Federal Parent Locator Service

Federal Case Registry

Interface Guidance Document

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1. FPLS OVERVIEW

This section briefly describes the origin, structure, purposes and uses of the FPLS, with particular emphasis on the FCR and NDNH.

1.1 Background

The Office of Child Support Enforcement (OCSE) operates a national computer system, the Federal Parent Locator Service (FPLS) that enables State Child Support Enforcement Agencies (CSEAs) to more effectively resolve some of the tracking and jurisdictional problems caused by interstate movement of custodial parties (CPs) and non-custodial parents (NCPs). By identifying information for persons involved in interstate child support enforcement cases, the FPLS increases the States' ability to establish paternity, establish, enforce, set the amount of, or modify child support obligations. The FPLS consists of:

- the National Directory of New Hires (NDNH),
- the Federal Case Registry of Child Support Orders (FCR), and
- the Federal Parent Locator Service (FPLS).

1.1.1 EXPLANATION OF THE LAW

Federal laws mandate the creation of, and set out the requirements for, the FPLS. These laws, combined with Federal regulations, define the requirements for the FPLS.

1. The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)
   - Section 316(f) of PRWORA amended Title IV-D of the Social Security Act by adding a new subsection, (h), to Section 453 of the Act that requires the establishment of the FCR within the FPLS.
   - Section 316(f) of PRWORA also added subsection (i) to Section 453 of the Act that requires the establishment of the NDNH within the FPLS.
   - Section 313 of PRWORA added Section 453A to the Act requiring each State to establish a State Directory of New Hires (SDNH)
   - Section 311 of PRWORA added subsection (e) to Section 454A of the Act that requires each State to establish a State Case Registry as a necessary component of the statewide automated system.
2. The Balanced Budget Reconciliation Act of 1997
   - Provisions of the Balanced Budget Reconciliation Act corrected ambiguities and omissions of PRWORA with respect to the FCR.
3. The Taxpayer Relief Act of 1997
   - The FPLS provides access to the Secretary of the Treasury for purposes of administration of Federal tax laws. To assist with this, the Taxpayer Relief Act requires that children's names and, beginning October 1, 1999, children's social security numbers (SSNs) in IV-D cases and Non IV-D orders, be listed on the FCR for purposes of determining the Earned Income Tax Credit.

4. The Adoption and Safe Families Act of 1997
   - This Act permits State IV-B and IV-E agencies to locate persons through the FPLS for adoption and foster care purposes.
5. The Child Support Performance and Incentives Act of 1998
   - This Act adds safeguarding requirements for NDNH, limits retention of data, and establishes the Multistate Financial Institution Data Match program.

1.1.2 FPLS NARRATIVE

As States began developing and using their systems in response to the mandates of the Family Support Act of 1988, the benefits of automation became readily apparent to customers. Because of automation, more work could be accomplished in a shorter period of time, and routine tasks that previously required human intervention could be done automatically. Child support business practices have changed to reflect the involvement of automated activities, which allow workers to more efficiently address their caseloads.

Automation of intrastate cases brought an awareness of a need for more timely information about individuals living or working in other States. These individuals currently constitute an estimated 30% of a State's child support caseload.

In order to address these problematic and time-consuming cases, IV-D agencies needed timely access to nationwide location, income, asset, and employment information. States also need to be informed about other States who have cases or orders involving the same parties in order to minimize the impact of multiple orders and to allow effective child support activities to occur. Federal law was enacted and regulations developed to support the States' objectives. Effective October 1, 1998 the FPLS provides an improved mechanism to meet States needs.

The FPLS consists of three major components:

- the NDNH,
- the FCR, and
- the existing FPLS.

The information maintained in the NDNH is used to proactively provide a State with employment information from States and Federal agencies and Unemployment Insurance (UI) information from other States for an individual who is involved in a IV-D case. The information is returned proactively when a CP, NCP, or Putative Father (PF) is registered or updated in a IV-D case, or deleted from a IV-D or a non-IV-D case, on the FCR. Information is also returned proactively to States when New Hire (W-4), Quarterly Wage (QW), or UI information is added to the NDNH for a CP, NCP, or PF who is registered in a IV-D case. Proactive information is returned to the State using the FCR interface. NDNH information is also available to the State via a Locate Request.

The FCR is a national registry of IV-D cases and Non IV-D orders. The registry maintains key information for the case or order and the related participants. This information is used to proactively match a newly registered or updated person from one State with IV-D cases involving the person in other States. The results of this Proactive Matching process are sent to

the registering State and the other State, or States, with cases involving the person. When a person is added to, updated in, or deleted from a case on the FCR, whether in a IV-D case or a Non IV-D order, this information will be sent to States that currently have the person registered in a IV-D case. The participant information also will be sent, when a case is deleted from the FCR.

The existing FPLS is a search mechanism that facilitates the location of individuals by interfacing with selected Federal agencies. A State must submit a Locate Request identifying the desired Federal agencies to which searches should be sent. The Locate Response information will be returned using the same interface option that was used to submit the request.

The specific conditions and requirements associated with the State interface to NDNH, FCR and FPLS components of the FPLS for child support enforcement are explained in this *Guide*. For a detailed explanation of the State and Federal interface for submission of NDNH data, refer to the *NDNH Guide for Data Submission*. Interfaces exist between these three components to meet the objectives of Federal law for national child support enforcement. Figure 1-1 depicts the configuration of the FPLS. It also illustrates the interface points between the three components and State and Federal agencies. Details regarding these interfaces are included in the remaining sections of Part 1.

