

Expanded Federal Parent Locator Service

# **Federal Offset Program**

**Release 02-02 – Minor: November 15, 2002**

## **Release Specifications**

**August 15, 2002**

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**PART 1.0**  
**Option to Send Transactions for Changing**  
**Obligor Name, Case ID, and Obligor Address**  
**(FOP 1487, 1488 and 1489)**

## 1.1 Summary of Changes

Federal Offset System processing is being modified as follows: The Federal Offset System will accept changes to the obligor name, Case ID and the obligor address. New transaction type codes ('B' – Name, 'C' - Case ID, and 'Z' - Address) are being added for each of the new change functions. States may elect to use all, several, or none, of the new transaction types.

## 1.2 Background

Currently, the Federal Offset System does not accept changes to the Name, Case ID or Address fields.

## 1.3 Description of Changes

The Federal Offset System Transaction Type field on the Case Submission and Update Record is being modified to include transaction types 'B' – Name, 'C' – Case ID, and 'Z' – Address. When a name or address is modified for an active case, and a different type case for the same obligor and submitting state exists, that case will also be modified with the new name or address (i.e., a name or address change is submitted for a Temporary Assistance to Needy Families (TANF) case, and a Non-TANF case for the same SSN and submitting state exists, both cases will be changed to reflect the submitted name or address.

For cases that are at the Financial Management Service (FMS), the newly submitted name will be sent to FMS as an alias name. For cases that are not yet at FMS, only the changed name will be provided when the case is submitted to FMS. All name(s) that are submitted to FMS would be available for an offset match. The Office of Child Support Enforcement (OCSE) will have access to archived names for research. For cases at the Department of State (DoS), a Delete Transaction will be sent for the previously-submitted name with the Add Transaction that contains the new name.

For cases that are sent to FMS, a transaction will be sent to change the address. For cases that are not yet at FMS, the changed address will be provided when the case is submitted to FMS. OCSE will have access to archived address(es) for research.

A new error code of '40' will be returned to the state for a submitted address change if all of the fields that are related to an address (Address Line 1, Address Line 2, City, State and Zip Code) contain spaces.

## **1.4 Impact on States**

States that elect to use the enhancement options must program their systems to generate the new transaction types in the specified format.

## **1.5 Input Record Specifications**

Appendix A, "Input Record Specifications", provides the state with the Transaction Type codes for these changes. The revision is a minor change to add the following Transaction Types and descriptions to the Transaction Type selections: 'B' – Name change, 'C' – Case ID change, and 'Z' – Address change.

## **1.6 Screen Changes**

The screen will be modified to display the new Transaction Types: 'B'=Name change, 'C' =Case ID change, and 'Z' =Address change Transaction Types. Appendix B, "Screens", Figure B-1, "Enter Weekly Update Records," presents the new screen.

## **1.7 Error Codes**

An error code of '40' – Invalid Address will be returned for an address change that contains all spaces. Appendix D, "Error Codes", shows the new error code.

**PART 2.0**  
**Automate the Fee Reimbursement Report**  
**Sent to the States (FOP 1490)**

## **2.1 Summary of Changes**

Federal Offset System processing is being modified as follows: The reporting of fee reimbursements by quarter is being automated. The Federal Offset System will report to the states the fee reimbursement totals on a quarterly basis.

## **2.2 Background**

Currently, OCSE Special Collections Unit performs this process manually. The report contains the fee reimbursement case details only and is sent to the states using CONNECT: Direct. A subsequent e-mail is sent to each state to provide the total disbursement amount for the quarter.

## **2.3 Description of Changes**

Federal Offset System processing will be modified to display offset year, offset type and fee amount for each detail record. The Fee Reimbursement report will display fee reimbursement quarterly totals for tax, administrative and total disbursement.

## **2.4 Impact on States**

There is no impact on states that require programming or process changes. The Fee Reimbursement Report will continue to be distributed to the states using CONNECT: Direct.

## **2.5 Fee Reimbursement Report**

Appendix C, "Fee Reimbursement Report", displays the Fee Reimbursement Report that will be produced for each state on a quarterly basis.



## **PART 3.0**

**Do Not Reject State Payment When Payment Amount Exceeds the Offset Amount Minus the Adjustment Amount for Prior Years (FOP 1026)**

### **3.1 Summary of Changes**

Federal Offset System processing is being modified as follows: The Federal Offset System will accept a state payment even if the payment amount exceeds the offset amount minus the adjustment amount for prior years.

