

Federal Parent Locator Service

Federal Offset

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Release Specifications

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TABLE OF CONTENTS

1.	Correct Unverified State-Submitted SSN (OCSE Ref #3221)	1-1
1.1	Summary of Changes.....	1-1
1.2	Background	1-1
1.3	Description of Changes	1-2
1.4	Impact on States	1-2
A.	Federal Offset Program Output Record Changes	A-1
B.	Federal Offset Program Input Record Changes	B-1
C.	Federal Offset Program Error Codes Changes	C-1
D.	Federal Offset Sample Report	D-1

LIST OF FIGURES AND CHARTS

Figure D-1:	Weekly Update Report Displaying Corrected SSN Counts	D-1
Chart A-1:	Rejected Case Submission and Update Record Layout	A-1
Chart A-2:	Unaccountable Missing Address Record Layout	A-4
Chart B-1:	Case Submission and Update Record Layout	B-1
Chart C-1:	Unaccountable Missing Address Error Codes	C-1
Chart C-2:	Rejected Case Submission and Update Error Codes.....	C-1

1. CORRECT UNVERIFIED STATE-SUBMITTED SSN (OCSE REF #3221)

The Federal Offset system is being modified to obtain a corrected Social Security number (SSN) when a state-submitted SSN cannot be verified. The corrected SSN will be returned to the state so it may update its system to use the corrected SSN, and to re-submit the obligor using the corrected SSN.

1.1 Summary of Changes

Currently when an add transaction is submitted, Federal Offset verifies the SSN by performing an SSN/Name verification process with SSA. If the result is the SSN/Name is not verified, the case is added and coded as an unverified SSN.

Federal Offset is being modified to use the 'Single-Select' routine of the SSN verification process to find corrected SSNs for these unverified SSN/Name combinations. The 'Single-Select' routine employs 89 different checks for transposed digits or for the number being off by one digit. If one – and only one – match is found the SSN is considered corrected.

When states submit an Add transaction, and a corrected SSN is found, the Add transaction will be rejected with a value of '02' in the Rejected Error Codes field of the Rejected Case Submission and Update record. A new field, the Corrected SSN Indicator, is being added to the Rejected Case Submission and Update record to inform the state when a corrected SSN is found.

Additionally, the corrected SSN will be returned to the states in the Corrected SSN field of the Unaccountable Corrected SSN/Missing Address record (formerly referred to as the Unaccountable Missing Address record). A new field, the Corrected SSN Source Indicator, is being added to the Unaccountable Corrected SSN/Missing Address record. Also, an error count will be added to the Weekly Update Report displaying the number of corrected SSN records that are included in Invalid SSNs (02) error counts.

1.2 Background

This change is expected to increase collections of past-due child support. Verified SSNs produce more frequent tax and administrative offsets than do unverified SSNs. It is anticipated that states replacing unverified SSNs with verified corrected SSNs returned by OCSE will result in additional offsets received from federal income tax refunds and federal administrative payments processed by Treasury's Financial Management Service (FMS).

1.3 Description of Changes

The new Corrected SSN Indicator field in the Rejected Case Submission and Update record (position 244), will contain the values shown below and have the following meaning:

- Y – A record with the state submitted SSN and submitting state code will be returned in the Unaccountable Corrected SSN/Missing Address file; the record will also contain the corrected SSN found.

The new Corrected SSN Source Indicator field in the Unaccountable Corrected SSN/Missing Address record (position 97), will contain the values shown below and have the following meaning:

- 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.

Changes were made to the file name, error message and explanation for value '31' in the Unaccountable Corrected SSN/Missing Address Error Code field. For a complete description of the error code values, refer to Appendix C, Chart C-1, "Unaccountable Corrected SSN/Missing Address Error Codes." In addition, changes were made to the SSN edits on Add transactions. For a complete description of the edits to the SSN, refer to Appendix B, Chart B-1, "Case Submission and Update Record Layout."

1.4 Impact on States

There is no impact on states because the new fields are being returned in unused areas of existing records. If a state chooses not to make changes to its processing for the additional fields in the Rejected Case Submission and Update record and the Unaccountable Corrected SSN/Missing Address record, the fields will be ignored.

A. FEDERAL OFFSET PROGRAM OUTPUT RECORD CHANGES

This appendix contains the record specifications for the Federal Offset output records that are affected by the changes made for this release.

Chart A-1 presents the Rejected Case Submission and Update record.

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART A-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2013				
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.
Transfer State Code	75-76	2	A	This field contains the transfer state code that was sent to OCSE by the state on the Case Submission and Update record.

