information to the National Directory of New Hires pursuant to 42 U.S.C. § 653(n). This category does not including individuals who are employees of a department,

agency, or instrumentality performing intelligence or counterintelligence functions, if the head of such department, agency, or instrumentality has determined that filing such a report could endanger the safety of the employee or compromise an ongoing investigation or intelligence mission; and

3. Individuals to whom unemployment compensation or wages have been paid and about whom the State Directory of New Hires has furnished such information to the National Directory of New Hires pursuant to 42 U.S.C. § 653a(g)(2)(B).

**Categories of records in the system:**

1. Records pertaining to newly hired employees furnished by a State Directory of New Hires pursuant to 42 U.S.C. § 653a(g)(2)(A). Records in the system are the name, address, and Social Security number (SSN) of the employee, the name, address and Federal identification number of the employer of such employee and, at the option of the state, the date of birth, date of hire or state of hire of the employee.

2. Records pertaining to newly hired employees furnished by a federal department, agency or instrumentality pursuant to 42 U.S.C. § 653a(b)(1)(C). Records in the system are the name, address and SSN of the employee and the name, address and the employer identification number of the employer.

3. Records furnished by a State Directory of New Hires pertaining to wages and unemployment compensation paid to individuals pursuant to 42 U.S.C. § 653a(g)(2)(B).

4. Records furnished by a federal department, agency, or instrumentality pertaining to wages paid to individuals pursuant to 42 U.S.C. § 653(n).

**Authority for maintenance of the system:**

42 U.S.C. 653(i).

**Purposes:**

The Office of Child Support Enforcement (OCSE) uses the NDNH primarily to assist states administering programs that improve states' abilities to locate parents, establish paternity, and collect child support. The NDNH is also used to support other programs as specified in sections 453 and 463 of the Social Security Act (42 U.S.C. §§ 653, 663): Temporary Assistance for Needy Families; child and family services; foster care and adoption assistance; establishing or verifying eligibility of applicants for, or beneficiaries of benefit programs; recouping payments or delinquent debts under benefit programs; and for certain research purposes likely to contribute to achieving the purposes of the Temporary Assistance for Needy Families (TANF) or the federal/state child support program.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These routine uses specify circumstances under which ACF may disclose information from this system of records without the consent of the data subject. Each proposed disclosure of information under these routine uses will be evaluated to ensure that the disclosure is legally permissible, including but not limited to ensuring that the purpose of the disclosure is compatible with the purpose for which the information was collected.

Any information defined as “return” or “return information” under 26 U.S.C. § 6103 (Internal Revenue Code) will not be disclosed unless authorized by a statute, the Internal Revenue Service (IRS) or IRS regulations.

1. Disclosure for Child Support Purposes

Pursuant to 42 U.S.C. §§ 653(a)(2), 653(b)(1)(A) and 653(c), information about the location of an individual or information that would facilitate the discovery of the location of an individual or identifying information about the individual may be disclosed, upon request filed in accordance with law, to an “authorized person” for the purpose of establishing parentage or establishing, setting the amount of, modifying or enforcing child support obligations. Other information that may be disclosed is information about an individual’s wages (or other income) from, and benefits of, employment, and information on the type, status, location, and amount of any assets of, or debts owed by or to, the individual. An “authorized person” is defined under 42 U.S.C. § 653(c) as follows: (1) any agent or attorney of a state who has a duty or authority to seek or recover any amounts owed as child and spousal support or to seek to enforce orders

providing child custody or visitation rights; (2) a court which has authority to issue an order against a noncustodial parent for support of a child, or to issue an order against a resident parent for child custody or visitation rights, or any agent of such court; (3) the resident parent, legal guardian, attorney, or agent of a child that is not receiving assistance under a state program funded under title IV-A of the Social Security Act (Temporary Assistance to for Needy Families); and (4) a state agency that is administering a program operated under title IV-B (child and family services programs) or IV-E (Foster Care and Adoption Assistance programs) of the Social Security Act.

