

Federal Parent Locator Service

OCSE Software Change

Release 12-01 – Minor

April 6, 2012

Release Schedule and Manifest

Version 1.0

December 6, 2011

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EXECUTIVE SUMMARY

The Federal Office of Child Support Enforcement (OCSE) is planning a Minor State Impact Release for the Federal Parent Locator Service (FPLS), to take effect on April 6, 2012. This *Release Schedule* and *Manifest* describes the schedule for, and content of, Release 12-01.

Note: Some of the changes will be implemented at a time other than the April 6, 2011 release date. These dates are noted on each page that describes the change.

The release schedule focuses on three main events:

1. notification of the Release contents via the posting of this *Manifest* on the OCSE website
2. release of the detailed *Specifications* on the OCSE website
3. implementation of the software changes

The schedule also includes the state conference calls, which will be held at key points during the release planning period, to assist states with preparation for the changes.

This *Manifest* is composed of individual sections that describe each of the changes, as well as an appendix that describes possible future enhancements that are being discussed.

This release includes:

- Seven minor impact enhancements, which are optional changes that require a change only if the state wishes to take advantage of the enhancement
- One no-impact enhancement that does not require any state action

Release 12-01 modifications will improve the following applications:

- Debt Inquiry Service (DIS)
- Federal Case Registry (FCR)
- Federal Offset and Passport Denial (FOP)
- State Services Portal (SSP)

Release 12-01 implementation is composed of the enhancements and phases shown in this chart:

RELEASE 12-01 PHASES			
Release Month	System	Ref. #	Title
December 2011	FCR	3177	Social Security Administration (SSA) District Office on E05 SVES Response
January 2012	DIS	4101	Debt Inquiry Service Enhancements
	FCR	4025	AD Locate Responses Return Income and Wages for Putative Fathers
February 2012	FOP	4019	New User Role for Browsing Tax Information
April 2012	FCR	4044	Limit Number of NCOA Requests
	FCR	4121	Additional Title II and Title XVI Data in SVES Responses
	FOP	4020	Processing of Multiple Updates with 'U' Transaction
August 2012	SSP	4092	Electronic Document Exchange (EDE)

RELEASE 12-01 SCHEDULE	
Dates	Activities
December 6, 2011 (Tuesday)	Post the <i>Release Manifest</i> to the OCSE website.
<u>FCR, DIS and SSP Release Manifest Conference Calls:</u> <ul style="list-style-type: none"> • December 13, 2011 3:00 pm (Tuesday) • December 15, 2011 10:00 am (Thursday) <u>FO & PPD Release Manifest Conference Calls:</u> <ul style="list-style-type: none"> • December 6, 2011 2:00 pm (Tuesday) • December 7, 2011 10:00 am (Wednesday) 	<p>Multistate conference calls with states' technical staff regarding the <i>Release Manifest</i>. Please plan to attend one of the sessions.</p> <p>The objective of the calls is to address the following:</p> <ol style="list-style-type: none"> 1. What are your questions, comments or concerns? 2. Will you need to make changes to your system? 3. Do you have any issues concerning the release implementation dates?
January 6, 2012 (Friday)	Post the <i>Release Specifications</i> to the OCSE website.
<u>FCR, DIS and SSP Specifications Conference Calls:</u> <ul style="list-style-type: none"> • January 24, 2012 3:00 pm (Tuesday) • January 26, 2012 10:00 am (Thursday) <u>FO & PPD Release Specifications Conference Calls:</u> <ul style="list-style-type: none"> • January 24, 2012 2:00 pm (Tuesday) • January 25, 2012 10:00 am (Wednesday) 	<p>Multistate conference calls with states' technical staff regarding the <i>Release Specifications</i>. Please plan to attend one of the sessions.</p> <p>The objective of the calls is to review the specifications and conduct a Q&A session.</p>
TBD (to be determined during conference calls)	Test with states as necessary.
April 6, 2012 (Friday)	Formal implementation date for FPLS Release 12-01. (Some changes are being released on different dates. See the <i>Manifest</i> for additional details regarding the scheduled release dates.)