### **3.2 Background**

Currently, the Federal Offset System rejects state payments if the payment amount exceeds the offset amount, minus the adjustment amount for prior years.

### **3.3 Description of Changes**

Federal Offset System processing will be modified to maintain a state payment if the payment amount exceeds the offset amount, minus the adjustment amount for prior years. The Federal Offset System will send to FMS, a state payment record for prior year offsets if the accumulated payment amount is greater than the total offsets, minus the total adjustments for that year.

### **3.4 Impact on States**

There is no impact on states that require programming or process changes. The state can submit the transaction and it will not be rejected.

**PART 4.0**  
**Transaction Detail Enhancements –**  
**No State Impact**

## 4.1 Summary of Changes

Federal Offset System processing is being modified as follows: The Federal Refund Processing Menu – Current and Prior Year Cases screens are being modified to display additional transaction history.

## 4.2 Background

The Federal Offset System does not currently store Add and Recertify Transactions or the FMS trace number that is associated with the collection record.

## 4.3 Description of Changes

Federal Offset System processing will be modified to display the following information on the Federal Refund Processing Menu – Current and Prior Year Cases screens:

- Add and Recertify Transactions are displayed with the respective messages ‘Add Accepted’ or ‘Recertify Accepted’.
- FMS Trace Number will be displayed with the associated Collection Record.
- A Delete Transaction will be displayed for cases that are deleted by the Federal Offset System from FMS when an offset reduces the arrearage amount to \$0 or less than \$0. The Delete Transaction will be noted with the message ‘Zero Balance Delete’. A state Delete Transaction will supersede any delete that is created by the Federal Offset System.
- A statement at the top of the screen was added: ‘\* Federal Tax Information\*’. This statement will appear on screens that may contain IRS data.

*Note:* The above changes will only be available through a query on updates that are received after the system enhancements are put into production.

## 4.4 Impact on States

There is no impact on states. The additional fields will display in the transaction detail section of the Federal Refund Processing Menu – Current and Prior Year Cases screens.

## 4.5 Screen Changes

Appendix B, “Screens”, Figure B-2, “Federal Offset Processing Menu – Current and Prior Year Cases Screen,” displays the new screen.

## **Appendices**

## **A. INPUT RECORD SPECIFICATIONS**

The following is the Case Submission and Update Record Layout. All references in the comments section of the chart are to the Federal Offset User Guide.

| <b>CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b> |                 |               |            |   |
|--|-----------------|---------------|------------|---|
| <b>Field Name</b>  | <b>Location</b> | <b>Length</b> | <b>A/N</b> | <b>Comments</b>   |
| Submitting State Code                                      | 1-2             | 2             | A          | <p><b>Required – Key Data</b></p> <ul style="list-style-type: none"> <li>This field is required for all Transaction Types. This field must contain a valid, two-character, alphabetic state abbreviation code for the submitting State. Refer to Appendix H, “State and Territory Abbreviations; Country Codes”, for a list of these codes.</li> <li>For Transaction Types ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’ and ‘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 will be rejected.</li> </ul>   |
| Local Code   | 3-5             | 3             | A/N        | <p><b>Optional</b></p> <p>This field is used with Transaction Types ‘A’ and ‘L’. This field contains the code that will be used to associate the obligor with a state or local contact address when the Pre-Offset Notice is produced by OCSE or an offset notice is produced by FMS.</p> <ul style="list-style-type: none"> <li>For Transaction Type ‘A’ (Add/Recertify Case), the local code submitted is compared against the state’s Local Code File. If the local code contains spaces or is not found, the local code for the case will be set to zeros on the OCSE Case Master File, and a local code of zeros will be submitted for the case to FMS.</li> <li>For Transaction Type ‘L’, if the local code submitted contains spaces, the local code for the case will be set to zeros on the OCSE Case Master File, and a local code of zeros will be submitted for the case to FMS. Otherwise, the local code that is submitted is compared against the state’s Local Code File. If the local code is not found, the transaction will be rejected.</li> <li>For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘M’, ‘R’, ‘S’, ‘T’ and ‘Z’), the local code, if present, will not be updated at OCSE or FMS.</li> </ul> <p>Refer to Section 2.2.1.1, “State/Local Contact Phone and Address File”, for information about keeping local codes and addresses up to date at OCSE.</p> |
| SSN  | 6-14            | 9             | N          | <p><b>Required – Key Data</b></p>   |

| CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT |          |        |     |  |
|---|----------|--------|-----|--|
| Field Name  | Location | Length | A/N | Comments   |
|   |          |        |     | <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.</p> <ul style="list-style-type: none"> <li>For Transaction Type 'A' (Add/Recertify Case) the SSN is verified using an SSA-defined range check that automatically validates the <i>area</i> portion of the SSN (the first three positions of the SSN) against the current high digit being used for <i>area</i>. In addition, the <i>group</i> portion of the SSN (the fourth and fifth positions of the SSN) is compared against the <i>area</i> to ensure that the <i>group</i> number was issued with the particular <i>area</i> number. To verify the current high digits for <i>area</i> and <i>group</i> issued by SSA, refer to Chart D-3, "Useful Web Sites".</li> <li>For Transaction Types 'B', 'C', 'D', 'L', 'M', 'R', 'S', 'T' and '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 will be rejected.</li> </ul> |
| Case ID   | 15-29    | 15     | A/N | <p><b>Conditionally Required</b></p> <p>This field is for state use only. This field is required for Transaction Type 'C' (Change Case ID). The new Case ID will overwrite the existing one. This field should be filled with spaces if it is not used by the state.</p> <ul style="list-style-type: none"> <li>For Transaction Type 'A' (Add/Recertify Case), if present, OCSE will store the field on the Case Master File without performing any edits. This field is not sent to FMS or DoS.</li> <li>For all other Transaction Types ('B', 'D', 'L', 'M', 'R', 'S', 'T' and 'Z'), the Case ID, if present, will not be updated at OCSE.</li> </ul>  |
| Obligor Last Name                                   | 30-49    | 20     | A   | <p><b>Required</b></p> <p>This field is required for all Transaction Types. The first four positions of this field must contain an alphabetic character. No imbedded spaces or special characters, except a hyphen, can be present within the first four positions.</p> <ul style="list-style-type: none"> <li>For Transaction Types 'A' (Add Case) and 'B' (Name Change), the entire last name is stored on the OCSE Case Master File after the last name passes the edit check above.</li> </ul>   |



| CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT |          |        |     |  |
|---|----------|--------|-----|--|
| Field Name  | Location | Length | A/N | Comments   |
|   |          |        |     | <ul style="list-style-type: none"> <li>For Transaction Types 'C', 'D', 'L', 'M', 'R', 'S', 'T' and 'Z', the first 4 characters 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' (Name Change) transaction for the same case in the same process. If there is no match, the transaction will be rejected.</li> <li>For Transaction Type 'A' (Recertify Case), if the last name does not match against the OCSE Case Master File, the name is processed as a name change.</li> </ul> <p>If imbedded spaces or special characters exist <i>after</i> the first four characters, the case will be submitted to FMS for offset. However, DoS may reject the case for passport denial.</p>   |
| Obligor First Name                                  | 50-64    | 15     | A   | <p><b>Conditionally Required</b><br/>           This field is required for Transaction Types 'A' and 'B'. The first position of this field must contain an alphabetic character.</p> <ul style="list-style-type: none"> <li>For Transaction Types 'A' (Add Case) and 'B' (Name Change), the entire first name is stored on the OCSE Case Master File after the first character passes the edit check above.</li> <li>For Transaction Type 'A' (Recertify Case), the first character must pass the edit above. The obligor first name is not matched against the first name stored on the OCSE Case Master File; the entire first name is stored on the OCSE Case Master File.</li> <li>For all other Transaction Types ('C', 'D', 'L', 'M', 'R', 'S', 'T' and 'Z'), the obligor first name, if present, will not be updated at OCSE or FMS.</li> </ul> |
| Arrearage Amount (Accumulated Payment Amount)       | 65-72    | 8      | N   | <p><b>Conditionally Required</b><br/>           This field is required for Transaction Types 'A', 'M' and 'S'. 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).</p> <ul style="list-style-type: none"> <li>For Transaction Type 'A' (Add/Recertify Case), the arrearage amount is the current amount owed by the obligor. If the arrearage amount is less than \$25, the Add Case transaction will be rejected.</li> </ul>   |

