

Expanded Federal Parent Locator Service

Interstate Referral Guide (IRG)

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PART 1.0

Interstate Roster and Referral Guide

1.1 Introduction

The Interstate Roster and Referral Guide (IRG) is an information resource tool that is used to facilitate the exchange of information that is relevant to child support enforcement between states. The IRG data includes the states' profiles of services, valid Federal Information Processing Standard (FIPS) Codes and addresses, Federal and regional office data, and demographic data on international Child Support Enforcement agencies. The IRG data that is referred to throughout this document consists of the State Profile and the state FIPS Codes and address data.

This document provides specifications for the Interstate Roster and Referral Guide (IRG) Online users who have the capability to certify the State Profile and addresses, view and modify MSFIDM Freeze & Seize information, view and modify international FIPS Codes, and view and modify State Lien information.

Part 2.0, "Certification Button Addresses", describes the capability to certify the State Profile section and addresses.

Part 3.0, "MSFIDM Freeze & Seize", provides information about MSFIDM Freeze & Seize in the State Profile section of the IRG.

Part 4.0, "State Lien", provides information about the State Lien in the State Profile and the new State Lien Contact address type of the IRG.

Part 5.0, "International FIPS Codes", provides information about the International FIPS Codes addresses.

Part 6.0, "Standardization of Address Types", Provides information about the Standardization of Address Types for State, Region and County Addresses.

The appendices provide a layout of the format in which states will receive the IRG data, and the screen prints that are associated with the changes that are being implemented under this release.

PART 2.0

Certification Button Addresses **(IRG 1380/1381)**

2.2 Overview

States have requested that the IRG provide a certification button to validate information on the IRG. This will assist the states in verifying addresses and State Profile information on the IRG. The OCSE and State Administrators will have the capability to certify information.

2.2 Implementation

Upon implementation of the request, the State Administrators must certify every 30 days with the appropriate address and profile information for their state. Also, the states will have the option to verify their own State Profile information.

2.3 IRG Processing

Certification Button for State Profiles

The certification button will appear on the task bar (refer to Figure B-1, “State Certification Button”). The certification date will appear below the modification date. The State Administrator can only certify their own State Profile. The OCSE Administrator can certify all profiles.

Edit Mode

The State Administrator will verify the profile information and click on the **Certify** button that is located on the task bar. The certification button is associated with the certification date. The current date will display in the Certification Date field.

Search Capabilities

No Change

Certification Button for Addresses

The **Certify** button will appear on the IRG address panel in Edit Mode (refer to Figure B-2, “Address Certification Button”). The certification date will appear next to the modification date on the screen. The State Administrator can certify only their state, regional and county addresses. The OCSE Administrator can certify all addresses.

New Mode

The certified date field will appear opposite the modified date. A new address will not display a certification date.

Edit Mode

The Certify button will display on the navigation panel. The State Administrator will select the State, Region or County located on the navigation panel. The State Administrator will select an address type and click on the Address Type Search button. The Certify button will display on the navigation panel. The selected address will display on the screen. After verifying that the address displayed is correct, the State Administrator will click on the Certify button. The current date will display in the certified date field. Every record that is associated with that state, region or county address type will be updated with the certified date.

The OCSE Administrator can certify any address on the IRG. After verifying that the displayed address is correct, the OCSE Administrator will click on the **Certify** button and all state, region, county, international, regional-OCSE, or central-OCSE addresses of that type will be updated with the certified date.

Search Capabilities

No change

2.4 Impact on States for Certification Button

The State Administrators will make other states aware of recent updates to the IRG based on the certification date. The states should certify whenever a change is made to their profile and/or address information. The states must certify their profile and address information every 30 days. This modification will not require a program change to the state system.

PART 3.0

MSFIDM Freeze & Seize (IRG 1387)

3.1 Overview

States have requested that the IRG provide MSFIDM Freeze & Seize information in the State Profile section of the IRG.

3.2 Implementation

Upon implementation of the request, the OCSE Administrator and the State Administrators will have the capability of viewing any state's MSFIDM Freeze & Seize information. The State Administrators will have the capability of editing their own state's MSFIDM Freeze & Seize information. The OCSE Administrator will have the capability of editing MSFIDM Freeze & Seize information for all states.

3.3 IRG Processing

MSFIDM Freeze & Seize Information

The MSFIDM Freeze & Seize Matrix link will be deleted from the State Profile section of the IRG. However, information from the MSFIDM Freeze & Seize matrix will be located in the section jumper titled "Support Enforcement" of the State Profile section.