System	DEBT INQUIRY SERVICE (DIS)		
Title	Debt Inquiry Service Enhancements (OCSE Ref. #4101)		
Proposed Changes	<p>The Debt Inquiry service is being enhanced to allow states to better manage workflow and to enter success stories.</p> <p>States will have the ability to indicate that a payout detail, or match, has been viewed. They will also be able to enter a success story for a debt inquiry collection.</p>		
Impact	<p>There are no changes required by the states. States that currently use the States Services Portal (SSP) will receive the benefit of being able to enter stories that describe collection amounts obtained from a match, and how these collections helped families in need. SSP states will be able to indicate that they have viewed the match and have that indication maintained in the system.</p> <p>States that do not currently use the SSP will continue to receive the matches via the existing communication protocols.</p>		
Business Requirements or Benefit	<p>These enhancements provide the following benefits:</p> <ul style="list-style-type: none"> • a central location to report success stories • an easy mechanism for states to indicate, and keep track of, which matches have been worked or viewed 		
Reason	<p>Reasons for this change include:</p> <ul style="list-style-type: none"> • assisting states and OCSE in reporting the success of any collections that are related to a recent debt inquiry • assisting states in managing their payment detail workloads 		
Point of Contact	Beatrice Locks	202-260-5606	beatrice.locks@acf.hhs.gov
Targeted Implementation Date	January 2012		

System	FEDERAL CASE REGISTRY (FCR)
Title	Social Security Administration District Office on E05 SVES Response (OCSE Ref. #3177)
Proposed Changes	The Federal Case Registry (FCR) is being modified to provide a default Social Security Administration (SSA) District Office Address on SVES Title II E05 Response records, if a District Office address is otherwise unavailable.
Impact	This change will improve the states' ability to automate income withholding notices to SSA.
Business Requirements or Benefit	Addresses being returned on the E05 record (SSA) may be foreign address or other addresses that do not pass address edits. This change will ensure that states have a valid address for income withholding notices.
Reason	This change will improve address information and enhance the income withholding process.
Point of Contact	Dee Price-Sanders 303-252-9829 dee.pricсандers@ngc.com
Targeted Implementation Date	December, 2011

System	FEDERAL CASE REGISTRY (FCR)		
Title	AD Locate Responses Return Income and Wages for Putative Fathers (OCSE Ref. #4025)		
Proposed Changes	The Federal Case Registry (FCR) is being modified to allow the responses for Locate requests for adoption purposes (Locate request type 'AD') to include wages and income, when the participant type is 'PF'.		
Impact	OCSE Ref. #3245 from Release 11-01 is being expanded to include a participant type of 'PF.'		
Business Requirements or Benefit	Adoption cases often require location of putative fathers. This change will provide Annual Wage Reporting (AWR) data to IV-D agencies. AWR data is IRS data and cannot be released to IV-B or IV-E agencies until the IV-D agency independently verifies it.		
Reason	New federal requirements provide additional elements to aid in locating relatives of children.		
Point of Contact	Linda Hudson	850-236-7488	linda.hudson@ngc.com
Targeted Implementation Date	January, 2012		

System	FEDERAL CASE REGISTRY (FCR)
Title	Limit Number of National Change of Address Requests (OCSE Ref. #4044)
Proposed Changes	The Federal Case Registry (FCR) is being modified to limit the number of National Change of Address (NCOA Link TM) requests that a state may submit per Social Security number (SSN) within a batch transmission.
Impact	The volume of NCOA requests will be limited to two addresses per person on each submission. Additional addresses above the limit will be returned with an error message.
Business Requirements or Benefit	OCSE needs a method to control the volume of submissions in order to accurately forecast the costs that are associated with the match.
Reason	Limiting the addresses submitted will provide states with needed address data while assisting OCSE with managing volume and cost.
Point of Contact	Betty LaCross 703-232-4358 betty.lacross@ngc.com
Targeted Implementation Date	April 6, 2012