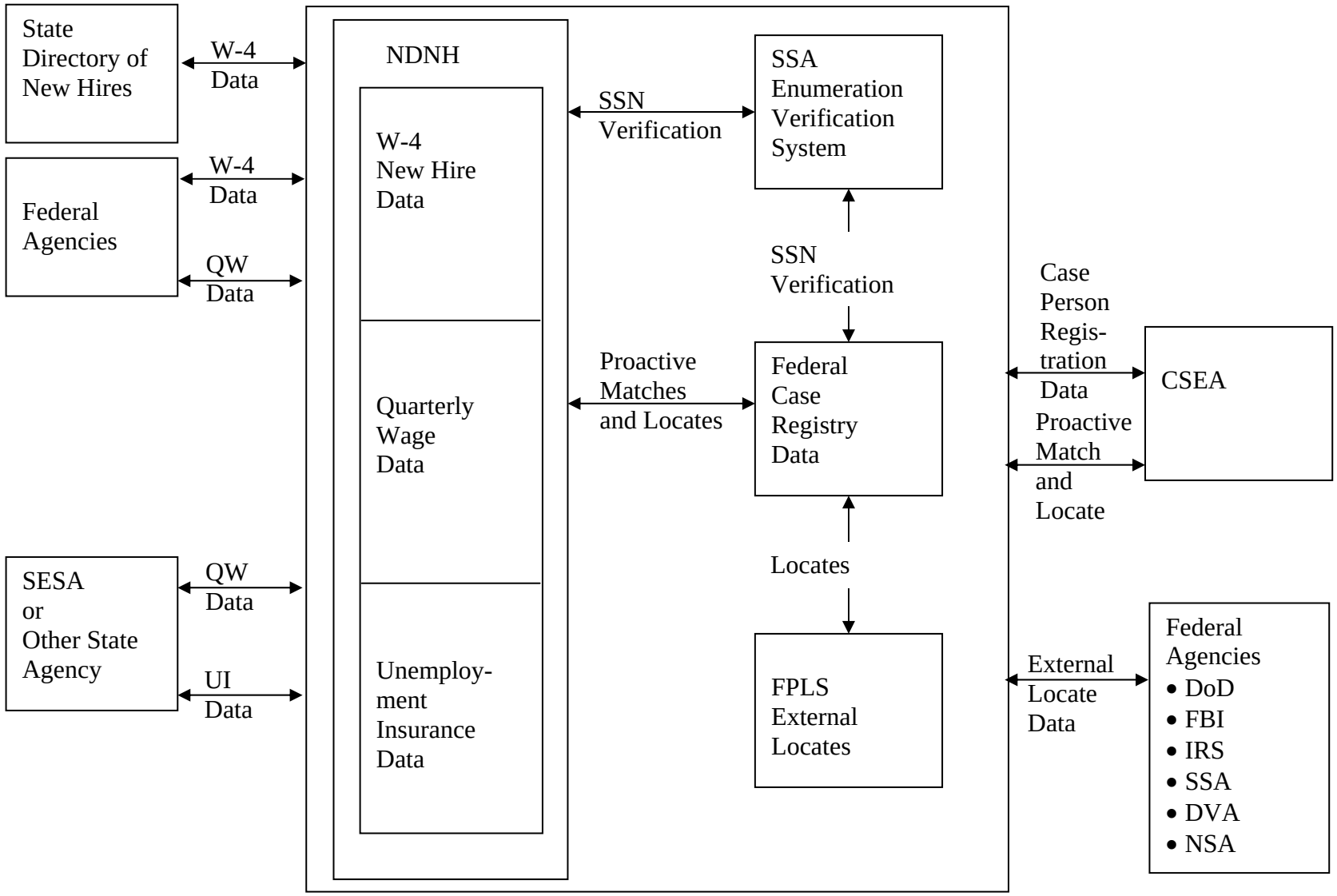
1.1.2.1 NDNH and FCR Configuration

The NDNH is the national repository for submissions of W-4 and QW information from States, territories, and Federal agencies, and UI information from States and territories. The NDNH was implemented in accordance with the PRWORA to identify the location and earnings of persons who are newly-hired, earning wages, or who have applied for, or are receiving UI benefits. SSN/Name combinations are submitted to the Social Security Administration (SSA) for verification when sufficient data exists to support the verification process. NDNH proactive information for a person is sent to the FCR when new NDNH submissions are entered. The NDNH is also one of several Locate sources for the FCR. Locate actions result from the FCR Proactive Matching process or from a State's specific request to search the NDNH.

The FCR is the PRWORA-mandated national registry for State-provided extracts of IV-D child support cases and also for Non IV-D support orders that are entered or modified on or after October 1, 1998. The FCR also provides Locate activities for persons in IV-D cases and persons involved in other authorized child support actions. As discussed earlier, the FCR may only perform these activities for persons whose SSNs are verified. Therefore, the submitted name and SSN, or sufficient data to identify an SSN, are sent to SSA for verification or identification. The FCR receives NDNH proactive information and sends this information to States when a match is found with participants in a State's cases. FCR Proactive Matching against the NDNH is initiated for CP, NCP or PF IV-D case participants when these persons are added to cases or their records are changed. The FCR sends State-requested Locate actions to the NDNH and to the FPLS for transmission to external sources. The results of case and/or person registration and Locate processing are returned to the requesting State or territory.

Figure 1-1 depicts the configuration of the FPLS.

Figure 1-1: FPLS on October 1, 1998



1.1.2.2 Timeframes for Implementation

Federal law mandates several deadlines associated with the implementation of the FCR and State Case Registries (SCRs). Chart 1-1 provides the activity, critical dates and responsible entity for compliance with the Federal laws.