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

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
Transfer Local Code	77-79	3	A/N	This field contains the transfer local code that was sent to OCSE by the state on the Case Submission and Update record.
Process Year	80-83	4	A/N	This field contains the process year s that was 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.
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 Appendix C, Chart C-2, "Rejected Case Submission and Update Error Codes," and Appendix G-2 in the <i>Federal Offset User Guide</i> , "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 an error code of '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 Appendix C, Chart C-2, "Rejected Case Submission and Update Error Codes," for a complete description of error code 17.

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

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

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 Unaccountable Corrected SSN/Missing Address file; the record will also contain the corrected SSN 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 A-2 presents the Unaccountable Corrected SSN/Missing Address Record.

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART A-2: UNACCOUNTABLE CORRECTED SSN/MISSING ADDRESS RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2013				
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.
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 C, Chart C-1, “Unaccountable Corrected SSN/Missing Address 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.
Transfer State Code	83-84	2	A	This field contains the transfer state code that was sent to OCSE by the state on the Case Submission and Update record.

CHART A-2: UNACCOUNTABLE CORRECTED SSN/MISSING ADDRESS RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
Transfer Local Code	85-87	3	A/N	This field contains the transfer local code that was sent to OCSE by the state on the Case Submission and Update record.
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 SSN that was received from SSA. • If the unaccountable error code is '20,' this field is spaces.
[Corrected SSN Source Indicator]	[97]	[1]	A/N	<p>[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.</p> <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.

B. FEDERAL OFFSET PROGRAM INPUT RECORD CHANGES

This appendix contains the record specifications for the Federal Offset Program input records that are affected by the changes made for this release.

Chart B-1 presents the Case Submission and Update Record.

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 06/30/2013				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	<p>Required – Key Data</p> <p>This field is required for all transaction types. This field must contain a valid, two-character, alphabetic state abbreviation of the submitting state. Refer to Appendix H in the <i>Federal Offset User Guide</i>, “State and Territory Abbreviations: Country Codes,” for a list of these codes.</p> <ul style="list-style-type: none"> If the transaction type is a ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’ or ‘Z’, all of the 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	<p>Optional</p> <p>This field is used with transaction types of ‘A’ and ‘L’. This field contains the code that is used to associate the NCP with a local contact address when the Pre-Offset Notice (PON) is produced by OCSE, or an offset notice is produced by FMS.</p> <ul style="list-style-type: none"> If the transaction type is an ‘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 zeros on the OCSE Case Master file, and a local code of zeros is submitted for the case to FMS.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> If the transaction type is an 'L', and the local code that is submitted contains spaces, the local code for the case is set to zeros on the OCSE Case Master file, and a local code of zeros is submitted for the case to FMS. 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 FMS. <p>Refer to Section 2.1.4.3.4 in the <i>Federal Offset User Guide</i>, "Local Code Change," for details about keeping local code information up to date at OCSE.</p>
SSN	6-14	9	N	<p>Required – Key Data</p> <p>[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.]</p> <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' 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.]

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
Case ID	15-29	15	A/N	<p>Conditionally Required</p> <p>This field is used if the transaction type is an ‘A’ or ‘C’. This field is for state use only; it is not sent to FMS or DoS.</p> <ul style="list-style-type: none"> • If this field is not used by the state, it is filled with spaces. • If the transaction type is an ‘A’, the case ID, if present, is stored on the Case Master file without performing any edits. • If the transaction type is a ‘C’, this field is required. The new case ID overwrites the existing case ID without performing any edits. • If the transaction type is a ‘B’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’ or ‘Z’, the case ID, if present, is not updated at OCSE.
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 is an ‘A’ (Recertify Case), 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 is an ‘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 is a ‘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 Section 2.1.4.3.1 in the <i>Federal Offset User Guide</i>, “Name Change,” and Section 2.2.5.5 in the <i>Federal Offset User Guide</i>, “Name Processing” for more detail.</p>

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
NCP First Name	50-64	15	A/N	<p>Conditionally Required</p> <p>This field is required if the transaction type is an ‘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 is an ‘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 is an ‘A’ (Recertify Case), and the first name does not match the OCSE Case Master file for the NCP, the name is processed as a name change. • If the transaction type is a ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’ or ‘Z’, the NCP first name, if present, is not updated at OCSE or FMS. <p>Refer to Section 2.1.4.3.1 in the <i>Federal Offset User Guide</i>, “Name Change,” and Section 2.2.5.5 in the <i>Federal Offset User Guide</i>, “Name Processing,” for more detail.</p>

