Federal Parent Locator Service

Federal Offset Program

Release 06-01 – Minor
August 18, 2006

Release Specifications

Document Version 1.0
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LIST OF FIGURES AND CHARTS

1.0   DECREASE PASSPORT DENIAL THRESHOLD FROM $5000 TO $2500 (FOP 2143)

Federal Offset System (FOS) processing is being modified to change the Federally-mandated threshold for submitting obligors to the Department of State (DoS) Passport Denial Program.

1.1   Summary of Changes

The threshold for the amount of child support arrearages that triggers submission to the Passport Denial Program will be changed from $5,000 to $2,500.

1.2   Background

If the arrearage amount for a single case or the combined arrearage amount for a TANF and Non-TANF case for the same submitting state is greater than the Federally-mandated threshold, OCSE automatically forwards the obligor to DoS for Passport Denial 30 days after a Pre-Offset Notice has been sent. States may exclude obligors from the Passport Denial Program by setting the PAS Exclusion Indicator for the TANF and/or Non-TANF case.

Senate bill 1932, the Deficit Reduction Act of 2005, Section 7303, reduces the threshold for the amount of child support arrearages triggering submission to the Passport Denial Program from $5,000 to $2,500.

1.3   Description of Changes

The arrearage amount threshold for triggering an obligor to be submitted to the Passport Denial Program will be changed to $2,500.

1.4   Impact on States

There is no impact on states that do not use the Federally-mandated threshold to determine whether to set or remove the PAS (Passport Denial) exclusion indicator.

Any state that evaluates an obligor's arrearage amounts and sets or removes the PAS Exclusion Indicator based on the current Federally-mandated threshold of $5,000 must implement a change effective October 1, 2006 to reduce the threshold to $2,500.

2.0 CREATE A NEW EXCLUSION INDICATOR 'INS' TO EXCLUDE CASES CERTIFIED ON THE FEDERAL OFFSET FILE FROM AN INSURANCE MATCH (FOP 2149)

FOS processing is being modified to allow states that choose to participate in the upcoming Insurance Match to have the ability to exclude individual cases from the program.

2.1 Summary of Changes

A new Exclusion Indicator submitted on an 'A' (Add) or an 'R' (Replace Exclusion Indicator) Transaction will exclude an individual case from Insurance Match, if a state is participating in the match.

2.2 Background

The FPLS will conduct matches with insurers concerning claims, settlements, awards, and payments, and furnish information resulting from the matches to participating IV-D agencies. The INS Exclusion Indicator will permit participating states to exclude cases from such a match when the program becomes fully operational.

Senate bill 1932, the Deficit Reduction Act of 2005, provides for comparisons of obligors that owe child support debts with insurance information.

2.3 Description of Changes

A new Exclusion Indicator of 'INS' that is submitted using the Case Submission and Update Record or the Online Data Entry Screen will enable participating states to exclude an individual case from Insurance Match. The 'INS' Exclusion Indicator can be submitted on an 'A' (Add) or an 'R' (Replace Exclusion Indicator) Transaction. It should be included with the existing Exclusion Indicator codes in positions 188 to 227.

If the Exclusion Indicator that is submitted using the Case Submission and Update Record or the Online Data Entry Screen fails the submission edits, the record is returned to the state as submitted, along with an appropriate error code, in the Rejected Case Submission and Update Record File.

The State Reconciliation process will return the 'INS' Exclusion Indicator in the Case Reconciliation Record Layout. If the state has excluded the case from Insurance Match, 'INS' will be sent in positions 106-108, otherwise these positions will be blank.

Part 2: Create a New Exclusion Indicator 'INS' to
  Exclude Cases Certified on the Federal Offset
  File from an Insurance Match (FOP 2149) 2-1   May 18, 2006

2.4   Impact on States

The use of the new Exclusion Indicator is optional. There is no immediate impact to states because OCSE has not yet implemented the FPLS Insurance Match. However, the match will be phased in over the next 6 to12 months, and at the time of implementation, participating states must use the 'INS' Exclusion Indicator if they want to exclude cases from the Insurance Match.