## 2. Disclosure for Purposes Related to the Unlawful Taking or Restraint of a Child or Child Custody or Visitation

Pursuant to 42 U.S.C. § 653(b)(1)(A), upon request of an “authorized person,” as defined in 42 U.S.C. § 663(d)(2), information as to the most recent address and place of employment of a parent or child may be disclosed for the purpose of enforcing any state or federal law with respect to the unlawful taking or restraint of a child or making or enforcing a child custody or visitation determination.

## 3. Disclosure to Department of State under International Child Abduction Remedies Act

Pursuant to 42 U.S.C. § 663(e), the most recent address and place of employment of a parent or child may be disclosed upon request to the Department of State, in its capacity as the Central Authority designated in accordance with section 7 of the International Child Abduction Remedies Act, 42 U.S.C. § 11601 *et seq.*, for the purpose of locating the parent or child on behalf of an applicant.

#### 4. Disclosure to a Foreign Reciprocating Country for Child Support Purposes

Pursuant to 42 U.S.C. § 659a(c)(2), information on the state of residence of an individual sought for support enforcement purposes in cases involving residents of the United States and residents of foreign countries that are the subject of a declaration may be disclosed to a foreign reciprocating country.

#### 5. Disclosure to the Treasury for Tax Administration Purposes

Pursuant to 42 U.S.C. § 653(i)(3), information may be disclosed to the Secretary of the Treasury for purposes of administering 26 U.S.C. § 32 (earned income tax credit), administering 26 U.S.C. § 3507 (advance

payment of earned income tax credit) or verifying a claim with respect to employment in a tax return.

#### 6. Disclosure to the Social Security Administration for Verification

Pursuant to 42 U.S.C. § 653(j)(1), the names, SSNs, and birth dates of individuals about whom information is maintained may be disclosed to the Social Security Administration to the extent necessary for verification of the information by the Social Security Administration.

#### 7. Disclosure for Locating an Individual for Paternity Establishment or in Connection with a Support Order

Pursuant to 42 U.S.C. § 653(j)(2), the results of a comparison between records in this system and the Federal Case Registry of Child Support Orders may be disclosed to the state IV-D child support enforcement agency responsible for the case for the purpose of locating an individual in a paternity establishment case or a case involving the establishment, modification or enforcement of a support order.

#### 8. Disclosure to State Agencies Operating Specified Programs

Pursuant to 42 U.S.C. § 653(j)(3), information may be disclosed to a state to the extent and with the frequency that the Secretary determines to be effective in assisting the state to carry out its responsibilities under child support programs operated under 42 U.S.C. §§ 651 through 669b (Title IV-D of the Social Security Act, Child Support and Establishment of Paternity), child and family services programs operated under 42 U.S.C. §§ 621 through 639 (Title IV-B of the Social Security Act), Foster Care and Adoption Assistance programs operated under 42 U.S.C. §§ 670 through 679A (Title IV-E of the Social Security Act) and assistance programs funded under 42 U.S.C. §§ 601 through 619 (Title IV-A of the Social Security Act, Temporary Assistance for Needy Families).

#### 9. Disclosure to the Commissioner of Social Security

Pursuant to 42 U.S.C. § 653(j)(4), information may be disclosed to the Commissioner of Social Security for the purpose of verifying eligibility for Social Security Administration programs and administering such programs.

#### 10. Disclosure for Authorized Research Purposes

Pursuant to 42 U.S.C. § 653(j)(5), data in the NDNH, including information reported by employers pursuant to 42 U.S.C. § 653a(b), may

be disclosed, without personal identifiers, for research purposes found by the Secretary to be likely to contribute to achieving the purposes of 42 U.S.C. §§ 651 through 669b (Title IV-D of the Social Security Act, Child Support and Establishment of Paternity) and 42 U.S.C. §§ 601 through 619 (Title IV-A of the Social Security Act, Temporary Assistance for Needy Families).

#### 11. Disclosure to Secretary of Education for Collection of Defaulted Student Loans

Pursuant to 42 U.S.C. § 653(j)(6), the results of a comparison of information in this system with information in the custody of the Secretary of Education may be disclosed to the Secretary of Education for the purpose of collection of debts owed on defaulted student loans, or refunds on overpayments of grants, made under title IV of the Higher Education Act of 1965 (20 U.S.C. § 1070 *et seq.* and 42 U.S.C. § 2751 *et seq.*) and, after removal of personal identifiers, for the purpose of conducting analyses of student loan defaults.