Edit Mode

Click on the section jumper, "Support Enforcement", of the State Profile section. Scroll the data until the MSFIDM Freeze & Seize matrix information displays. Administrators can click on the Edit option on the task bar to edit the MSFIDM Freeze & Seize information. The system will warn the Administrator to print a backup copy of the data before editing. The Administrator can press **OK** to print the data or **Cancel** to go directly to edit without printing. After either printing the data or canceling the dialogue box, the "Edit Profile" screen appears. Edit the MSFIDM Freeze & Seize matrix information and click on the **Save** button to save the data.

Search Capabilities

Click on the section jumper, "Support Enforcement", of the State Profile section. Scroll the data until the MSFIDM Freeze & Seize matrix information displays

3.4 Impact on States for MSFIDM Freeze & Seize

The State Administrators will be able to update their own state's MSFIDM Freeze & Seize information. The State Administrator will certify the MSFIDM Freeze & Seize information. This modification will not require a program change to the state system.

PART 4.0

State Lien (IRG 1388/1389)

4.1 Overview

States have requested that the IRG provide State Lien information for all states on the IRG. The Public user can view the State Lien information in the State Profile section. However, the Public user cannot view the State Lien Contact address information.

4.2 Implementation

Upon implementation of the request, the State Administrator will have the capability of editing their own state's State Lien information and contact address information. The OCSE Administrator will have the capability to edit all State Lien information and contact address information.

4.3 IRG Processing

State Lien Information

The State Lien Matrix link will be deleted from the State Profile section. However, information from the State Lien Matrix will be located in the section jumper titled "Support Enforcement" of the State Profile. In addition, a new address type will be added to the download record layout: "SLC – State Lien Contact" (refer to Appendix A, "Download Record Layout"). The State Lien Contact information will display as part of the state addresses.

STATE PROFILE STATE LIEN INFORMATION

Edit Mode

Click on the section jumper, "Support Enforcement", of the State Profile section. Scroll the data until the State Lien matrix information displays. Administrators can click on the Edit option on the task bar to edit the State Lien information. The system will warn the Administrator to print a backup copy of the data before editing. The Administrator can press **OK** to print the data or **Cancel** to go directly to edit without printing. After either printing the data or canceling the dialogue box, the "Edit Profile" screen appears. Edit the State Lien matrix information and click on the **Save** button to save the data.

Search Capabilities

Click on the section jumper titled "Support Enforcement" of the State Profile section. Scroll the data until the State Lien matrix information displays.

STATE LIEN CONTACT INFORMATION

New Mode

After selecting the state on the navigation panel, press the **State** button. The New State Address Data Screen appears. On the right side of the “Select Address Description” box, click on the down arrow to display a list of valid state address descriptions. The State Lien Contact address type will be added to this list. Click on the **State Lien Contact** address type and it will populate the “Select Address Description” box. Tab or click to the next fields and enter, at minimum, the required data: address description, name, telephone number, department, city, state and Zip Code.

Edit Mode

After selecting the state on the navigation panel, press the **State** button to display the Select State Addresses Screen. The Edit user can search by Address Type and Contact Name. On the right side of the “Select Address Type” box, click on the down arrow to display a list of state address descriptions. The new **State Lien Contact** address type has been added to the list. Highlight the State Lien Contact address type and click on the **Address Type Search** button to display the State Lien Contact data. The address description is displayed and cannot be changed. To select a different address description, the State Administrator must return to the Select State Addresses menu screen.

Search Capabilities

The state user can search for a State Lien Contact address by Address Type or Contact Name. On the right side of the “Select Address Type” box, click on the down arrow to display a list of state address types. The **State Lien Contact** address type has been added to this list. Highlight the **State Lien Contact** address type and click on the **Address Type Search** button to display the **State Lien Contact** address data.

4.4 Impact on States for State Lien Information

The State Administrators will be able to update and certify their own State Lien information and contact address information. This modification will not require a program change to the state system.

PART 5.0

International FIPS Codes (IRG 1384)

5.1 Overview

States have requested that the International FIPS Codes display on the IRG. This will assist the states in the identification of the international addresses with which the states have reciprocity agreements.

5.2 Implementation

Upon implementation of the request, the states will have the option to view the international FIPS Codes that are associated with a country, province or city.

