

Federal Parent Locator Service

Federal Offset and Passport Denial

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Release Specifications

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Administration for Children and Families
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1. NEW USER ROLE FOR BROWSING TAX OFFSET INFORMATION (OCSE REF #4019)

We are modifying the Federal Offset system to add a new user role.

1.1 Summary of Changes

This change adds a new user role to the State Services Portal (SSP) which allows users with browse-only capability to access federal tax refund offset (FTRO) information.

1.2 Background

The current SSP has two offset roles: Full and Limited. Full access users have access to FTRO information and have update capability. Limited users may only browse, and do not have access to FTRO information.

The new “Limited with FTI” user role will be browse-only with access to FTRO information.

1.3 Description of Changes

We are adding a new user role of ‘SL’ to the SSP tables for browse only with access to FTRO information.

1.4 Impact on States

To implement the new role, pass ‘SL’ as the role type code in the HTTP header that is used to access the SSP. You do not have to use the new role.

1.5 Input Record Specification

N/A

1.6 Output Record Specification

N/A

2. PROCESSING OF MULTIPLE UPDATES WITH ‘U’ TRANSACTIONS IN BATCH (OCSE REF #4020)

We are modifying the Federal Offset (FO) system to permit state submission of an Update transaction to make multiple changes to a case.

2.1 Summary of Changes

This change allows you to update multiple fields on a case with one transaction record, rather than submitting multiple transaction records, one for each field being updated.

2.2 Background

As part of the FO Technical Refresh (OCSE Ref# 1726), the FO system introduced an Update transaction, which provided users with the capability to update a case with one transaction for multiple fields via the State Services Portal.

2.3 Description of Changes

We are expanding the FO system to allow you to submit a new Update transaction, called a ‘U’ transaction, through the batch process. The OCSE batch process will compare the case data, on your ‘U’ record submittal, against case data for the state on the OCSE Master files, similar to the state caseload process. If there are multiple changes to a case (arrearage amount and exclusion indicators), the system will create multiple transactions for the same case (‘M’ and ‘R’). No Add and Delete transactions are generated, unlike the state caseload.

2.4 Impact on States

This is not a mandatory change. To use this enhancement, you must program to submit a ‘U’ transaction code in the Transaction field of the Case Submission and Update record. The ‘U’ transaction is similar to an Add transaction, because all fields must be supplied.

2.5 Input Record Specification

For changes to the input record layout, refer to Chart A-1, “Case Submission and Update Record Layout.”

2.6 Output Record Specification

N/A.

A. FEDERAL OFFSET PROGRAM INPUT RECORD CHANGES

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

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

CHART A-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 the valid, two-character, alphabetic state abbreviation of the submitting state. Refer to Chart H-1, “State and Territory Abbreviations,” for a list of these codes.</p> <ul style="list-style-type: none"> • If the Transaction Type equals ‘B,’ ‘C,’ ‘D,’ ‘L,’ ‘M,’ ‘R,’ ‘S,’ ‘U’ or ‘Z’, all key fields (Submitting State Code, SSN, Case Type Indicator) must match key fields on the OCSE Case Master file in order for the transaction to be processed. If there is no match, the transaction is rejected.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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Field Name	Location	Length	A/N	Comments
Local Code	3-5	3	A/N	<p>Optional</p> <p>This field is used with transaction types ‘A,’ ‘L’ and ‘U.’ This field contains the code that is used to associate the NCP with a local contact address when the PON is produced by OCSE, or an offset notice is produced by FMS.</p> <ul style="list-style-type: none"> • If the transaction type equals ‘A’, the local code that is submitted is compared against the OCSE State/Local Contact Phone and Address file. If the local code contains spaces, or is not found, the local code for the case is set to zeros on the OCSE Case Master file, and a local code of zeros is submitted for the case to FMS. • If the transaction type equals ‘L’ or ‘U,’ and the local code that is submitted contains spaces, the local code for the case is set to 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, “Local Code Change,” for details about keeping local code information up to date at OCSE.</p>

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
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Field Name	Location	Length	A/N	Comments
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,’ ‘U’ or ‘Z,’ all of the key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master file in order for the transaction to be processed. If there is no match, the transaction is rejected.
Case ID	15-29	15	A/N	<p>Conditionally Required</p> <p>This field is used if the transaction type equals ‘A,’ ‘C’ or ‘U.’ This field is for state use only; it is not sent to 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 equals ‘A’ or ‘U,’ the Case ID, if present, is stored on the Case Master file without performing any edits. • If the transaction type equals ‘C’, this field is required. The new case ID overwrites the existing case ID without performing any edits. • If the transaction type equals ‘B,’ ‘D,’ ‘L,’ ‘M,’ ‘R,’ ‘S’ or ‘Z,’ the case ID, if present, is not updated at OCSE.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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Field Name	Location	Length	A/N	Comments
NCP Last Name	30-49	20	A/N	<p>Required</p> <p>This field is required for all transaction types. No spaces or special characters, except a hyphen, can be embedded within the first four positions.</p> <ul style="list-style-type: none"> • If the transaction type equals ‘A’ (Recertify Case) or ‘U,’ and the last name does not match the OCSE Case Master file for the NCP, the name is processed as a name change. • If the transaction type equals ‘A’ (Add Case) or ‘B,’ the first four positions must contain at least one alphabetic character. After the last name passes this edit check, it is stored on the OCSE Case Master file. • If the transaction type equals ‘C,’ ‘D,’ ‘L,’ ‘M,’ ‘R,’ ‘S’ or ‘Z,’ the first four characters that are submitted must match the first four characters that are stored on the OCSE Case Master file, or the first four characters of a transaction type ‘B’ transaction for the same case in the same process. If there is no match, the transaction is rejected. <p>Refer to Sections 2.1.4.3.1, “Name Change,” and 2.1.5.5, “Name Processing,” for more detail.</p>