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

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 the transaction type is an 'A', 'M', or 'S', 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 (e.g., \$1,500.00 = 00001500). • If the transaction type is an '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 is a 'D', this field is not required. The existing arrearage amount on the OCSE Case Master file is set to zero. • If the transaction type is an 'M', 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 is an '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 is a 'B', 'C', 'L', 'R' or 'Z', the arrearage amount, if present, is not updated at OCSE or FMS.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
Transaction Type	73	1	A	<p>Required</p> <p>This field must contain a valid transaction type code. Valid codes for this field are:</p> <ul style="list-style-type: none"> 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 Z – Address Change
Case Type Indicator	74	1	A	<p>Required – Key Data</p> <p>This field is required for all transaction types. This field must contain one of the following valid case type codes:</p> <ul style="list-style-type: none"> A – TANF N – non-TANF <ul style="list-style-type: none"> • If the transaction type is a ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’ 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.
Filler	75-79	5	A/N	Space filled
Process Year	80-83	4	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type is an ‘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 the transaction type is an ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’ or ‘Z’, this field, if present, is not updated at OCSE.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
NCP Address Line 1	84-113	30	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type is an ‘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 2.1.5.3, “Address Processing,” for information). • If the transaction type is a ‘Z’, NCP Address Line 1 and NCP Address Line 2 cannot both be all spaces. • If the transaction type is an ‘A’ (Recertify Case), 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 is a ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, or ‘R’, the address, if present, is not updated at OCSE or FMS.
NCP Address Line 2	114-143	30	A/N	<p>Optional</p> <ul style="list-style-type: none"> • If the transaction type is an ‘A’ (Add Case) or ‘Z’, this field may contain the second address line for the NCP (refer to Section 2.1.5.3 in the <i>Federal Offset User Guide</i>, “Address Processing,” for information) • If the transaction type is a ‘Z’, NCP Address Line 1 and NCP Address Line 2 cannot both be all spaces. • If the transaction type is an ‘A’ (Recertify Case), 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 is a ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, or ‘R’, the address, if present, is not updated at OCSE or FMS.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
NCP City	144-168	25	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type is an ‘A’ (Add Case) or ‘Z’, this field contains the city of the NCP’s mailing address (refer to Section 2.1.5.3 in the <i>Federal Offset User Guide</i>, “Address Processing for Notices,” for information). • If the transaction type is an ‘A’ (Recertify Case), 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 is a ‘Z’, the NCP City is required. • If the transaction type is a ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, or ‘R’, the address, if present, is not updated at OCSE or FMS.
NCP State	169-170	2	A	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type is an ‘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 2.1.5.3 in the <i>Federal Offset User Guide</i>, “Address Processing,” for information regarding address processing). • If the transaction type is an ‘A’ (Recertify Case), 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 is a ‘Z’, the NCP State is required. • If the transaction type is a ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, or ‘R’, the address, if present, is not updated at OCSE or FMS.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
NCP Zip Code	171-179	9	N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type is an 'A' (Add Case) or 'Z', this field contains a five- or nine-digit zip code (refer to Section 2.1.5.3 in the <i>Federal Offset User Guide</i>, "Address Processing," for information regarding address processing). • If the transaction type is an 'A' (Recertify Case), 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 is a 'Z', the NCP Zip Code is required. • If the transaction type is a 'B', 'C', 'D', 'L', 'M', 'S', or 'R', the address, if present, is not updated at OCSE or FMS.
Date Issued	180-187	8	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type is an '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 is a 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'Z', the date issued, if present, is not updated at OCSE or FMS.

CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 06/30/2013

Field Name	Location	Length	A/N	Comments
Exclusion Indicator(s)	188-227	40	A	<p>Optional</p> <ul style="list-style-type: none"> If the transaction type is an 'A' or 'R', this field is optional. If setting more than one exclusion indicator, the indicators must be separated with a comma or space (e.g., "RET, PAS, FIN" or "RET PAS FIN"). Valid exclusion indicators are: ADM – Exclude all Administrative Offsets (RET, SAL, VEN) RET – Exclude Federal Retirement Offset VEN – Exclude Vendor Payment/Miscellaneous Offset SAL – Exclude Federal Salary Offset (<i>pre-set at FMS on all cases</i>) TAX – Exclude Tax Refund Offset PAS – Exclude Passport Denial FIN – Exclude Multistate Financial Institution Data Match DCK – Exclude Debt Check Program (<i>for participating states</i>) INS – Exclude Insurance Match (<i>for participating states</i>) Space – Remove all existing exclusion indicators If the transaction type is a 'B', 'C', 'D', 'L', 'M', 'S', or 'Z', this field, if present, is not updated at OCSE or FMS.
Filler	228-244	17	A/N	Space filled.
Request Code	245	1	A/N	<p>Optional</p> <ul style="list-style-type: none"> If the transaction type is an 'M', 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 is an 'A', 'B', 'C', 'D', 'L', 'R', 'S', or 'Z', no action is taken at OCSE or FMS, if this field contains a value.