System	FEDERAL CASE REGISTRY (FCR)
Title	Additional Title II and Title XVI Data in SVES Responses (OCSE Ref. #4121)
Proposed Changes	The Federal Case Registry (FCR) is being modified to provide additional data elements on the SVES Title II (E05) and Title XVI (E06) Response records. The new data elements will be placed in an area that is currently defined as filler. The additional data elements will also be provided on the SSP Online Locate responses.
Impact	Additional data will be included in the Title II (E05) and Title XVI (E06).
Business Requirements or Benefit	Information about the date of disability for Title II and Title XVI, and identification of resources and competence for Title XVI recipients will be added. States expressed the need for additional information in the SVES records in order to assist in establishing more accurate obligations.
Reason	Additional information will improve accuracy of case processing.
Point of Contact	Dee Price-Sanders 303-252-9829 dee.pricesanders@ngc.com
Targeted Implementation Date	April 6, 2012

System	FEDERAL OFFSET AND PASSPORT DENIAL (FOP)		
Title	New Role for Limited Users to Access Federal Tax Information (OCSE Ref. #4019)		
Proposed Changes	<p>The Federal Offset and Passport Denial (FOP) System is being modified to create a new user role. The current State Services Portal (SSP) has two offset roles: Full and Limited. Full access users have access to Federal Tax Information (FTI) and update capability, while limited users may browse only and do not have access to FTI.</p> <p>The new 'Limited with FTI' user role will be browse-only with access to FTI.</p>		
Impact	If a state wishes to take advantage of the new user role they must pass the new role type code in the HTTP header that is used to access the SSP. The state does not have to use the new role.		
Business Requirements or Benefit	This change will provide states with an additional role for those users that need accessibility to FTI but do not need update capability.		
Reason	States have requested this feature.		
Point of Contact	Rebecca Hamil	202-205-5612	rebecca.hamilton@acf.hhs.gov
Targeted Implementation Date	February 17, 2012		

System	FEDERAL OFFSET AND PASSPORT DENIAL (FOP)		
Title	Processing of Multiple Updates with 'U' Transaction (OCSE Ref. #4020)		
Proposed Changes	As part of the Technical Refresh (OCSE Ref. #1726), the Federal Offset and Passport Denial (FOP) system introduced an update transaction which provided state users with the capability to update a case with one transaction for multiple fields via the State Services Portal. The FOP system is being expanded to allow states to submit the same update transaction, a 'U' transaction, through the batch process.		
Impact	To use this enhancement, states must program to submit a 'U' transaction code in the transaction field of the Case Submission and Update Record.		
Business Requirements or Benefit	This change will allow a state to update multiple fields on a case using one transaction record, rather than submitting multiple transaction records, one for each field being updated.		
Reason	States have requested this enhancement.		
Point of Contact	Rebecca Hamil	202-205-5612	rebecca.hamilton@acf.hhs.gov
Targeted Implementation Date	April 6, 2012		

System	STATE SERVICES PORTAL (SSP)
Title	Electronic Document Exchange (OCSE Ref. #4092)
Proposed Changes	The Federal Parent Locator Service (FPLS) State Services Portal (SSP) is being enhanced to provide states with a method that will allow electronic exchange of Child Support Enforcement (CSE) and Uniform Interstate Family Support Act (UIFSA) forms and documents.
Impact	<p>Electronic Document Exchange (EDE) offers multiple workflows to request and provide documents. State impact will depend on the workflows that states choose.</p> <p>States can choose a combination of the following workflows to request and respond via the SSP and/or batch.</p> <p>Workflows via SSP:</p> <ul style="list-style-type: none"> • States that have implemented SSP: Minimal effort is required to pass EDE user roles in the HTTP header and the required proxy server modifications that are specified in the <i>SSP Software Interface Specifications (SIS)</i>. • States that have not implemented SSP: Proxy server setup is required as specified in the <i>SSP SIS</i>, which can be found on OCSE National Workplace. States will need to pass EDE user roles in the HTTP header, as noted in the <i>SSP SIS</i>. <p>Workflows via batch:</p> <ul style="list-style-type: none"> • States must generate request and response meta files, provide documents by retrieving them from an image store, and pick up response files and place them into their image store.
Business Requirements or Benefit	<p>There are many benefits to using electronic documents in CSE communication exchanges, as compared to paper files. Primary benefits include:</p> <ul style="list-style-type: none"> • Reduced communication response time: Increased collections can be achieved via a quicker delivery of child support orders and quicker child support order establishments and enforcement actions. • Cost containment: Dollar savings in paper, postage, storage, courier, etc. In addition, it helps to minimize the staff burden of archiving records and destroying archived records according to state regulations. • Security enhancement: An important requirement in CSE efforts is the secure control of the confidential data that is used in processing cases.