CHART 1-1: CRITICAL DATES FOR THE SCR AND FCR		
Activity	Deadline	Responsible Entity
Establish and maintain the NDNH in the FPLS	October 1, 1997	OCSE
Match SDNH to the SCR	May 1, 1998	States
Establish and maintain the FCR in the FPLS	October 1, 1998	OCSE
Match FCR information with the NDNH	October 1, 1998	OCSE
Transmit data from the SCR to the FCR	October 1, 1998	States
Transmit child data from the SCR to the FCR	October 1, 1999	States

Federal law requires that children must be added to the FCR by October 1, 1999. States can transmit their child data beginning October 1, 1998. If a State elects to begin sending their child data on October 1, 1999, their child data must be retroactive as follows:

- All children in IV-D cases that were added to the FCR on or after October 1, 1998, regardless of when the case or order was established.
- All children in Non IV-D orders that were established or modified on or after October 1, 1998.

1.2 Introduction to the FCR

The following section presents a review of the purpose and objectives of the FCR. The overview is followed by an explanation of the benefits of the FCR, the FCR-to-SCR Interface, and the implications of designating Family Violence in the FCR processing.

1.2.1 PURPOSE AND OBJECTIVES OF THE FCR

Section 453 of Title IV, Part D, of the Social Security Act as amended by PRWORA mandated the establishment of the FCR. PRWORA's provisions relating to the FCR were further amended by the Balanced Budget Act of 1997, the Taxpayers Relief Act of 1997 and the Adoption and Safe Families Act of 1997.

The FCR is a national registry of persons in child support cases (IV-D), and child support orders (Non IV-D), as required by Section 453(h) of the Social Security Act. Each State is required to maintain an SCR that includes information on individuals involved in child support orders and child support cases. The FCR is composed of extracts of each State's SCR.

IV-D cases are those in which the State is currently providing child support services as directed by the State's IV-D program, which is authorized by Title IV-D of the Social

Security Act. A IV-D case is composed of a custodial party, non-custodial parent or putative father, and child(ren) in common.

A Non IV-D order is one in which the State:

1. is not currently providing service under the State's Title IV-A, Title IV-D, Title IV-E, or Title XIX programs;
2. has not previously provided State services under any of these programs; and
3. has no current application or applicable fee for services paid by either parent.

Non IV-D orders established or modified in the State on or after October 1, 1998 must be included in the SCR.

To fulfill the legal requirements of the PRWORA, each new CP, NCP or PF added to a IV-D case on the FCR is matched against the NDNH to identify possible W-4, QW or UI information. The FCR notifies IV-D agencies of a newly-matched IV-D case person's NDNH information that was submitted by another State or States or Federal agency. As new W-4, QW and UI data are added to the NDNH, the data for the NDNH and the PF, CP, and NCP in a IV-D case in the FCR are compared. Conversely, any update to a IV-D case person on the FCR results in a Proactive Match against the NDNH.

Sections 453 and 463 of Title IV, Part D, of the Social Security Act, as amended by PRWORA and further amended by the 1997 Taxpayer Relief Act, govern requests to the FCR for Locate processing and access for Earned Income Tax Credit (EITC) or other tax purposes.

Chart 1-2, which follows, explains these and other aspects of access to the FPLS.

CHART 1-2: ACCESS TO FPLS INFORMATION				
Who	Why	How	What	Exceptions
Agent/attorney of a State who has authority/duty under the IV-D State Plan to seek child and spousal support. **§453(c)**	Establish paternity, establish, modify or enforce child support obligations. **§453(a)**	Request filed in accordance with regulations. **45 CFR §303.70.** Only SPLS can request information from FPLS. Must contain specified information including attestation. Fee must be paid. **§453(d)**	Information (including SSN, address, and name, address and FEIN of employer) on, or facilitating the discovery of, the location of any individual: • who is under an obligation to pay child support, • against whom a child support obligation is sought, • to whom a child support obligation is owed, or • who has or may have parental rights with respect to a child. Information on the individual's wages, other income and benefits of employment (including health care coverage). Information on the type, status, location and amount of any assets of, or debts owed by or to, the individual. **§453(a)**	Disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. **§453(b)**

CHART 1-2: ACCESS TO FPLS INFORMATION				
Who	Why	How	What	Exceptions
State agency that is administering a program operated under a State Plan under subpart 1 of part B or a State Plan approved under subpart 2 of part B or under part E. **§453(c)**	To administer such program. **§453(a)**	Same as above. **§453(d)**	Same information as above from sources other than the IRS. **§453(a)**	Same information as above from sources other than the IRS. **§453(b)**
Resident parent, legal guardian, attorney or agent of a child not receiving IV-A benefits. **§453(c)**	Establish paternity, establish, modify or enforce child support obligations. **§453(a)**	Same as above. **§453(d)**	Same information as above from sources other than the IRS. **§453(a)**	Same information as above from sources other than the IRS. **§453(b)**
Court (or agent of the court) with authority to issue an order against an NCP for child support, or to serve as the initiating court in an action to seek a child support order. **§453(c)**	Establish paternity, establish, modify or enforce child support obligations. **§453(a)**	Request filed in accordance with regulations. **§453(b)** Request must be processed through the SPLS. **45 CFR §303.70** SPLS may process request from Court to FPLS. 45 CFR §302.35(c)(2)	Same as above, except can get it despite child abuse or domestic violence notification. **§453(b)**	However, upon notification that FPLS has received notice of child abuse or domestic violence, court must determine whether disclosure of the information to any other person would be harmful. **§453(b)** Above restrictions on information that would compromise national security, etc., still apply.

