

## Questions and Answers – EDE Specifications

### Electronic Document Exchange

- Question:** Is the unsolicited process in the EDE application taking the place of the current CSENet transaction process?

**Answer:** No, it is meant to support the existing CSENet functionality and supplement the EDE application. It will not replace the current CSENet batch process.
- Question:** What types of file formats can EDE support?

**Answer:** EDE supports documents in the following formats: .jpeg (digital image), .pdf (Portable Document Format), .tiff (often scanned images), .doc or .docx (Microsoft Word documents), and .zip (compressed).
- Question:** Where can I find what document types a state is exchanging?

**Answer:** States submit a list of the document types that they can provide to OCSE on the EDE State Profile Form. This information is entered in the application. When you make a request, the types of documents the state you selected can provide appear on a drop down list.
- Question:** When sending an initial referral, which participants' information should a state send?

**Answer:** You can send documents for any case participant: custodial party, putative father, noncustodial parent, or children.
- Question:** Do the Participant fields in Chart A-3, "EDE Unsolicited Documents Batch Layout," in the EDE Specifications refer to dependents?

**Answer:** The Participant fields (Name, SSN and Date of Birth) are not used for unsolicited documents. They are used for requests (Chart A-1) and responses (Chart A-2), and can be filled with information for any type of participant.
- Question:** When sending unsolicited documents via EDE, must the providing state send the receiving state's case ID?

**Answer:** No, you do not need to provide the receiving state's case ID when sending unsolicited documents. However, when providing a document on an existing case, it is essential that you provide the identifying case information. This will help the responding state to match the new documentation with an existing case.
- Question:** Can a superuser assign requests to someone else in the state?

**Answer:** None of the user roles can assign a request to someone else. However, the superuser can release any requests that workers have assigned to themselves so that others may work on them, just as workers can release requests they have assigned to themselves for others to work.
- Question:** Can I request a document for a non-IV-D case via EDE?

**Answer:** Yes, you may request a document on a non-IV-D case if you have a case ID. If you do not have a case ID, use the unsolicited document process in EDE, and send the Transmittal #3 (Request for Assistance/Discovery) to make a request. The responding state may either provide the requested non-IV-D case document or return “Non-IV-D case” as a reason for not providing the document.

9. **Question:** Do the timeframes for responses specified in the Federal Regulations apply to providing responses to EDE requests?

**Answer:** Yes, your current state policies and practices that comply with the federal timeframes apply to EDE.