2.5   Input Record Specifications

See Appendix A, "Input Record Specifications", Chart A-1, "Case Submission and Update Record Layout".

2.6   Output Record Specifications

See Appendix B, "Output Record Specifications," Chart B-1, "Rejected Case Submission and Update Record Layout", and Chart B-2, "Case Reconciliation Record Layout".

Part 2: Create a New Exclusion Indicator 'INS' to
       Exclude Cases Certified on the Federal Offset
       File from an Insurance Match (FOP 2149)   2-2   May 18, 2006

A. INPUT RECORD SPECIFICATIONS

This appendix contains the record specifications for the Federal Offset Program Case Submission and Update Record that is affected by the changes made for this release.

Chart A-1 presents the Case Submission and Update Record with changes highlighted in turquoise.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	**Required – Key Data** 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. • If Transaction Type equals 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', 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.
Local Code	3-5	3	A/N	**Optional** 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 local contact address when the Pre-Offset Notice is produced by OCSE or an offset notice is produced by FMS. • If Transaction Type equals 'A' (Add/Recertify Case), 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 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. • If Transaction Type equals 'L', and the local code that is submitted contains

				CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				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 OCSE State/Local Contact Phone and Address File. If the local code is not found, the transaction will be rejected.
				• If Transaction Type equals 'B', 'C', 'M', 'S', 'R', 'D', 'Z' or 'T', the local code, if present, will not be updated at OCSE or FMS.
				Refer to Section 2.1.4.3.4, "Local Code Change", for details about keeping local code information up to date at OCSE.
SSN	6-14	9	N	**Required – Key Data**
				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.
				• If Transaction Type equals 'A' (Add/Recertify Case), the SSN is verified using an SSA-defined range check that automatically validates the *area* portion of the SSN (the first three positions of the SSN) against the current high digit being used for *area*. In addition, the *group* portion of the SSN (the fourth and fifth positions of the SSN) is compared against the *area* to ensure that the *group* number was issued with the particular *area* number. To verify the current high digits for *area* and *group* issued by SSA, refer to Chart D-3, "Online Resources", "IRS Web Sites".
				• If Transaction Type equals 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', 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.
Case ID	15-29	15	A/N	**Conditionally Required**
				This field is used If Transaction Type equals 'A' and 'C'. This field is for state use only; it is not sent to FMS or DoS. This field should be filled with spaces if it is not used by the state.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				• If Transaction Type equals '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. • If Transaction Type equals 'C' (Change Case ID), this field is required. The new Case ID will overwrite the existing Case ID without performing any edits. If Transaction Type equals 'B', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', the Case ID, if present, will not be updated at OCSE.
Obligor Last Name	30-49	20	A/N	**Required** This field is required for all Transaction Types. No spaces or special characters, except a hyphen, can be embedded within the first four positions. • If Transaction Type equals 'A', if the last name does not match the OCSE Case Master File for the obligor, the name is processed as a name change. • If Transaction Type equals 'B' (Name Change), the first four positions must contain at least one alphabetic character. • If Transaction Type equals 'A' (Add Case) or 'B' (Name Change), the last name is stored on the OCSE Case Master File after the last name passes the edit check above. • If Transaction Type equals 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', the first 4 characters that are submitted must match the first 4 characters that are stored on the OCSE Case Master File or the first 4 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. Refer to Sections 2.1.4.3.1, "Name Change" and 2.2.5.5, "Name Processing", for more details.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Obligor First Name	50-64	15	A/N	**Conditionally Required** This field is required If Transaction Type equals 'A' and 'B'. The first position of this field must contain an alphabetic character. • If Transaction Type equals 'A' (Add Case) or 'B' (Name Change), the first name is stored on the OCSE Case Master File after the first character passes the edit check above. • If Transaction Type equals 'A', and the first name does not match the OCSE Case Master File for the obligor, the name is processed as a name change. • If Transaction Type equals 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', the obligor first name, if present, will not be updated at OCSE or FMS. Refer to Sections 2.1.4.3.1, "Name Change" and 2.2.5.5, "Name Processing", for more details.
Arrearage Amount (Accumulated Payment Amount)	65-72	8	N	**Conditionally Required** • If Transaction Type equals '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. • If Transaction Type equals 'A', 'M' or 'S', 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 Transaction Type equals 'D', this field is not required. However, the existing arrearage amount will be zeroed out. • If Transaction Type equals 'M', the arrearage amount is the current amount that is owed by the obligor. If the arrearage amount is equal to zero, the case will be flagged as deleted. • If Transaction Type equals 'S', this field functions as the Accumulated