CHART 1-2: ACCESS TO FPLS INFORMATION				
Who	Why	How	What	Exceptions
Agent/attorney of a State who has the authority/duty to enforce a child custody or visitation determination. Agent/attorney of the US or a State who has authority/duty to investigate, enforce or prosecute the unlawful taking or restraint of a child. **§463(d)(2)**	Make or enforce a child custody or visitation determination. Enforce any Federal or State law regarding unlawful taking or restraint of a child. **§463(a)**	Request filed in accordance with regulations. State agency receives request and transmits it to secretary. **§463(b) - 45 CFR §302.35** SPLS made request to FPLS in standard format. SPLS shall identify these cases to distinguish them from other requests. **45 CFR §303.15**	Most recent address and place of employment of parent or child. **§463(c)**	Disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. **§463(c)**
Court (or agent of court) with jurisdiction to make or enforce a child custody or visitation determination. **§463(d)(2)**	Same as above. **§463(a)**	Request filed in accordance with regulations. **§463(c)** Request must be processed through the SPLS. **45 CFR §303.70** SPLS may process request from Court to FPLS. **45 CFR §302.35** SPLS makes request to FPLS in standard format.	Same as above, except can get it despite notice of child abuse or domestic violence. **§463(c)**	However, no disclosure shall be made to anyone else. However, upon notification that FPLS has received notice of child abuse or domestic violence, and receipt of information the court must determine whether disclosure of the information to any other person would be harmful. **§463(c)** Above restrictions, on

CHART 1-2: ACCESS TO FPLS INFORMATION				
Who	Why	How	What	Exceptions
		SPLS shall identify these cases to distinguish them from other requests. Upon receipt of response from FPLS, SPLS shall send information directly to the requester, then destroy information related to the request. **45 CFR §303.15**		information that would compromise national security or confidentiality of census data, still apply.
US Central Authority (under the Hague convention on international child abduction). **§463(e)**	Locate any parent or child on behalf of an applicant to central authority in a child abduction case. **§463(e)**	Upon request, pursuant to agreement between Secretary of HHS and the central authority. No fee may be charged. **§463(e)**	Most recent address and place of employment. **§463(e)**	Restrictions under §453 (national security etc., domestic violence). **§453(b) and §463(c)**
Secretary of the Treasury. **§453(h)(3) and (i)(3)**	Administration of Federal tax laws. **§453(h)(3) and (i)(3)**	Pursuant to procedures developed between the Secretary of Treasury and HHS.	FCR data and NDNH data. **§453(h)(3) and (i)(3)**	
State IV-D agencies. **§453(j)(2) and (3)**	Location of individual in paternity or child support case. **§453(j)(2)** Administration of IV-D program. **§453(j)(3)**	Every 2 business days, information comparison in NDNH with the FCR and report back to States within 2 business days after a match is discovered. This would be an automatic match	FPLS matches. **§453(j)(2) and (3)**	Disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic

CHART 1-2: ACCESS TO FPLS INFORMATION				
Who	Why	How	What	Exceptions
		with the statewide automated system. **453(j)(2)(A & B)** When the Secretary determines a data match would be necessary to carry out the purposes of the IV-D program. **§453(j)(3)**		violence. §453(b)
Researchers. **§453(j)(5)**	Research purposes found by the Secretary to be likely to contribute to achieving purposes of IV-A or IV-D programs. **§453(j)(5)**	At Secretary's discretion. **§453(j)(5)**	Data in each component of the FPLS.	Personal identifiers removed. **§453(j)(5)**
State IV-A agencies. **§453(j)(3)**	Administration of IV-A program. **§453(j)(3)**	When the Secretary determines a data match would be necessary to carry out the purposes of the IV-A program. **§453(j)(3)**	FPLS matches. **§453(j)(3)**	Disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. **§453(b)**

1.2.2 BENEFITS OF THE FCR

The FCR is established to assist State IV-D agencies in processing interstate cases, locating participants, and identifying military medical benefits for children. The following four sections provide an explanation on how the FCR meets this objective.

1.2.2.1 Interstate Case Processing

The FCR provides benefits to the States for interstate case processing in the following ways:

1. The FCR is a national database that contains information about each State's IV-D cases and on each State's Non IV-D orders that are entered or modified on or after October 1, 1998. The Proactive Matching functions of the FCR assist States in determining which States have an interest in the same person. The FCR is a system that points to identifying information in other States. The FCR contains an Indicator that shows if a State is aware of a support order for their case. The information from the FCR assists the States by telling them of other States, which share an interest in a party on the case and by indicating whether other States have an order.
2. The FCR helps reduce, and in some cases eliminates, manual searches, such as telephone calls and surface mail. In many instances, States can take the next case action with a level of confidence in the information being supplied by the FCR.
3. The FCR helps reduce the time required for interstate case processing when a State uses the information supplied by the FCR in conjunction with CSENet. See Section 2.7, "Processing of Interstate Data," for further information on CSENet.
4. FCR Proactive Matching with the NDNH helps States to track the interstate movement of CPs, NCPs and PFs in IV-D cases. Therefore, States receive the most current address and employment information for persons involved in child support enforcement cases.

1.2.2.2 FCR Proactive Matching

Proactive matching within the FCR assists States in performing more effective case processing and support enforcement through the following features:

1. States benefit from the ability to automatically receive information regarding persons in IV-D cases and Non IV-D orders without the need to file formal requests.
2. FCR Proactive Matching provides State IV-D agencies with quick access to person and case information when a person is added to, updated in, or deleted from a case, or when the case type changes, or the case is deleted.
3. Current demographic data provided by FCR Proactive Matching assists States in processing interstate cases where CPs, NCPs and PFs move from State to State.
4. Proactive matching reduces the need to conduct random searches in other States.

1.2.2.3 NDNH Proactive Matching

Proactive matching against the NDNH assists States in performing more effective case processing and support, establishment, and enforcement. Proactive matching is especially

helpful to States in interstate matters by providing the most recent W-4, QW and UI information for all participants in child support cases, except children.

1.2.2.4 DMDC Proactive Matching

Proactive matching against the Defense Enrollment and Eligibility Reporting System (DEERS), through the Defense Manpower Data Center (DMDC), assists States in identifying children who are currently enrolled in DEERS for military medical benefits, children who are eligible for enrollment, and children who were previously enrolled.