5.3 IRG Processing

International FIPS Codes

The list of international FIPS Codes and the associated country, province or city can be found in Appendix C “International FIPS Codes”. This listing will be modified as new international addresses and FIPS Codes are added to the IRG. For a consistent format with the state FIPS Codes, the International FIPS Code will consist of a two-digit Country code (alpha), a three-digit Province/City code (alphanumeric), and two-digits (00) to be used as filler to comply with the state FIPS local code. In order to maintain the FIPS Code standard that is in place with the state FIPS, a zero has been placed in front of the Province/City code. A valid international FIPS Code must have an associated address. The OCSE Administrator will determine if an international FIPS Code is valid for the IRG.

New Mode

No change

Edit Mode

No change

Search Capabilities

No change

5.4 Impact on States for International FIPS Codes

The enhancement may require that the states modify their state system to accommodate the new international FIPS Codes addresses. The download record layout (refer to Appendix A, “Download Record Layouts”) will include the international FIPS Codes and the associated

country, provinces or city.

In order to provide states the flexibility in downloading the international FIPS Codes addresses, the download process will include two options. The first option is to click on the **International** check box and click the “All Records” **Submit** button. The download data will include the entire international FIPS Codes and addresses stored on the database. The second option is to click on the **International** check box, specify a date range, and click on the “State Records” **Submit** button. The download will include the international FIPS Codes and addresses within the specified date range. If only the **International** check box is clicked, a warning message will display. If the **International** check box is not clicked, then the international FIPS Codes and addresses are excluded from the download. In order to comply with the new FIPS Codes standard, OCSE will update the existing international FIPS Codes stored on the IRG.

PART 6.0

Standardization of Address Types (IRG 1354/1432/1433)

6.1 Overview

States have requested that the IRG standardize address types by limiting the number of address types, excluding the OTH option from the download, and not allowing the option to add other address types. The standardization of the address types will eliminate inconsistent naming of like addresses across the states, expedite case processing, increase dialogs between the states, and reduce the programming modifications for the download process.

6.2 Implementation

Upon implementation of this request the State Administrator will not be able to add other types of address types to the address description. All states will have the same address types available for selection. The OTH address type will be eliminated from the download. However, there will be an option for the State Administrator to remove the non-standard address types from the Web site. All new address types must be submitted to the OCSE Administrator for approval.

6.2 IRG Processing

State Address Types

The following new state address types and descriptions have been added to the IRG.

- PDC – Passport Denial Contact
- SLC – State Lien Contact

In the Administrative section of the IRG, the Administrator has the option of selecting the “State Address Descriptions Admin Screen” link. The link will display the “Online IRG State Address Descriptions” screen. The Administrator may modify or delete an address description by using the Modify or Delete buttons. The New button has been eliminated. The State Administrator cannot delete a standard address type. The delete option is allowed for the previously categorized OTH non-standard address types. The State Administrator must delete all of the non-standard address types. The Modify button will continue to allow the indication of an address type as public view.

County Address Types

The following new state county courts address types and descriptions have been added to the IRG.

- CHC – Chancery Court
- FCC – Family Court Commissioner

New Mode

After selecting the state on the navigation panel, press the “County” button. The “New County Address Data” screen appears. Click on the down arrow on the right side of the “Select Address Description” box to display a list of valid county address descriptions. The county courts offices have been added to this list. Click on the desired address description and that address description will populate the “Select Address Description” field. Tab or click to the next fields and enter, at minimum, the required data: Address Description, County FIPS Code, address, city and zip code.

Edit Mode

After selecting the state on the navigation panel, press the “County” button. The “Select County Addresses” screen is displayed. When editing, the State Administrator can search by “County Name”, “Contact Name” or “City”. When searching by County Name, selecting an address description from the “Address Description” drop-down list can narrow the search. Click on the down arrow on the right side of the “Address Description” box to display a list of valid county address descriptions. The new county courts offices have been added to this list. Highlight the desired Address Description and click on the “County Search” button. The associated county address data appears. The address description is displayed and cannot be changed. To select a different address description, the State Administrator must return to the “Select County Address” menu screen.

Search Capabilities

The state user can search for a county address by “County Name”, by “Contact Name”, or by “City”. If the user searches by “County Name”, the search can be narrowed by selecting an address description from the “Address Description” drop-down list. Click on the down arrow on the right side of the “Address Description” box to display a list of valid county address descriptions. The county courts offices have been added to this list. Highlight the desired address description and click on the “County Search” button. The associated county address data appears.

6.3 Impact on States for Standardization of State Address Types

This enhancement may require that the states modify their state system to accommodate the new address types for state and county courts.