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
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Field Name	Location	Length	A/N	Comments
				Payment Amount Field and is referred to by that name. The accumulated payment amount is the accumulated State Payment Amount for the processing year.
				If Transaction Type equals 'B', 'C', 'L', 'R', 'Z' or 'T', the arrearage amount, if present, will not be updated at OCSE or FMS.
Transaction Type	73	1	A	**Required** This field must contain a valid Transaction Type code. Valid codes for this field are: 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 T – Transfer for Administrative Review Z – Address Change
Case Type Indicator	74	1	A	**Required – Key Data** This field is required for all Transaction Types. This field must contain one of the following valid case type codes: A – TANF N – Non-TANF • If Transaction Type equals 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', 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.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Transfer State Code	75-76	2	A	**Conditionally Required** • If Transaction Type equals '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. • If Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'M', 'S', 'Z' or 'R', this field, if present, will not be updated at OCSE.
Transfer Local Code	77-79	3	A/N	**Optional** • If Transaction Type equals '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. • If Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'M', 'S', 'Z' or 'R', this field, if present, will not be updated at OCSE.
Process Year	80-83	4	A/N	**Conditionally Required** • If Transaction Type equals 'S', this field must be in CCYY format, and must contain the year that 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', 'Z' or 'T', this field, if present, will not be updated at OCSE.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Obligor Address Line 1	84-113	30	A/N	**Conditionally Required** • If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains the first address line of the obligor's mailing address. If this line is blank, the Obligor Address Line 2 Field will be checked for an address (refer to Section 2.1.5.3, "Address Processing", for information). • If Transaction Type equals 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces. • If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. • If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.
Obligor Address Line 2	114-143	30	A/N	**Optional** • If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field may contain the second address line for the obligor (refer to Section 2.1.5.3, "Address Processing", for information) • If Transaction Type equals 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces. • If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.

CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Obligor City	144-168	25	A/N	**Conditionally Required** • If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains the city of the obligor's mailing address (refer to Section 2.1.5.3, "Address Processing for Notices", for information). • If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. • If Transaction Type equals 'Z' (Address Change), Obligor City is required. • If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.
Obligor State	169-170	2	A	**Conditionally Required** • If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains a two-character, alphabetic state abbreviation code for the state of the obligor's mailing address (refer to Section 2.1.5.3, "Address Processing", for information regarding address processing). • If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. • If Transaction Type equals 'Z' (Address Change), Obligor State is required. If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T', the address, if present, will not be 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
Obligor Zip Code	171-179	9	N	**Conditionally Required** • If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains a 5 or 9 digit zip code (refer to Section 2.1.5.3, "Address Processing", for information regarding address processing). • If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. • If Transaction Type equals 'Z' (Address Change), Obligor Zip Code is required. • If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.
Date Issued	180-187	8	A/N	**Conditionally Required** • If Transaction Type equals 'A' (Add/Recertify Case), and the state issues their own Pre-Offset Notices, this field is required. The date must be in CCYYMMDD format. This field indicates the date that the Pre-Offset Notice was mailed. If OCSE issues the Pre-Offset Notices, OCSE will fill in the date. • If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R', 'T' and 'Z', the date issued, if present, will not be updated at OCSE or FMS.
Exclusion Indicator(s)	188-227	40	A	**Optional** • If Transaction Type equals 'A' (Add/Recertify Case) or '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: ADM – Exclude all Administrative Offsets (RET, SAL, VEN) RET – Exclude Federal Retirement Offset VEN – Exclude Vendor Payment/Miscellaneous Offset