1.2.2.5 SVES Proactive Matching

FCR-to-SVES Proactive Matching provide SVES States with the option to automatically receive Title II, Title XVI and Prisoner Locate Responses. This new interface creates an FCR-to-SVES Proactive Match Request for a person in an open IV-D case, who has a verified SSN with no family violence indicated, a valid date of birth, and the participant type is 'PF' (Putative Father) or 'NP' (Non-custodial party). The State will have the options to send other IV-D case participant types, 'CP' (Custodial Party) and 'CH' (Children), to SVES.

1.2.2.6 Title II Pending Claim Proactive Matching

Title II Pending Claim Proactive Matching provides information that an SSA Title II claim is pending. SSA is matching added or changed pending Title II claims against the FCR. This new interface creates an FCR Title II Pending Claim Response when SSA identifies that the claimant matched an FCR person in an IV-D case and has a verified SSN with no family violence indicated. The State must notify OCSE to receive this optional proactive match.

1.2.3 FCR/SCR INTERFACE

The FCR interfaces with the SCR using SSA's network and CONNECT:Direct protocol. Part 3, "Data Transmission Method", provides details about the procedures and protocols used for communication between the FCR and SCR.

The SCR interfaces with the FCR to:

- register IV-D cases and Non IV-D orders, including their associated persons,
- return SSN verification information,
- update or delete cases or associated persons that were previously registered on the FCR,
- initiate Locate Requests for a specific person to the NDNH or to defined external Locate sources,
- terminate a pending Locate Request for a specific person, and
- initiate an FCR Query for a person registered by the State to obtain existing interstate FCR information for the person.

The State must submit the information to the FCR in batches using the record formats that are required by the FCR. The formats for the batch and detail records that the SCR must submit are described in Appendix G, "FCR Input Transaction Layouts". Additional details regarding the requirements and the State actions associated with the submission of the FCR Input Transactions are provided in Part 6, "FCR Transaction-Specific Information".

The FCR interfaces with the SCR to:

- acknowledge the receipt of input transactions received from the SCR,
- return Locate Request Responses,
- return FCR Query Responses,
- send the results of FCR-to-FCR Proactive Matching,
- send the results of FCR-to-NDNH Proactive Matching,
- send the results of NDNH-to-FCR Proactive Matching,
- send the results of MSFIDM Matches,
- send the results of DMDC Matches,
- send the results of SVES Proactive Matches,
- send the results of Title II Pending Claim Proactive Matching, and
- send the results of Insurance Matches.

The FCR sends information to the SCR in batches using the standard record formats described in Appendix H, "FCR Output Transaction Layouts". Additional details regarding the FCR processes associated with the creation of the output transactions and the suggested State action upon their receipt are provided in Part 6, "FCR Transaction-Specific Information".

1.2.4 IMPLICATIONS OF FAMILY VIOLENCE ON THE FCR

Section 453(b)(2) of the Social Security Act prohibits disclosure of FPLS information if a State determines that it has "reasonable evidence of domestic violence or child abuse and that the disclosure of such information could be harmful to the parent or the child of such parent".

The definitions of the terms "domestic violence" and "child abuse", and the evidence required to support the definitions, vary from State to State. The determination to designate a person as associated with Family Violence (FV) depends upon State law and the procedures developed by that State.

If the State determines that it has reasonable evidence of domestic violence or child abuse against a parent or a child and that the disclosure of information could be harmful to the parent or the child, the State is required to notify the Secretary of this fact. OCSE proposes that when a State determines it has reasonable evidence of family violence (either domestic violence or child abuse), and the disclosure of information could be harmful to the parent or the child of such a parent, the State reflect such a determination in its records by including a single Indicator among the data elements in the SCR. This Indicator is known as the Family Violence Indicator and encompasses both domestic violence and child abuse. The FV Indicator may be transmitted for a parent or a child when the State adds the particular individual to a case on the FCR or at any time thereafter. When an FV Indicator is associated with a person, no information shall be returned on that person, but the FCR does return a code to the submitter that indicates that disclosure is prohibited because of the presence of a Family Violence Indicator.

Federal law created an exception to the general rule prohibiting disclosure of information on a person with an FV Indicator. This process provides a court, as defined in §453 (c)(2) and

§463(d)(2) of the Act, with the ability to request an override of the FV Indicator if certain conditions are met. Refer to Section 7.1, "Family Violence (FV) Indicator Override", for the override requirements and process.

1.2.4.1 Adding an FV Indicator to the FCR

States can designate a person as being at risk of Family Violence by using the "FCR Input Person/Locate Request Record" and placing an 'FV' in the FV Indicator Field. Refer to Appendix G, "FCR Input Transaction Layouts," for the specifications of this record. An FV Indicator may be sent at the time the State is adding the person to the FCR, or the State may add the designation to a person previously-registered on the FCR by that State.

1.2.4.2 Removing an FV Indicator from the FCR

States remove an FV Indicator from the FCR using the "FCR Input Person/Locate Request Record". Refer to Appendix G, "FCR Input Transaction Layouts," for the specifications of this record. If more than one State has placed an FV Indicator on the same person, the FCR does not release any information on that person until all States have removed the FV Indicator for that person. States cannot remove an FV Indicator placed on the FCR by another State.

The FCR only accepts a change to remove an FV Indicator from a person registered by the State that added the FV Indicator for that person. If a State submits a transaction to remove an FV Indicator and that State is the State that originally placed the FV Indicator on the person, then the FCR removes the FV Indicator for that person in that State. If one or more other States have also placed an FV Indicator on the person, then the Family Violence prohibitions remain. The FCR rejects a request from the submitting State to delete an FV Indicator when the FV Indicator has been previously deleted by the submitting State.