#### 12. Disclosure to Secretary of Housing and Urban Development for Verification Purposes

Pursuant to 42 U.S.C. § 653(j)(7), information regarding an individual participating in a housing assistance program (United States Housing Act of 1937 (42 U.S.C. § 1437 *et seq.*); 12 U.S.C. §§ 1701s, 1701q, 1715l(d)(3), 1715l(d)(5), 1715z-1; or 42 U.S.C. § 8013) may be disclosed to the Secretary of Housing and Urban Development for the purpose of verifying the employment and income of the individual and, after removal of personal identifiers, for the purpose of conducting analyses of the employment and income reporting of such individuals.

#### 13. Disclosure to State Unemployment Compensation Agency for Program Purposes

Pursuant to 42 U.S.C. § 653(j)(8), information on an individual for whom a state agency administering an unemployment compensation program under federal or state law has furnished the name and Social Security number, and information on such individual's employer, may be disclosed to the state agency for the purposes of administering the unemployment compensation program.

#### 14. Disclosure to Secretary of the Treasury for Debt Collection Purposes

Pursuant to 42 U.S.C. § 653(j)(9), information pertaining to a person who owes the United States delinquent nontax debt and whose debt has been

referred to the Secretary of the Treasury in accordance with 31 U.S.C. § 3711(g), may be disclosed to the Secretary of the Treasury for purposes of collecting the debt.

#### 15. Disclosure to State Agency for Food Stamp Program Purposes

Pursuant to 42 U.S.C. § 653(j)(10), information on an individual and the individual's employer may be disclosed to a state agency responsible for administering a supplemental nutrition assistance program under the Food and Nutrition Act of 2008 (7 U.S.C. § 2011 *et seq.*) for the purposes of administering the program.

#### 16. Disclosure to the Secretary of Veterans Affairs for Verification Purposes

Pursuant to 42 U.S.C. § 653(j)(11), information about an individual applying for or receiving the following benefits, compensation or services may be disclosed to the Secretary of Veterans Affairs for the purpose of verifying the employment and income of the individual and, after removal of personal identifiers, to conduct analyses of the employment and income reporting of such individuals: (i) needs-based pension benefits provided under 38 U.S.C. chapter 15, or under any other law administered by the Secretary of Veterans Affairs; (ii) parents' dependency and indemnity

compensation provided under 38 U.S.C. § 1315; (iii) health care services furnished under subsections 38 U.S.C. §§ 1710(a)(2)(G), (a)(3), (b); or (iv) compensation paid under 38 U.S.C. chapter 11, at the 100 percent rate based solely on unemployability and without regard to the fact that the disability or disabilities are not rated as 100 percent disabling under the rating schedule.

#### 17. Disclosure for Law Enforcement Purpose

Records may be disclosed to the appropriate federal, state, local, tribal, or foreign agency responsible for identifying, investigating, prosecuting, enforcing or implementing a statute, rule, regulation or order, if the information is relevant to a violation or potential violation of civil or criminal law or regulation within the jurisdiction of the receiving entity.

#### 18. Disclosure to Department of Justice

Records may be disclosed to support the Department of Justice when: (1) HHS, or any component thereof; or (2) any employee of HHS in his or her official capacity; or (3) any employee of HHS in his or her individual capacity where the Department of Justice or HHS has agreed to represent the employee; or (4) the United States is a party to litigation or has an interest in such litigation, and the use of such records by the Department

of Justice is deemed by HHS to be relevant and necessary to the litigation; provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.

#### 19. Disclosure to Court or Adjudicative Body.

Records may be disclosed to a court or adjudicative body when: (1) HHS, or any component thereof; or (2) any employee of HHS in his or her official capacity; or (3) any employee of HHS in his or her individual capacity where the Department of Justice or HHS has agreed to represent the employee; or (4) the United States is a party to litigation or has an interest in such litigation, and the use of such records is deemed by HHS to be relevant and necessary to the litigation; provided, however, that in each case it has been determined that the disclosure is compatible with the purpose for which the records were collected.