Appendices

A. Download Record Layouts

This record format provides the specifications for downloading FIPS Codes and addresses to the states. Type 'A' is alphabetic, type 'N' is numeric, and type 'A/N' is alphanumeric.

CHART A-1: DOWNLOADING FIPS CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 1	1-3	3	A	Type of Address STA - State LOC - County/Local FED - Federal INT - International
Address Type 2	4-6	3	A	Type of Address <u>Address Type 1 LOC</u> COL - Collection RES - Responding AGO - Attorney General CHC - Chancery Court CLC - Clerk of the Court CTC - Circuit Court DAO - District Attorney DTC - District Court FAC - Family Court FCC - Family Court Commissioner FRC - Friends of the Court JDR - Juvenile and Domestic Relations Court PAO - Prosecuting Attorney SPO - State Prosecutor SUP - Superior Courts TLC - Tribal Court <u>Address Type 1 STA</u> AIP - Automated Interstate Case Payment Requests AIS - Automated Interstate Case Status Requests BVS - Bureau of Vital Statistics CDC - Collection and Distribution Contact CEJ - Continuing Exclusive Jurisdiction Contact

CHART A-1: DOWNLOADING FIPS CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
				COC - Copy of Order Contact CRG - Central Registry Contact EAC - Employer Assistance Contact EFT - Electronic Funds Transfer Contact FDM - Financial Institution Data Match Contact EIW - Employer Income Withholding Contact GCL - Guidelines Calculations Contact GTI - Genetic Testing and Interstate Teleconferencing Contact IPC - Interstate Policy Contact IRG - Interstate Roster and Referral Guide Contact IVD - State IV-D Director NHR - New Hire Reporting Contact NVD - Non IV-D Contact PAF - Paternity Acknowledgement Forms Contact PAT - Paternity Acknowledgement Copies Contact PDC - Passport Denial Contact PFR - Putative Father Registry PRC - Privatization Contact PRW - PRWORA-Administrative Policies, Procedures Contact PYR - Payment Records Contact SDU - State Disbursement Unit SLA - State Long Arm Statute and Process Contact SLC - State Lien Contact SPA - State Paternity Acknowledgement Hospital Contact SPC - Service of Process Contact SPL - State Parent Locator Service TOC - Tax Offset Coordinator UCW - Unemployment Compensation Withholding WCW - Workers Compensation

CHART A-1: DOWNLOADING FIPS CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
				Withholding RON - Regional Office I RTW - Regional Office II RTH - Regional Office III RFO - Regional Office IV RFV - Regional Office V RSX - Regional Office VI RSV - Regional Office VII RET - Regional Office VIII RNN - Regional Office IX RTN - Regional Office X <u>Address Type 1 FED</u> CEN - OCSE Central Office REG - OCSE Region <u>Address Type 1 INT</u> FRC - Foreign Country
State Code or Country	7-8	2	A/N	State, Territory Code or Country (e.g., 04 or RP)
County Code (Local Code) International City or Province	9-11	3	A/N	County FIPS Code (e.g., 000) International City or Province (e.g., 0D9 or space out the first '0' as a placeholder).
State Extension Code (Sub Local Code) or International ID	12-13	2	N	Assigned by State (e.g., 00) International ID is zero or space.
Department Name	14-48	35	A	Department Name
Title	49-83	35	A	Title
Street Address Line 1	84-118	35	A/N	First Line of Street Address
Street Address Line 2	119-153	35	A/N	Second Line of Street Address
CITY	154-183	30	A	Name of the City
State or Country	184-203	20	A	State Abbreviation or Country Name
Zip Code	204-212	9	N	U.S. Zip Code
Area Code	213-215	3	N	Telephone Area Code
Exchange	216-218	3	N	Telephone Exchange
Sequence Number	219-222	4	N	Telephone Number

CHART A-1: DOWNLOADING FIPS CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Extension Number	223-227	5	N	Telephone Extension
Action Code	228-228	1	A	A - Address added C - Address changed D - Address deleted
Facsimile	229-231	3	N	Facsimile Telephone Area Code
Facsimile Exchange 1	232-234	3	N	Facsimile Telephone Exchange
Facsimile Sequence Number	235-238	4	N	Facsimile Telephone Number
Record Date	239-246	8	N	System generated date when record is added, changed or deleted: CCYYMMDD
Filler	247-247	1	A/N	Filler

Notes:

1. Downloaded data that is marked as having been “changed” (designated by an Action Code of ‘C’ in the 228th position) may not actually appear as changed. Not all data elements are downloaded, and the change may have occurred in one of the data elements that were not downloaded.