C. FEDERAL OFFSET PROGRAM ERROR CODE CHANGES

This appendix contains the error codes for the Federal Offset output records that are affected by the changes made for this release.

Chart C-1 presents the Unaccountable Corrected SSN/Missing Address Error Codes.

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART C-1: UNACCOUNTABLE CORRECTED SSN/MISSING ADDRESS ERROR CODES	
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. OCSE forwarded the SSN and the name to SSA. SSA was unable to find a corrected SSN for the name.
31	[OCSE forwarded the name and SSN to SSA. SSA found a corrected SSN for the name. The corrected SSN is being returned in the Unaccountable Corrected SSN/Missing Address record.]

Chart C-2 presents the Rejected Case Submission and Update Error Codes.

CHART C-2: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
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 in the <i>Federal Offset User Guide</i> , "State and Territory Abbreviations, Country Codes," for a list of valid country codes.	A (Add/Recertify), B, C, D, L, M, R, S, Z
02	Invalid SSN [The Social Security number contained blanks, non-numeric digits, all zeros, 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 Appendix B, Chart B-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

CHART C-2: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Code	Error Message and Explanation	Transaction Type
05	<p>Invalid Arrearage Amount If the transaction type equals 'A', the arrearage amount was not numeric, contained special characters (e.g., dollar sign, plus or minus sign, or decimal point, etc.), or was less than \$25. If the transaction type equals 'M', the arrearage amount was not numeric or contained special characters (e.g., dollar sign, plus or minus sign, or decimal point, etc.). If the transaction type equals 'S', the accumulated payment amount was not numeric or contained special characters.</p>	A (Add/Recertify), M, S
06	<p>Case Already Exists for an Add The state tried to add a new case that was already active on the OCSE Case Master file.</p>	A (Add Case)
07	<p>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' or 'Z'.</p>	N/A
08	<p>Duplicate Transaction Request Exists for Same Cycle More than one weekly update transaction containing the same transaction type, submitting state code, SSN, and case type indicator was submitted for processing in the same weekly 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 If the transaction type equals 'S', the arrearage amount was not numeric, contained special characters (e.g., dollar sign, plus or minus sign, or decimal point, etc.), or was blank.</p>	S

CHART C-2: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Code	Error Message and Explanation	Transaction Type
12	<p>Record Not Found on the OCSE Case Master File The key fields of the submitted case (SSN, state code, and case type) did not match a case on the OCSE Case Master 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 OCSE 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 OCSE Case Master 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>FMS Cannot Decrease a Debt with an Existing Balance of Zero The balance for a case at FMS was equal to zero. An offset may have occurred at FMS that is still pending at OCSE. It is recommended that the state review its subsequent Collection and Adjustment file that is associated with the case.</p>	M
23	<p>Invalid Transfer State Code The state code for the transfer state was not valid. Refer to Appendix H in the <i>Federal Offset User Guide</i>, "State and Territory Abbreviations; Country Codes," for a list of valid state codes.</p>	T
26	<p>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.</p>	S
29	<p>Invalid Local Code If the submitted local code was not spaces, it was not found on the state's Local Code file.</p>	L
32	<p>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 Pre-Offset Notices.</p>	A (Add/Recertify)
33	<p>Invalid Exclusion Indicator(s) The Exclusion Indicator field on the Case Submission and Update record contained an invalid value.</p>	A (Add/Recertify), R

CHART C-2: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Code	Error Message and Explanation	Transaction Type
34	State Payment Transaction Submitted, but No Offset Payment Found for the Offset Year A State Payment transaction was submitted for a case that never received an offset during the processing year specified.	S
38	Case Was Previously Deleted An attempt was made to update or delete a case that was already flagged as deleted.	B, C, D, L, M, R, Z
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 the Address Line 1, and/or Address Line 2, City and State fields.	Z

D. FEDERAL OFFSET SAMPLE REPORT

This appendix contains the Federal Offset sample report that is affected by the changes made for this release.

Figure D-1 presents an excerpt of the Weekly Update Report. In the Error Counts section of the report, under INVALID SSNS, a new line, CORRECTED SSNS, will be inserted. In the sample, the Non-TANF column shows one corrected SSN.

Figure D-1: Weekly Update Report Displaying Corrected SSN Counts

DATE: XX/XX/XXXX			
WEEKLY 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	3	3
CORRECTED SSNS	0	1	1
INVALID LAST NAME (03)	0	3	3
INVALID FIRST NAME (04)	0	0	0