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

| Field Name          | Location | Length | A/N | Comments   |
|---------------------|----------|--------|-----|--|
|                     |          |        |     | <ul style="list-style-type: none"> <li>For Transaction Type 'D', this field is not required. However, the existing arrearage amount will be zeroed out.</li> <li>For Transaction Type 'M', the arrearage amount is the current amount owed by the obligor. If the arrearage amount is equal to zero, the case will be flagged as deleted.</li> <li>For Transaction Type '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 processing year.</li> <li>For all other Transaction Types ('B', 'C', 'L', 'R', 'T' and 'Z'), the arrearage amount, if present, will not be updated at OCSE or FMS.</li> </ul> |
| Transaction Type    | 73       | 1      | A   | <p><b>Required</b><br/>           This field must contain a valid Transaction Type code. Valid codes for this field are:</p> <ul style="list-style-type: none"> <li>A Add/Recertify Case</li> <li>B Name Change</li> <li>C Case ID Change</li> <li>D Delete Case</li> <li>L Local Code Change</li> <li>M Modify Arrearage Amount</li> <li>R Replace Exclusion Indicator(s)</li> <li>S State Payment</li> <li>T Transfer for Administrative Review</li> <li>Z Obligor Address Change</li> </ul>   |
| Case Type Indicator | 74       | 1      | A   | <p><b>Required - Key Data</b></p> <ul style="list-style-type: none"> <li>This field is required for all Transaction Types. This field must contain one of the following valid case type codes:               <ul style="list-style-type: none"> <li>A TANF</li> <li>N Non-TANF</li> </ul> </li> <li>For Transaction Types 'B', 'C', 'D', 'L', 'M', 'R', 'S', 'T' and 'Z', all key fields (Submitting State Code, SSN, and Case Type Indicator) must match</li> </ul>   |

| CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT |          |        |     |   |
|---|----------|--------|-----|---|
| Field Name  | Location | Length | A/N | Comments  |
|   |          |        |     | key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.   |
| Transfer State Code                                 | 75-76    | 2      | A   | <b>Conditionally Required</b> <ul style="list-style-type: none"> <li>For Transaction Type 'T', This field must contain a valid, two-character, alphabetic State abbreviation code for the transfer State. Refer to Appendix H, "State and Territory Abbreviations; Country Codes", for a list of these codes.</li> <li>For all other Transaction Types ('A', 'B', 'C', 'D', 'L', 'M', 'S', 'Z' and 'R'), this field, if present, will not be updated at OCSE.</li> </ul>  |
| Transfer Local Code                                 | 77-79    | 3      | A/N | <b>Optional</b> <ul style="list-style-type: none"> <li>For Transaction Type 'T', this field should contain a three-position, alphanumeric local code for the transfer state. If present, this field is stored on the OCSE Case Master File.</li> <li>For all other Transaction Types ('A', 'B', 'C', 'D', 'L', 'M', 'R', 'S' and 'Z'), this field, if present, will not be updated at OCSE.</li> </ul>  |
| Process Year  | 80-83    | 4      | A/N | <b>Conditionally Required</b> <ul style="list-style-type: none"> <li>For Transaction Type 'S', this field must be in the format of CCYY, and must contain the year the tax refund or administrative payment was offset. The date must fall within the previous seven years of the current year.</li> <li>For all other Transaction Types ('A', 'B', 'C', 'D', 'L', 'M', 'R', 'T' and 'Z'), this field, if present, will not be updated at OCSE.</li> </ul>  |
| Obligor Address Line1                               | 84-113   | 30     | A/N | <b>Conditionally Required</b> <ul style="list-style-type: none"> <li>For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains the first address line of the obligor's mailing address. If this line is blank, the Obligor Address Line2 Field will be checked for an address (refer to Part 3, "Federal Offset Program Pre-Offset Notices", for information regarding address processing).</li> <li>For Transaction Type 'Z' (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> </ul> |

| CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT |          |        |     |   |
|---|----------|--------|-----|---|
| Field Name  | Location | Length | A/N | Comments  |
|   |          |        |     | <ul style="list-style-type: none"> <li>For Transaction Type 'A' (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.</li> </ul>  |
| Obligor Address Line2                               | 114-143  | 30     | A/N | <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field may contain the second address line for the obligor. On an Add Case, if OCSE sends the Pre-Offset Notices and no address information is submitted in either address line, OCSE will attempt to obtain an address (refer to Part 3, "Federal Offset Program Pre-Offset Notices", for information regarding address processing).</li> <li>For Transaction Type 'Z' (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>For Transaction Type 'A' (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.</li> </ul> |
| Obligor City  | 144-168  | 25     | A   | <p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains the city of the obligor's mailing address (refer to Part 3, "Federal Offset Program Pre-Offset Notices", for information regarding address processing).</li> <li>For Transaction Type 'Z' (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>For Transaction Type 'A' (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated</li> </ul>  |