System	STATE SERVICES PORTAL (SSP)		
Title	Electronic Document Exchange (OCSE Ref. #4092)		
Reason	Reasons for these changes include: <ul style="list-style-type: none"> • offer states an opportunity to prevent delays in printing, copying and mailing requested documents • improve efficiency, promote automation, and reduce arrears • build on existing SSP infrastructure to provide state-authorized users with a secure, role-based access to electronic documents for exchange using the Internet 		
Point of Contact	Vinette Elam	703-367-2578	vinette.l.elam@lmco.com
Targeted Implementation Date	August 10, 2012		

APPENDIX A - PLANNED FUTURE ENHANCEMENTS

System	ELECTRONIC INCOME WITHHOLDING ORDER (e-IWO)
Title	New Suspense Disposition Code (OCSE Ref. #4100)
Proposed Changes	The Electronic Income Withholding Order (e-IWO) application will be enhanced to allow employers to advise states when a noncustodial parent (NCP) is temporarily suspended from employment. A new disposition status code of ‘S’ will be added.
Impact	States must modify their systems to accept the new Suspense Disposition Status Code value from the Acknowledgement records that are sent to them by an employer.
Business Requirements or Benefit	<p>This enhancement will provide the following benefits:</p> <ul style="list-style-type: none"> • States will have more current information about an NCP’s employment status. • When receiving this status code, states will not need to contact an employer to determine why payments have not been received. • Improved communication between employers and states about the status of an ongoing Income Withholding Order (IWO).
Reason	<p>Reasons for this change include:</p> <ul style="list-style-type: none"> • Employers can currently advise states, when receiving an IWO, that an NCP is temporarily suspended. Employers have asked that they also be able to advise states when an NCP who has an ongoing IWO is temporarily suspended. • States can be kept advised of an NCP’s current employment status.
Point of Contact	Bill Stuart 518-399-9241 william.stuart@acf.hhs.gov
Targeted Implementation Date	2013

System	FEDERAL CASE REGISTRY (FCR)		
Title	New Locate Source Code for AWR Locates (OCSE Ref. #3253)		
Proposed Changes	The Federal Case Registry (FCR) will be modified so AWR Locate requests will be separated from SVES Locate requests.		
Impact	States must submit AWR Locate requests as a Locate source C03. AWR responses will be returned to states as Locate source C03. The 'ALL' request will still include AWR. However, it is planned that in 2012 states will be given the ability to opt out of receiving AWR responses as part of the 'ALL' request.		
Business Requirements or Benefit	FPLS must identify AWR data as IRS data.		
Reason	This change is being implemented so states know that this data requires them to follow appropriate IRS safeguarding procedures.		
Point of Contact	Linda Hudson	850-236-7488	linda.hudson@ngc.com
Targeted Implementation Date	2013		

System	FEDERAL OFFSET AND PASSPORT DENIAL (FOP)		
Title	Daily Processing for Federal Offset and Passport Denials State Submittals (OCSE Ref. #4082)		
Proposed Changes	The Federal Offset and Passport Denial (FOP) system will be modified to process and send state submittal transactions to Treasury’s Financial Management Service (FMS) on a daily basis.		
Impact	Impact is expected be minimal. The states will receive their Rejected Case Submission and Update Error files on the day following OCSE’s receipt of the state submittal transactions, instead of weekly.		
Business Requirements or Benefit	This change will provide more timely submission and improved synchronicity of case information between states, OCSE and FMS.		
Reason	It is expected this change will increase collections and minimize timing issues.		
Point of Contact	Rebecca Hamil	202-205-5612	rebecca.hamill@acf.hhs.gov
Targeted Implementation Date	January 1, 2013		