				CHART A-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				SAL – Exclude Federal Salary Offset (*pre-set at FMS on all cases*) TAX – Exclude Tax Refund Offset PAS – Exclude Passport Denial FIN – Exclude Multistate Financial Institution Data Match DCK – Exclude Debt Check Program (*for participating states*) INS – Exclude Insurance Match (*for participating states*) Space – Remove all existing exclusion indicators • If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'Z' or 'T', this field, if present, will not be updated at OCSE or FMS.
Filler	228-244	17	A/N	Space filled.
Request Code	245	1	A/N	**Optional** • If Transaction Type equals 'M', this field should contain a 'P', to request that a Pre-Offset Notice be generated by OCSE. If present, this field will generate a PON if all of the edits are passed to update an arrearage amount and for processing a notice. • If Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'R', 'S', 'T' or 'Z', no action will be taken at OCSE or FMS if this field contains a value.

B. OUTPUT RECORD SPECIFICATIONS

This appendix contains the record specifications for the Federal Offset Program output records that are affected by the changes made for this release.

Chart B-1 presents the Rejected Case Submission and Update Record Layout with changes highlighted in turquoise.

Chart B-2 presents the Case Reconciliation Record Layout with changes highlighted in turquoise.

CHART B-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	N	This field contains the Social Security Number that was sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case ID that was submitted to OCSE on the Case Submission and Update Record.
Obligor Last Name	30-49	20	A/N	This field contains the obligor last name that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor First Name	50-64	15	A/N	This field contains the obligor first name that was sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-72	8	N	This field contains the arrearage amount that was sent to OCSE by the state on the Case Submission and Update Record.
Transaction Type	73	1	A	This field contains the transaction type that was sent to OCSE by the state on the Case Submission and Update Record.
Case Type Indicator	74	1	A	This field contains the case type indicator that was sent to OCSE by the state on the Case Submission and Update Record.

	CHART B-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT			
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Transfer State Code	75-76	2	A	This field contains the transfer state code that was sent to OCSE by the state on the Case Submission and Update Record.
Transfer Local Code	77-79	3	A/N	This field contains the transfer local code that was sent to OCSE by the state on the Case Submission and Update Record.
Process Year	80-83	4	A/N	This field contains the process year s that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Address Line1	84-113	30	A/N	This field contains the obligor address line 1 that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Address Line2	114-143	30	A/N	This field contains the obligor address line 2 that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor City	144-168	25	A/N	This field contains the obligor city that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor State	169-170	2	A	This field contains the obligor state that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Zip Code	171-179	9	N	This field contains the obligor zip code that was sent to OCSE by the state on the Case Submission and Update Record.
Date Issued	180-187	8	A/N	This field contains the PON date that was sent to OCSE by the state on the Case Submission and Update Record.
Exclusion Indicator(s)	188-227	40	A	This field contains the exclusion indicator(s) that were sent to OCSE by the state on the Case Submission and Update Record.
Rejected Error Codes	228-239	12	A/N	This field contains up to six two-digit codes. These codes are reported consecutively with no commas or spaces. Refer to Charts G-1, "Rejected Case Submission and Update Error Codes" and G-2, "Rejected Case Submission and Update Warning Codes", for complete lists of possible error and warning codes.

CHART B-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
OCSE Last Name	240-243	4	A/N	When a case is rejected with error code 17, this field contains the first four characters of the obligor last name that is stored on the OCSE Case Master file for this case. The OCSE Last Name can be used to correct the obligor last name at the state. Refer to Chart G-1, "Rejected Case Submission and Update Error Codes", for a complete description of Error Code 17.
Filler	244	1	A/N	Space filled.
Request Code	245	1	A/N	This field contains the request code that was sent to OCSE by the state on the Case Submission and Update Record.