| <b>CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b> |                 |               |            |  |
|--|-----------------|---------------|------------|--|
| <b>Field Name</b>  | <b>Location</b> | <b>Length</b> | <b>A/N</b> | <b>Comments</b>  |
|  |                 |               |            | with the submitted address.<br>• For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.   |
| Obligor State  | 169-170         | 2             | A          | <b>Conditionally Required</b><br>• For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains a two-character, alphabetic State abbreviation code for the State of the obligor's mailing address (refer to Part 3, "Federal Offset Program Pre-Offset Notices", for information regarding address processing).<br>• For Transaction Type 'Z' (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.<br>• For Transaction Type 'A' (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.<br>• For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS. |
| Obligor Zip Code   | 171-179         | 9             | N          | <b>Conditionally Required</b><br>• For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains a 5 or 9 digit zip code (refer to Part 3, "Federal Offset Program Pre-Offset Notices", for information regarding address processing).<br>• For Transaction Type 'Z' (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.<br>• For Transaction Type 'A' (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.<br>• For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.  |
| Date Issued  | 180-187         | 8             | A/N        | <b>Conditionally Required</b><br>For Transaction Type 'A' (Add/Recertify Case), if the State issues their own  |

| CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT |          |        |     |   |
|---|----------|--------|-----|---|
| Field Name  | Location | Length | A/N | Comments  |
|   |          |        |     | <p>Pre-Offset Notices, this field is required. The date must be in the format of CCYYMMDD. This field indicates the date the Pre-Offset Notice was mailed. If OCSE issues the Pre-Offset Notices, OCSE will fill in the date.</p> <ul style="list-style-type: none"> <li>For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R', 'T' and 'Z'), the date issued, if present, will not be updated at OCSE or FMS.</li> </ul>  |
| Exclusion Indicator(s)                              | 188-227  | 40     | A   | <p><b>Optional</b></p> <ul style="list-style-type: none"> <li>For Transaction Types 'A' (Add/Recertify Case) and '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:<br/>           ADM Exclude all Administrative Offsets (RET, SAL, VEN)<br/>           RET Exclude Federal Retirement Offset<br/>           VEN Exclude Vendor Payment/Miscellaneous Offset<br/>           SAL Exclude Federal Salary Offset (<i>not yet activated</i>)<br/>           TAX Exclude Tax Refund Offset<br/>           PAS Exclude Passport Denial<br/>           FIN Exclude Multistate Financial Institution Data Match<br/>           Space Remove all existing exclusion indicators</li> <li>For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'T' and 'Z'), this field, if present, will not be updated at OCSE or FMS.</li> </ul> |
| Filler  | 228-245  | 18     | A/N | <b>Space filled</b>   |

## **B. SCREENS**

The following are the screens for the Enter Weekly Update Records and the Federal Offset Processing Menu.

```

OFFICE OF CHILD SUPPORT ENFORCEMENT          Part 1 of 2
FEDERAL OFFSET PROCESSING MENU              DATE - 02/02/2000
ENTER WEEKLY UPDATE RECORDS                 TIME - 11:44

COMMAND ==> =

Transaction Type ==> < (A=add,M=mod,D=del,S=stpmt,T=trnsf,L=local,R=Excl,
                        B=name,C=case ID,Z=addr)
Processing Year  ==> ___ < (4 numeric digits)

Certifying State:
State Code      ==> SS <
Local Code     ==> ___ < (3 numeric digits)
Soc Sec No     ==> _____ < (9 numeric digits)
Case Type      ==> _ < (A=AFDC N=NON-AFDC)
Amount        ==> _____ < (Ex; enter 1,200 as 1200)
Case ID       ==> _____ <(optional)
Obligor Name:
Last Name      ==> _____ <
First Name     ==> _____ <

State Conducting Administrative Review:
Transfer State ==> ___ < Transfer Local ==> ___ <
  