In addition to removing an FV Indicator at the request of the State that placed the Indicator, the FCR system removes an FV Indicator for a person under the following circumstances:

1. Person deleted: If a State that placed an FV Indicator on a person deletes the person from that person's last (or only) IV-D case or Non IV-D order for that State, and if there are no other open FV Records for the person, the FCR removes the FV Indicator for that person in all cases in which the person is registered. If the person has an additional FV Indicator(s) placed by a different State, the FCR does not remove the FV Indicator for that person placed by the other State. The Family Violence prohibitions remain in effect until every State that placed an FV Indicator for the person removes it.
2. Case deleted: If a State that placed an FV Indicator on a person deletes that person's last (or only) IV-D case or Non IV-D order for that State, the FCR removes the FV Indicator for that person for that State. The FCR does not remove the FV Indicator for that person placed by another State. The FV prohibitions remain in effect until every State that placed an FV Indicator for the person removes the FV Indicator or deletes the person's last IV-D cases and Non IV-D orders.

When the FV Indicator is removed from a person by all States that placed the FV Indicator and the person meets the criteria outlined in Section 6.10, "Proactive Matching", the FCR

implements Proactive Matching as if the person were newly added to the FCR. The FCR will also accept and process Locate Requests subject to the Locate processing requirements as outlined in Section 6.7, "Request for Locate".

1.2.4.3 FCR Response to State Requests for Information on a Person with an FV Indicator

The FV Indicator prevents all Proactive Matching (FCR-to-FCR, FCR-to-NDNH and NDNH-to-FCR, Proactive SVES and Title II Pending Claim Matching), as well as the responses from MSFIDM, DMDC and the Insurance Match Process. In addition, the FCR does not process requests to the FPLS external Locate sources for persons with an FV Indicator. The FCR sends a Disclosure Prohibited Code to a State in response to the following State transactions:

1. Requests for Locate processing for a person on the FCR with an FV Indicator,
2. FCR Queries for a person on the FCR with an FV Indicator,
3. Adding a person who is on the FCR and has an FV Indicator (Proactive Match Response),
4. Adding a person and the FV Indicator for a person to the FCR (Proactive Match Response), and
5. Requests for Locate that are in process and the FCR receives an FV Indicator for that person.

If a Person has an FV Indicator, any SSN identified or corrected as part of Locate processing is returned to the submitter only if the Locate Request Type is equal to 'CS'.

Only OCSE can request an override of the FV Indicator. Refer to Section 7.1, "Family Violence (FV) Indicator Override", for the override requirements and process.

1.3 FCR System Functionality

The FCR is an active repository for Child Support Enforcement (CSE) cases, case participants, and Locate activities for case participants and other persons involved in CSE activities. The FCR contains information on persons associated with IV-D cases and on persons associated with Non IV-D orders established or modified on or after October 1, 1998. The FCR produces reports on the results of processing cases and locating persons. Figure 1-2, "Functional Overview of the Federal Case Registry", which follows, presents the major data flows among State users, OCSE, NDNH and other Federal agencies.

1.3.1 FUNCTIONALITY OF THE FCR

FCR case and Locate information helps States to:

- establish paternity,
- establish, modify or enforce child support obligations,
- make or enforce custody or visitation determinations pursuant to §463 of the Act,
- enforce any State or Federal law with respect to the unlawful taking or restricting of a child, and

- provide assistance in locating persons who may be involved in a child support case or other child support activities.

The FCR identifies persons who are of interest to more than one State by matching newly-submitted persons to existing FCR records. FCR responses are formatted to provide sufficient case and participant identifiers for States to use in contacting other States using CSENet. Employment and address information furnished through the FCR helps States to resolve issues that arise in interstate cases when CPs, PFs or NCPs move from State to State. Proactive FCR-to-NDNH and NDNH-to-FCR matches provide current employment or unemployment insurance benefit information for IV-D case participants by matching persons in IV-D cases, who meet proactive matching criteria, as defined in Section 6.10, “Proactive Matching”, with the NDNH.

States may request the FCR to obtain specific Locate information for a person from a source in addition to those comprising the automatic Proactive Matches. These requests for Locate processing specify which of the available external sources are to be searched. There are legal restrictions on the data sources that may be searched and the kinds of information that may be returned for requests to locate a person for purposes other than child support purposes. The FCR returns only the information permitted by law for the purpose of a Locate Request. See Section 6.7, “Request for Locate”, for a description of Locate Request Types and the information sets returned.

The SCR initiates FCR activities by submitting registration information for persons and/or cases, and Locate Requests for case participants or other persons. The FCR provides these responses:

- Proactive information from the FCR that pertains to the person’s other cases; Proactive information from the NDNH pertaining to a IV-D case participant’s wages, employment, UI benefits and/or addresses; Locate Responses that include personal addresses, employer addresses, wages, benefits, and asset data from external sources,
- Insurance Matches that include such insurance information as: claims, claimant, insurer, attorney, third party administrator and employer,
- Warning/error messages generated by transaction edits, including rejected transactions,
- Activity acknowledgements for submitted transactions and the results of processing these transactions,
- SSN verification, correction, and identification,
- Proactive SVES information, including Title II, Title XVI and Prisoner Information,
- Proactive Title II Pending Claim information,
- Results of matching against MSFIDM, including the location and balance of financial accounts,
- Results of matching against DMDC, including medical benefit information relating to a child and adult associated with the child, and
- Management Information.

The Federal and State agencies identified on Figure 1-2, “Functional Overview of the Federal Case Registry”, contribute responses to SCR person and case registrations and requests for Locate processing.

SSA contributes in the following ways:

- provides verification of SSNs submitted by the SCR or OCSE,
- identifies and provides SSNs if the State submits additional information,
- identifies and provides multiple SSNs assigned to a person,
- provides corrections of SSNs,
- provides Benefits and Prisoner information, and
- provides the Date of Death, Zip Code of Last Residence and the Zip Code of Lump Sum Payment for persons reported as deceased.