CHART A-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 equals 'A' or 'B'. The first position of this field must contain an alphabetic character.</p> <ul style="list-style-type: none"> • If the transaction type equals 'A' (Add Case) or 'B,' the first name is stored on the OCSE Case Master file after passing the edit check above. • If the transaction type equals 'A' (Recertify Case) or 'U,' and the first name does not match the OCSE Case Master file for the NCP, the name is processed as a name change. • If the transaction type equals 'C,' 'D,' 'L,' 'M,' 'R,' 'S' or 'Z,' the NCP first name, if present, is not updated at OCSE or FMS. <p>Refer to Sections 2.1.4.3.1, "Name Change," and 2.1.5.5, "Name Processing," for more detail.</p>

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
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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 U – Update 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 equals ‘B,’ ‘C,’ ‘D,’ ‘L,’ ‘M,’ ‘R,’ ‘S,’ ‘U’ or ‘Z,’ all key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master file in order for the transaction to be processed. If there is no match, the transaction is rejected.
Filler	75-79	5	A/N	<ul style="list-style-type: none"> • Space filled.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
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Field Name	Location	Length	A/N	Comments
Process Year	80-83	4	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type equals 'S,' this field must be in CCYY format, and must contain the year during which the tax refund or administrative payment was offset. The date must fall within the previous seven years of the current year. • If Transaction Type equals 'A,' 'B,' 'C,' 'D,' 'L,' 'M,' 'R,' 'U' or 'Z,' this field, if present, is not updated at OCSE.
NCP Address Line 1	84-113	30	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type equals 'A' (Add Case) or 'Z,' this field contains the first address line of the NCP's mailing address. If this line is blank, the NCP Address Line 2 field is checked for an address (refer to Section 2.1.5.4, "Address Processing," for information). • If the transaction type equals 'Z,' NCP Address Line 1 and NCP Address Line 2 cannot both be all spaces. • If the transaction type equals 'A' (Recertify Case) or 'U,' this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST[®] for standardization and scrubbing before the update occurs. • If the transaction type equals 'B,' 'C,' 'D,' 'L,' 'M,' 'S' or 'R,' the address, if present, is not updated at OCSE or FMS.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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Field Name	Location	Length	A/N	Comments
NCP Address Line 2	114-143	30	A/N	<p>Optional</p> <ul style="list-style-type: none"> • If the transaction type equals 'A' (Add Case) or 'Z,' this field may contain the second address line for the NCP (refer to Section 2.1.5.4, "Address Processing," for information). • If the transaction type equals 'Z,' NCP Address Line 1 and NCP Address Line 2 cannot both be all spaces. • If the transaction type equals 'A' (Recertify Case) or 'U,' this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the transaction type equals 'B,' 'C,' 'D,' 'L,' 'M,' 'S' or 'R,' the address, if present, is not updated at OCSE or FMS.
NCP City	144-168	25	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type equals 'A' (Add Case) or 'Z,' this field contains the city of the NCP's mailing address (refer to Section 2.1.5.4, "Address Processing," for information). • If the transaction type equals 'A' (Recertify Case) or 'U,' this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the transaction type equals 'Z,' the NCP City is required. • If the transaction type equals 'B,' 'C,' 'D,' 'L,' 'M,' 'S' or 'R,' the address, if present, is not updated at OCSE or FMS.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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Field Name	Location	Length	A/N	Comments
NCP State	169-170	2	A	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type equals 'A' (Add Case) or 'Z,' this field contains a two-character, alphabetic state abbreviation of the state of the NCP's mailing address. Refer to Section 2.1.5.4, "Address Processing," for information regarding address processing. • If the transaction type equals 'A' (Recertify Case) or 'U,' this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the transaction type equals 'Z,' the NCP State is required. • If the transaction type equals 'B,' 'C,' 'D,' 'L,' 'M,' 'S' or 'R,' the address, if present, is not updated at OCSE or FMS.
NCP ZIP Code	171-179	9	N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If the transaction type equals 'A' (Add Case) or 'Z,' this field contains a five- or nine-digit ZIP code. Refer to Section 2.1.5.4, "Address Processing," for information regarding address processing. • If the transaction type equals 'A' (Recertify Case) or 'U,' this field is not required. If present, the address that is currently stored at OCSE is updated with the submitted address. The submitted address is processed through FINALIST® for standardization and scrubbing before the update occurs. • If the transaction type equals 'Z,' the NCP ZIP code is required. • If the transaction type equals 'B,' 'C,' 'D,' 'L,' 'M,' 'S' or 'R,' the address, if present, is not updated at OCSE or FMS.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
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Field Name	Location	Length	A/N	Comments
Date Issued	180-187	8	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> If the transaction type equals 'A,' and the state issues their own PONs, this field is required. The date must be in CCYYMMDD format. This field indicates the date that the PON was mailed. If OCSE issues the PON, OCSE fills the date. If the transaction type equals 'B,' 'C,' 'D,' 'L,' 'M,' 'S,' 'R,' 'U' or 'Z,' the date issued, if present, is not updated at OCSE or FMS.
Exclusion Indicator(s)	188-227	40	A	<p>Optional</p> <ul style="list-style-type: none"> If the transaction type equals 'A,' 'R' or 'U,' this field is optional. If setting more than one exclusion indicator, the indicators must be separated with a comma or space (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 equals '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.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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