#### 20. Disclosure to Contractor to Perform Duties

Records may be disclosed to a contractor performing or working on a contract for HHS and who has a need to have access to the information in the performance of its duties or activities for HHS in accordance with law and with the contract.

## 21. Disclosure in the Event of a Security Breach

Records may be disclosed to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department's efforts to respond to a suspected or confirmed breach of the security or confidentiality of information maintained in this system of records and the information disclosed is relevant and necessary for that assistance.

### **Disclosure to consumer reporting agencies:**

None.

### **Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:**

**Storage:** Records in the NDNH are stored electronically at the Social Security Administration's National Computer Center. Historical logs and system backups are stored off-site at an alternate location.

**Retrievability:** Records maintained in the NDNH are retrieved by the SSN of the individual to whom the record pertains.

**Safeguards:** Specific administrative, technical and physical controls are in place to ensure that the records collected and maintained in the NDNH are secure from unauthorized access.

Access to the records is restricted to authorized personnel who are advised of the confidentiality of the records and the civil and criminal penalties for misuse and who sign a nondisclosure oath to that effect. Personnel are provided privacy and security training before being granted access to the records and annually thereafter.

Logical access controls are in place to limit access to the records to authorized personnel and to prevent browsing. The records are processed and stored in a secure environment.

All records are stored in an area that is physically safe from access by unauthorized persons at all times.

Safeguards conform to the HHS Information Security Program,  
<http://www.hhs.gov/ocio/securityprivacy/index.html>.

**Retention and disposal:** Records maintained in the NDNH are retained for 24 months after the date of entry and then deleted from the database pursuant to 42 U.S.C. § 653(i)(2)(A). In accordance with 42 U.S.C. § 653(i)(2)(B), OCSE shall not have access for child support enforcement purposes to quarterly wage and unemployment insurance information in the NDNH if 12 months have elapsed since the information is provided by a State Directory of New Hires pursuant to 42 U.S.C. § 653A(g)(2)(B) and there has not been a match resulting from the use of such information in any information comparison. Notwithstanding these retention and disposal requirements, OCSE may retain such samples of data entered into the NDNH as OCSE may find necessary to assist in carrying

out its responsibility to provide access to data in the NDNH for research purposes found by OCSE to be likely to contribute to achieving the purposes of Part A or Part D of Title IV of the Act, but without personal identifiers, pursuant to 42 U.S.C. §§ 653(i)(2)(C), (j)(5). Samples are retained only so long as necessary to complete such research.

**System manager and address:**

Director, Division of Federal Systems, Office of Automation and Program Operations,  
Office of Child Support Enforcement, Administration for Children and Families, 370  
L'Enfant Promenade, 4th Floor East, S.W., Washington, DC 20447.

**Notification procedures:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the System Manager. The request should include the name, telephone number and/or email address, SSN, and address of the individual, and the request must be signed by the individual to whom such information pertains. The requester's letter must provide sufficient particulars to enable the System Manager to distinguish between records on subject individuals with the same name. Verification of identity as described in HHS's Privacy Act regulations may be required. 45 CFR § 5b.5.

**Record access procedures:**

Individuals seeking access to a record about themselves in this system of records should address written inquiries to the System Manager. The request should include the name, telephone number and/or email address, SSN, and address of the individual, and should be signed by the individual to whom such information pertains. The requester's letter must provide sufficient particulars to enable the System Manager to distinguish between records on subject individuals with the same name. Verification of identity as described in HHS's Privacy Act regulations may be required. 45 CFR § 5b.5.

**Contesting record procedures:**

Individuals seeking to amend a record about themselves in this system of records should address the request for amendment to the System Manager. The request should 1) include the name, telephone number and/or email address, SSN, and address of the individual, and should be signed; 2) identify the system of records that the individual believes includes his or her records or otherwise provide enough information to enable the identification of the individual's record; 3) identify the information that the individual believes is not accurate, relevant, timely, or complete; 4) indicate what corrective action is sought; and 5) include supporting justification or documentation for the requested amendment. Verification of identity as described in HHS's Privacy Act regulations may be required. 45 CFR § 5b.5.

**Record source categories:**

Information is obtained from departments, agencies, or instrumentalities of the United States or any state.

**Exemptions claimed for the system:**

None.