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1. IMPROVE OBLIGOR FOREIGN ADDRESS SUBMISSION (OCSE REF #1722)

The Federal Offset System (FOS) is being modified to provide States the capability to enter foreign addresses through the online address change process.

1.1 Summary of Changes

An option to allow States to enter a foreign address is being provided by adding a new section on the Enter Weekly Update Records Part 2 of 2 online entry screen.

1.2 Background

In order to provide the most accurate information on international obligor addresses, the online address change process is being modified to accept foreign address updates, using the Address Change transaction type 'Z'.

1.3 Description of Changes

The Enter Weekly Update Records Part 2 of 2 screen is being modified to allow the State to update either a U.S. or foreign address using the online address change process. For a new or re-certified case needing a foreign address, the State user should first add the case without an address using the Add transaction. Then, immediately following the Add transaction as a separate entry using the Enter Weekly Update Records screen, the State can enter the obligor's foreign address using the 'Z' transaction type. The 'Z' transaction will be processed after the Add transaction, and the case will be updated with the foreign address.

The modified Enter Weekly Update Records Part 2 of 2 screen, will be used to enter the foreign address information. The required fields for the foreign address are Address Line 1, City, and Country. If any of these three fields are not filled, the screen will return an error message indicating that data for the required fields is not present. When entering the foreign full country name, refer to Chart H-2, "FMS Country Codes" provided in Version 9.0 of the Federal Offset User Guide, or press **F5** to view the Country Name List for Foreign Addresses, and select the country to ensure that the FOS will appropriately convert the foreign country name to the corresponding FMS country code.

The current Case Address Query Display screen is being modified to allow for the display of foreign addresses. Foreign addresses will display the city and country, separated by a comma, where a U.S. address would display the city and State code separated by a comma. The foreign address will also display the postal code where the U.S. address would display the ZIP Code. If the postal code is not entered, spaces will be displayed.

The Pre-Offset Notice Query Display screen is being modified to allow for the display of a foreign address when it is the address to which a PON was sent. Foreign addresses will display the city and country, separated by a comma, where a U.S. address would display the city and State code separated by a comma. The foreign address will also display the postal code where the U.S. address would display the ZIP Code. If the postal code is not entered, spaces will be displayed.

1.4 Impact on States

There is no impact on States.

1.5 Screen Layout

Three screens are being modified to provide this functionality to States.

1.5.1 FEDERAL OFFSET DATA ENTRY

The Enter Weekly Update Records screen is a two-page screen. “Part 1 of 2” in the upper-right corner of the display identifies the first screen, and “Part 2 of 2” identifies the second screen.

The Enter Weekly Update Records Part 1 of 2 screen, shown in Figure 1-1, is not being changed. For the ‘Z’ transaction, the Enter Weekly Update Records Part 2 of 2 screen, shown in Figure 1-2, is being modified to allow both U.S. and foreign addresses to be updated.

Upon completion of Part 2 of 2, the Weekly Update Final Processing screen, shown in Figure 1-3, will display. This screen is not being changed. The Weekly Update Final Processing screen prompts the State to submit, cancel, or revisit the Weekly Update Record that has been entered.

Figure 1-1: Enter Weekly Update Records – Part 1 of 2

```
OFFICE OF CHILD SUPPORT ENFORCEMENT                               Part 1 of 2
FEDERAL OFFSET PROCESSING MENU                                     Date - 05/05/2007
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 change,C=case ID change,Z=address change)
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 ==> ____ <
```

1.5.1.1 Address Change

1. Type the letter 'Z' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – not required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records Part 2 of 2 screen (Figure 1-2) is displayed.

Figure 1-2: Enter Weekly Update Records – Part 2 of 2

OFFICE OF CHILD SUPPORT ENFORCEMENT FEDERAL OFFSET PROCESSING MENU ENTER WEEKLY UPDATE RECORDS	Part 2 of 2 Date - 05/05/2007 Time - 11:44
--	--

COMMAND ==>>>

Enter the US Address on the lines below:

Line 1 > _____ <
Line 2 > _____ <
City > _____ <
State >__<
ZIP Code > ____ - ____ <

OR

Enter the Foreign Address on the lines below:

Line 1 > _____ <
Line 2 > _____ <
City > _____ <
Full Country Name > _____ < (Press F5 to select Country Name)
Postal Code > _____ <

1. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):

For U.S. Address:

- **Line 1** – required
- **Line 2** – not required
- **City** – required
- **State** – required
- **ZIP Code** – not required

OR

For Foreign Address:

- **Line 1** – required
- **Line 2** – not required
- **City** – required
- **Full Country Name** – required
- **Postal Code** – not required

(The Full Country Name **MUST** be typed in, OR press **F5** to view and select the Full Country Name.)

2. Press **Enter**. The Weekly Update Final Processing screen (Figure 1-3) is displayed, as shown below.

Figure 1-3: Weekly Update Final Processing

```
TO SUBMIT, press `Enter`  
TO CANCEL, press PF3  
TO REVISIT, enter any char ->
```

1. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. The user will be returned to the Enter Weekly Update Records Part 1 of 2 screen (Figure 1-1).