```

Figure B-1: Enter Weekly Update Records

```

OFFICE OF CHILD SUPPORT ENFORCEMENT          Row 1 of 8
Page 1 of 2 FEDERAL OFFSET PROCESSING MENU    DATE - 02/21/2001
*Federal Tax Information*                   TIME - 11:44

COMMAND ==> (Enter any char for next screen)
Process Year : 1997      Name : JONES, TOM
SSN : 111-11-1111      State:      Recertification:
Case-id: 121212        Type : NAFCDC   Local Code: 000

Orig Arrear : $11,627      Mod Arrear: 11,627
Ytd Coll ADM :            Ytd Claim ADM:
TAX :                    TAX:
PO Notice Date:          State Payments:
Incep Date :            Joint Return :
Case Status :           Transfer State:      Local:
Deny Passport :         Exclusions:
SD Action Date:

-----
type          state case          taxpd adj.yr      trace
-----
ADD          04/21/1999 XX A          $1,230.00 1999
                                     ADD ACCEPTED
IRS OFF      07/06/1999 XX A           $.00 1999
                                     TOM JONES
DELETE      08/12/2000 XX A           $.00 2000
                                     ZERO BALANCE DELETE
ADD          09/01/2002 XX A          $2,500.00 2002
                                     RECERIFY ACCEPTED
  
```

Figure B-2: Federal Offset Processing Menu – Current and Prior Year Cases Screen



## **C. FEE REIMBURSEMENT REPORT**

The following is an example of a Fee Reimbursement Report.

| DATE: 04/01/2003                |           | OFFICE OF CHILD SUPPORT ENFORCEMENT |                   |             |             | PAGE 1     |  |
|---------------------------------|-----------|-------------------------------------|-------------------|-------------|-------------|------------|--|
| FEDERAL OFFSET                  |           |                                     |                   |             |             |            |  |
| FEE REIMBURSEMENT REPORT FOR XX |           |                                     |                   |             |             |            |  |
| SSN                             | CASE TYPE | CASE ID                             | NAME              | OFFSET YEAR | OFFSET TYPE | FEE AMOUNT |  |
| 555666771                       | A         | 111222333444551                     | SMITH, JOSEPH     | 2001        | ADM         | 11.75      |  |
| 555666771                       | A         | 111222333444551                     | SMITH, JOSEPH     | 2000        | TAX         | 8.10       |  |
| 555666771                       | N         | 111222333444551                     | SMITH, JOSEPH     | 2002        | ADM         | 13.20      |  |
| 555666771                       | N         | 111222333444551                     | SMITH, JOSEPH     | 2002        | TAX         | 11.65      |  |
| 655666772                       | A         | 111222333444552                     | JONES, ROBERT     | 1999        | TAX         | 7.45       |  |
| SUBTOTAL FOR LOCAL CODE         |           | 020                                 | 5                 |             |             | 52.15      |  |
| 444555661                       | A         | 222333444555662                     | MITCHELL, JEFFREY | 2002        | ADM         | 13.20      |  |
| 644555662                       | N         | 222333444555661                     | PIERCE, DAVID     | 2001        | TAX         | 10.20      |  |
| SUBTOTAL FOR LOCAL CODE         |           | 023                                 | 2                 |             |             | 23.40      |  |
| 333444552                       | A         | 21133355577993                      | JAMES, WALTER     | 2000        | TAX         | 8.10       |  |
| 733444554                       | N         | 11133355577991                      | MOORE, ANN        | 2001        | ADM         | 11.75      |  |
| 833444551                       | A         | 01122244466671                      | ANDERSON, WILLIAM | 2002        | TAX         | 11.65      |  |
| SUBTOTAL FOR LOCAL CODE         |           | 026                                 | 3                 |             |             | 31.50      |  |
| QUARTERLY TOTAL FOR TAX         |           |                                     | 6                 |             |             | 57.15      |  |
| QUARTERLY TOTAL FOR ADM         |           |                                     | 4                 |             |             | 49.90      |  |
| QUARTERLY TOTAL DISBURSEMENT    |           |                                     | 10                |             |             | 107.05     |  |

## **D. ERROR CODE**

The following is the Rejected Case Submission and Update Error Code.

| <b>CHART D-1: REJECTED CASE SUBMISSION AND UPDATE<br/>ERROR CODES</b> |  |                         |
|---|--|-------------------------|
| <b>Error Code</b>   | <b>Error Message and Explanation</b>   | <b>Transaction Type</b> |
| 40  | <b>Invalid Address</b><br>All address fields (Address Line 1, Address Line 2, State, City and Zip) contain spaces. | Z                       |