As an external Locate source, SSA provides personal address data and information pertaining to disability, retirement, supplemental or other paid benefits.

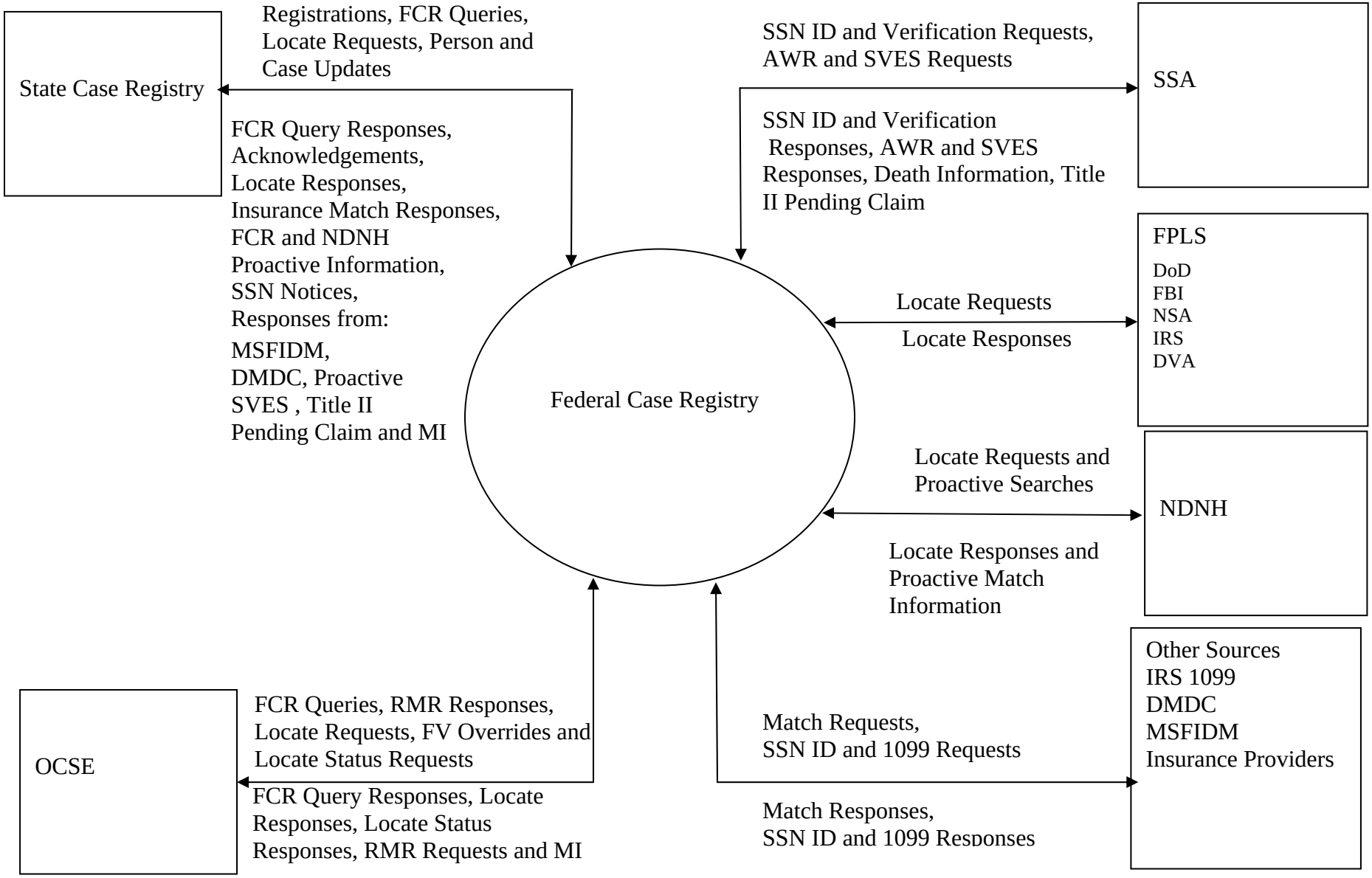
The IRS identifies and provides SSNs if the State submits a spouse’s SSN and the name of the NCP that can be matched to a joint tax return. The IRS is also an external Locate source for address and asset information.

The NDNH and the external sources provide earnings, employer, and/or address information upon request. The NDNH proactively provides a person’s QW, W-4 and UI information when the NDNH receives new information. The FCR proactively requests NDNH information when a IV-D case participant is added to or changed on the FCR. The NDNH can be specified as a Locate source. External sources provide personal and employment address data, as well as wage and asset information in response to requests for Locate processing.

OCSE has several key functions within the FPLS Locate process. OCSE selects an SSN through Requires Manual Review (RMR) processing as required when two or more possible SSNs are identified. OCSE submits requests for Locate processing under designated circumstances when the subject of the Locate Request has an FV Indicator and an FV Indicator Override is approved. OCSE also submits Locate status requests upon a State’s request, and forwards the results of that request to that State.

Figure 1-2 depicts the functional interrelationship of the FCR and the systems with which it interacts. The arrows in the figure represent each interface. The transactions between each system or entity and the FCR are shown above (for Initiating Transactions) or below (for Response Transactions) the arrows.

Figure 1-2: Functional Overview of the Federal Case Registry



1.3.2 SSN IMPORTANCE

The FCR uses SSNs as key identifiers. The system requires an SSN in order to store a person on the FCR and/or to perform Locates. OCSE is aware that SSNs are not always available to the State and that the State may have exhausted its own means for identifying a person's SSN. SSA has systems that attempt to identify SSNs, provided that sufficient information is submitted with the State's record. States should send as much information as is known to them regarding the person. If an SSN is not provided by the State, and if the FCR/SSA efforts to identify an SSN are unsuccessful, the FCR rejects the record and returns a message to the submitting State informing them that an SSN could not be found and that the record was not added to the FCR or that the Locate was not performed.