1.5.2 CASE ADDRESS QUERY

The Case Address Query Display screen is being modified to display a foreign address. It is presented as an example in Figure 1-4 with U.S. and foreign obligor's addresses.

Figure 1-4: Case Address Query Display Screen

OFFICE OF CHILD SUPPORT ENFORCEMENT		FEDERAL OFFSET PROCESSING MENU		Row A of B
QUERY ADDRESS MASTER		*Federal Tax Information*		Date - 02/15/2007
COMMAND ==>>		(Use F7/F8 to page up/down list of addresses)		Time - 11:10
Soc Sec No:	123 XX 6789	State:	SS	
First Name:	John	Last:	Doe	
Source	Address	Dates		
STATE	123 SENECA ST ANYWHERE, COUNTRYNAME 123456789012345	Create	: 01/16/2007	
		TANF FMS	: 01/16/2007	
		NTANF FMS	: 01/16/2007	
OTHER	456 BROAD ST ANYWHERE, XX 12345-6789	Create	: 04/01/2006	
		TANF FMS	: 05/01/2006	
		NTANF FMS	: 10/15/2006	
OTHER	789 GROVE ST ANYWHERE, XX 12345-6789	Create	: 12/16/2005	
		TANF FMS	: 12/16/2005	
		NTANF FMS	: 12/16/2005	

Chart 1-1 gives a description of the fields on the Case Address Query Display screen.

CHART 1-1: CASE ADDRESS QUERY DISPLAY SCREEN	
Field Names	Field Description
Row A of B	'A' represents the row number of the first address displayed on this page. 'B' represents the total number of addresses for the obligor associated with this State and shown for this query.
Date/Time	Indicates the date and time the query was displayed.
Command	At the command prompt, type 'N' or 'P' and press Enter to go to the next page in the record or the previous page in the record. Press F3 to return to the Case Address Query Entry Screen.
Soc Sec No	Social Security Number of the obligor.
State	State that certified the case. States can only view addresses that are associated with their own State.
First Name	First name of the obligor.
Last (Name)	Last name of the obligor.
Source	The source of the address. The values for this field are: Other – obtained by the Federal Offset State – submitted by the State

CHART 1-1: CASE ADDRESS QUERY DISPLAY SCREEN	
Field Names	Field Description
Address	The obligor's address lines 1 and 2, and either the city, State and ZIP code, or, if this is a foreign address, the city, country, and postal code.
Create	The date that the address was first added to the Federal Offset Program.
TANF FMS	The date that the address was sent to FMS for the TANF case.
NTANF FMS	The date that the address was sent to FMS for the Non-TANF case.

1.5.3 PRE-OFFSET NOTICE QUERY

Figure 1-5 displays the obligor's case-specific PON data in response to a query entered on the Pre-Offset Notice Query Entry screen (not shown).

Figure 1-5: Pre-Offset Notice Query Display Screen

Page X of Y	OFFICE OF CHILD SUPPORT ENFORCEMENT FEDERAL OFFSET PROCESSING MENU QUERY NOTICE FILE		Date - 05/14/2007 Time - 11:10
COMMAND ==>	(N for next page, P for previous page)		
Soc Sec No :	123 XX 6789	Case Type: A	State: SS PON Request: NEW
First Name:	John	Last:	Doe
Case ID :	000000000123456	Pre-Offset Date :	01/06/2007
		Pre-Offset Amount:	\$15,000
Address :	123 BROAD ST APT A ANYCITY, COUNTRYNAME 123456789012345		
Local Code:	001		

Chart 1-2 describes the fields on the Pre-Offset Notice Query Display screen.

CHART 1-2: PRE-OFFSET NOTICE QUERY DISPLAY SCREEN	
Field Names	Field Description
Page X of Y	'X' represents the individual page that is being viewed. 'Y' represents the total number of pages available to display for this case.
Date/Time	Indicates the date and time the record was displayed.
Command	At the command prompt, type 'N' or 'P' and press Enter to go to the next page in the record or the previous page in the record. Press F3 to return to the Pre-Offset Notice Query Entry Screen.
Soc Sec No	Social Security Number of the obligor.
Case Type	Type of Case: A - TANF N - Non-TANF

CHART 1-2: PRE-OFFSET NOTICE QUERY DISPLAY SCREEN	
Field Names	Field Description
State	State that certified the case. States can only view PONs that are issued by OCSE for their own State.
PON Request	The type of request that generated the PON. The values for this field are: ALLPON – The State requests PONs for all of its cases. SUPPLEMENTAL – The State requested an additional PON for an individual case. NEW – The PON request was generated from an Add or Re-certify transaction.
First Name	First name of the obligor.
Last (Name)	Last name of the obligor.
Case ID	ID that was given to this case by the State that is listed on the PON.
Pre-Offset Date	Date that the PON was mailed.
Pre-Offset Amount	Obligor's arrearage amount at the time the PON was generated.
Address	The address lines 1 and 2, and either the city, State and ZIP code, or, if this is a foreign address, the city, country, and postal code where the PON was sent.
Local Code	State/local contact information code for the obligor at the time the PON was generated.