B. Screen Prints

The following are screen prints for the State Profile certification button and addresses certification button:

U.S. Department of Health and Human Services
The Administration for Children and Families

Programs Contacts Grants & Contracts State & Local Research & Publications Budget & Policy

ACF Home Search Privacy Questions? Site Index

OFFICE OF CHILD SUPPORT ENFORCEMENT

[OCSE Home](#) · [Program Information](#) · [News](#) · [Publications](#) · [Policy](#) · [State Links](#) · [OCSE Search](#) · [Help](#)

District of Columbia State Profile

Updated on 11 Jan 2002
Certified on 17 Jan 2002
Visitor No.16

[Map](#) [FIPS/Addresses](#) [Print](#) [Download](#) [Edit](#) [Certify](#) [LogOff](#)

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[\[View CSENet 2000 State Exchange Agreement by Function Code\]](#)

A. General/State-At-A-Glance

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A1. What is your State's program administration/operation type (State administered/State operated, State administered/County operated, or a combination)?	State/Administered/Operated.
A2. How many local IV-D offices are in your State (excluding agencies with cooperative agreements)?	None

Figure B-1: State Profile Certification Button

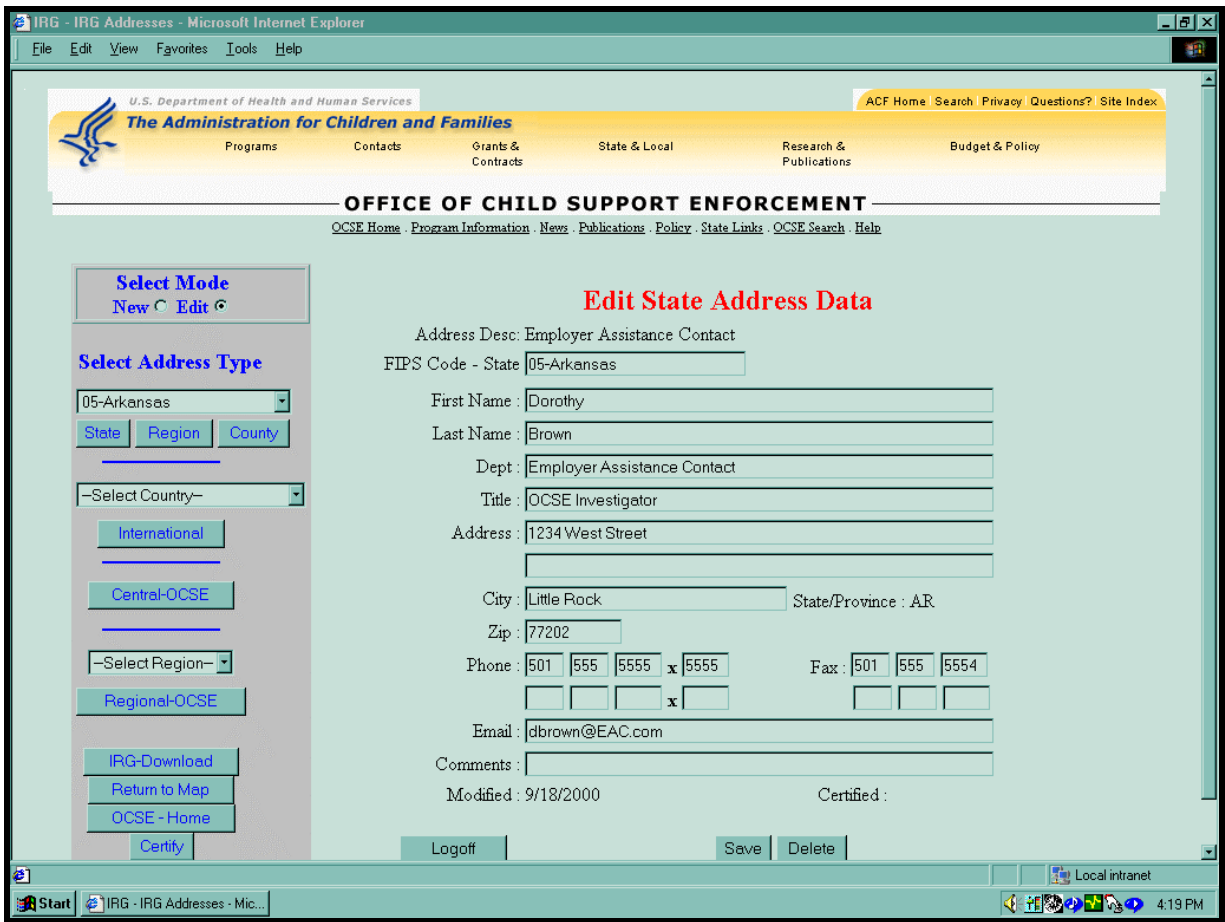


Figure B-2: Addresses Certification Button

C. International FIPS Codes

The following is a list of international FIPS Codes:

CHART C-1: INTERNATIONAL FIPS CODES			
FIPS Code	International Country	FIPS Code	International Country
AG00000	Algeria	HR00000	Croatia
AQ00000	American Samoa	CY00000	Cyprus
AC00000	Antigua and Barbuda	EZ00000	Czech Republic
AC00400	Antigua, Saint John	DA00000	Denmark
AR00100	Argentina, Buenos Aires	EC00000	Ecuador
AS00000	Australia	ES00000	El Salvador
AU00000	Austria	ES01000	El Salvador, San Salvador
BG00000	Bangladesh	EN00000	Estonia
BB00000	Barbados	EN01000	Estonia, Tallinn
BO00000	Belarus	FI00000	Finland
BE00000	Belgium	FR00000	France
BD00000	Bermuda	EP00000	French Polynesia
BD00200	Bermuda, Hamilton	GM00000	Germany
BL00000	Bolivia	GR00000	Greece
BL00400	Bolivia, La Paz	GP00000	Guadeloupe
BK00000	Bosnia and Herzegovina	GT00000	Guatemala
BR00000	Brazil	GT00700	Guatemala City
UV00000	Burkina Faso	GY00000	Guyana
CA00000	Canada	HA00000	Haiti
CA00100	Canada, Alberta	HU00000	Hungary
CA00200	Canada, British Columbia	EI00000	Ireland
CA00300	Canada, Manitoba	EI00700	Ireland, Dublin
CA00400	Canada, New Brunswick	IS00000	Israel
CA00500	Canada, Newfoundland	IT00000	Italy
CA01300	Canada, Northwest Territories	JM00000	Jamaica
CA00700	Canada, Nova Scotia	JM01700	Jamaica, Kingston
CA00800	Canada, Ontario	JA00000	Japan
CA00900	Canada, Prince Edward Island	LH00000	Lithuania
CA01000	Canada, Quebec	LU00000	Luxembourg
CA01100	Canada, Saskatchewan	MB00000	Martinique
CA01200	Canada, Yukon Territory	MX00000	Mexico
CV00000	Cape Verde	MN00000	Monaco
CI00000	Chile	MO00000	Morocco
CH00000	China	MO02400	Morocco, Rabat
CH02200	China, Beijing	NL00000	Netherlands

CHART C-1: INTERNATIONAL FIPS CODES			
FIPS Code	International Country	FIPS Code	International Country
CS00000	Costa Rica	NT00000	Netherlands Antilles
CS00200	Costa Rica, San Jose	NZ00000	New Zealand
NU00000	Nicaragua		
NU01000	Nicaragua, Managua		
NO00000	Norway		
NO01200	Norway, Oslo		
PK00000	Pakistan		
PK00800	Pakistan, Islamabad		
PE00000	Peru		
PE01500	Peru, Lima		
RP00000	Philippines		
RP0D900	Philippines, Manila		
PL00000	Poland		
PO00000	Portugal		
PO01400	Portugal, Lisboa		
RO00000	Romania		
RO01000	Romania, Bucuresti		
RS00000	Russia		
SL00000	Slovakia		
SI00000	Slovenia		
SI06100	Slovenia, Ljubljana		
SF00000	South Africa		
SP00000	Spain		
SP02900	Spain, Madrid		
CE00000	Sri Lanka		
CE02300	Sri Lanka, Colombo		
NS00000	Suriname		
NS01600	Paramibo		
SW00000	Sweden		
SW02600	Sweden, Stockholm		
SZ00000	Switzerland		
SZ00500	Switzerland, Bern		
TS00000	Tunisia		
TU00000	Turkey		
TU06800	Turkey, Ankara		
TK00000	Turks and Caicos Islands		
UK00000	United Kingdom		
UK01700	United Kingdom, London		
UK05800	United Kingdom, Belfast		
VE00000	Venezuela		