If an SSN is provided by the State, but that SSN cannot be verified or corrected, the FCR will attempt to identify the correct SSN, using additional information if available. If a verified SSN cannot be identified, the FCR places the record in suspense. The FCR uses the same process if a verified SSN for that person cannot be identified using the additional person information provided. Records in suspense are not used in Locate or Proactive Matching processing. These records are available to the submitting State only, and only for making changes to the record, or for providing additional information to attempt a subsequent SSN verification.

For more information regarding the processes and transactions that are relevant to SSN identification and verification, and the specific information required for SSA to identify an SSN, refer to Section 5.3.1, "SSN Verification in the FCR".

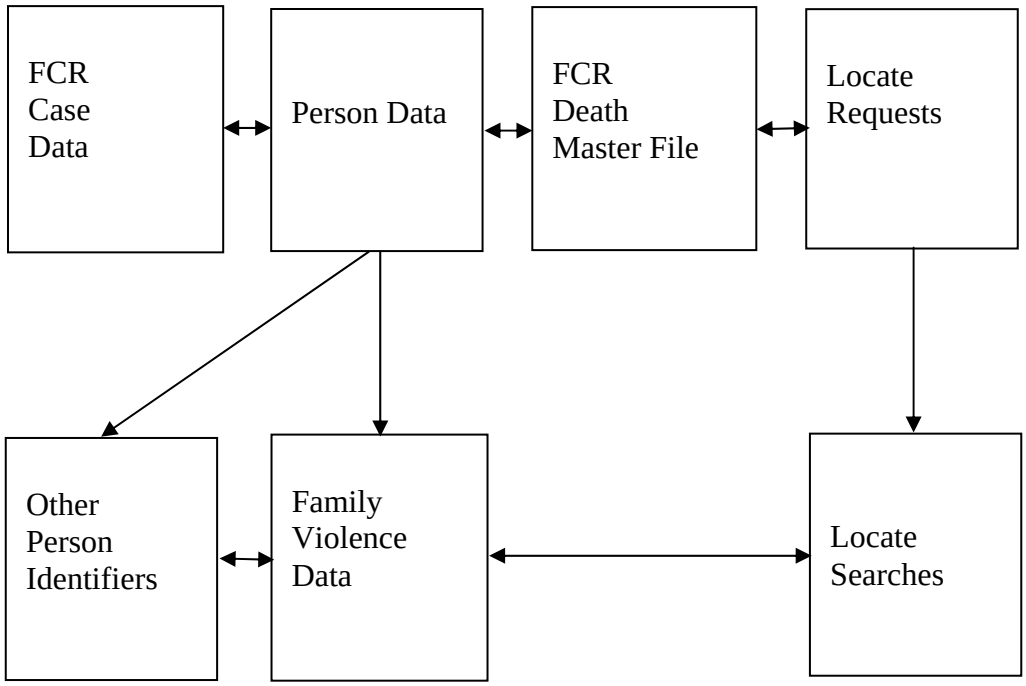
1.3.3 FCR FILE STRUCTURES

The FCR database consists of tables that are structured and linked to facilitate storing and processing person, case and Locate information. These tables are illustrated in Figure 1-3 and are defined as follows:

- **FCR Case Data** contain information for each registered case. Case information includes SCR-provided fields, such as Transmitter State/Territory Code, Case ID, Case Type, Court Order Indicator, and FCR-generated processing dates. An FCR Case Data Record is linked to the Person Data Record for each case participant.
- **Person Data** contain identifying information for each case participant. Person Data information includes SCR-provided fields, such as Transmitter State or Territory Code, Case ID, SSN, Name, Sex, Date of Birth, FV Indicator and FCR-generated Indicators for processing dates and pointers to other tables.
- **Other Person Identifiers** contain the multiple names (if any) and/or SSNs associated with a person. Other Person Identifiers Records are linked to the Person Data Record. Each Additional SSN or Name that is associated with a person is contained in the table.
- **Family Violence Data** contain the Family Violence information provided by a State. A Family Violence Data Record is linked to the Person Data Record via the SSN and contains fields, such as Transmitter State or Territory Code and Case ID, and establishment and closing dates.

- **Locate Requests** contain identifying information for each person involved in a request for Locate processing. This information includes SSN, Name, Case ID, User ID, and FIPS County Code as well as FCR-generated processing dates. These persons may or may not be case participants.
- **Locate Searches** contain information for each search being performed on each external source. The person's SSN links each Locate Search Record to a Locate Record, facilitating the use of multiple sources for each request for Locate processing.
- **FCR Date of Death Master Data** contains information from the SSA Death Master File and Monthly Update Files. This information includes SSN, Name, Date of Death, Zip Code of Last Residence and Zip Code of Lump Sum Payment.

Figure 1-3: Federal Case Registry File Structure



1.4 FCR and the FPLS: Parallel Systems

The FCR and the FPLS operate together in the FPLS to process Locate Requests. The FCR component is designed so a State can request Locate processing without the need for separate tape requests to the FPLS and IRS-1099 systems. The FCR accepts the request for Locates as described in Section 6.7, "Request for Locate". In the FPLS, requests for Locates to external sources (e.g., Department of Defense (DoD), Federal Bureau of Investigation (FBI), etc.) received by the FCR are sent to the existing FPLS for processing. The existing FPLS returns

the response information from the external Locate sources to the FCR. The FCR returns the response information to the appropriate submitter.

The goal of the FPLS is to expedite case processing and to quickly locate persons involved in child support enforcement cases. The FCR supports this goal by proactively providing matching FCR and NDNH data to a State registering a person in a IV-D case without requiring the submission of a request for Locate. It also provides a single interface point for all FPLS functions.