CHART B-2: CASE RECONCILIATION RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'REC' to identify this record as the Federal Offset Reconciliation Detail Record.
Submitting State Code	4-5	2	A	This field contains a valid state code for the state requesting the Reconciliation File. The state code contains a valid two-character alphabetic postal abbreviation.
Local Code	6-8	3	A/N	This field contains the most recent local code submitted by the state and accepted for the case.
SSN	9-17	9	N	This field contains the Social Security Number submitted for the obligor.
Case ID	18-32	15	A/N	This field contains the case identification that was submitted by the state for the case. This field contains spaces if a case identification was not submitted by the state.
Obligor Last Name	33-52	20	A/N	This field contains the last name of the obligor as originally certified. It will contain at least one alphabetic character and be uppercase. No embedded spaces or special characters, except a hyphen, will be present within the first four positions.
Obligor First Name	53-62	10	A/N	This field contains the first name of the obligor, up to the first 10 characters. It contains at least one alphabetic character and be uppercase.
Current Arrearage Amount	63-70	8	N	This field contains the current arrearage amount for the case. The value is the amount certified by the state net of any Tax or Administrative Offsets or modifications. This field contains the amount in whole dollars only.
Case Type Indicator	71	1	A	This field contains one of the following codes to indicate the type of case: A – TANF N – Non-TANF

CHART B-2: CASE RECONCILIATION RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Last Pre-Offset Notice Date	72-79	8	A/N	This field contains the date that the most recent Pre-Offset Notice was sent, in CCYYMMDD format. If OCSE issues the notice for the state, this is the date that the Pre-Offset Notice was sent by OCSE. If the state issues the notice, this is the date issued that was provided by the state on the Add Case Transaction or the Annual Submittal Process Transaction.
Pre-Offset Notice Hold Indicator	80	1	A	This field contains one of the following values to indicate if the case is active at FMS: H – The case is on hold pending the Pre-Offset Notice hold period. Space – The case has either been sent to FMS or is MSFIDM-only.
Department of State Action Indicator	81	1	A	This field contains one of the following codes to indicate the action that was taken with DoS for the case: S – OCSE submitted the obligor to DoS for passport denial when the case's arrearage amount exceeded the Federally-mandated threshold. D – OCSE previously submitted the obligor to DoS for passport denial, but has now forwarded a Delete Record to DoS. C – OCSE submitted the obligor to DoS for passport denial when the combined arrearage amount for the eligible TANF and Non-TANF cases from a single state exceeded the Federally-mandated threshold. R – OCSE submitted the obligor to DoS for passport denial, but DoS rejected the case for an invalid country code or an invalid date of birth. Space – The obligor is eligible to receive their passport based on one of the following conditions: 1) the current arrearage amount is less than the Federally mandated threshold, or 2) the Passport Denial exclusion indicator was set.
Administrative Offset Exclusion Indicator	82-84	3	A	This field contains one of the following values that were sent by the state: ADM – Exclude all Administrative Offsets (RET, SAL,VEN) Space – Exclusion indicator does not apply

CHART B-2: CASE RECONCILIATION RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Federal Retirement Offset Exclusion Indicator	85-87	3	A	This field contains one of the following values that were sent by the state: RET – Exclude Federal Retirement Space – Exclusion indicator does not apply
Vendor Payments Exclusion Indicator	88-90	3	A	This field contains one of the following values that were sent by the state: VEN – Exclude Vendor Payment/Miscellaneous Space – Exclusion indicator does not apply
Federal Salary Exclusion Indicator	91-93	3	A	This field contains one of the following values that were sent by the state: SAL – Exclude Federal Salary (*pre-set on all cases at FMS*) Space – Exclusion indicator does not apply
Tax Refund Offset Exclusion Indicator	94-96	3	A	This field contains one of the following values that were sent by the state: TAX – Exclude Tax Refund Offset Space – Exclusion indicator does not apply
Passport Denial Exclusion Indicator	97-99	3	A	This field contains one of the following values that were sent by the state: PAS – Exclude Passport Denial Space – Exclusion indicator does not apply
Multi-State Financial Institution Data Match Exclusion Indicator	100-102	3	A	This field contains one of the following values that were sent by the state: FIN – Exclude MSFIDM Space – Exclusion indicator does not apply
Debt Check Exclusion Indicator	103-105	3	A	This field contains one of the following values that were sent by the state: DCK – Exclude from the Debt Check Program Space – Exclusion indicator does not apply
Insurance Match Exclusion Indicator	106-108	3	A	This field contains one of the following values that were sent by the state: INS – Exclude from Insurance Match Space – Exclusion indicator does not apply
Filler	109-245	137	A/N	This field is reserved for future use and contains spaces.