

Federal Parent Locator Service

# **Federal Offset Program**

Release 07-01 – Minor  
June 1, 2007

## **Release Specifications**

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## **1.0 CREATE NEW EXCLUSION INDICATOR FOR INSURANCE MATCH (OCSE REF #2149)**

The Federal Offset system is being modified to provide an Exclusion Indicator to allow individual cases to be excluded from Insurance Match (this change was announced in Release 06-01, and the implementation will be in Release 07-01).

### **1.1 Summary of Changes**

A new Exclusion Indicator submitted on an 'A' (Add) or 'R' (Replace Exclusion Indicator) transaction will exclude an individual case from Insurance Match.

### **1.2 Background**

Section 7306 of the Deficit Reduction Act of 2005 amended Section 452 of the Social Security Act to authorize OCSE, through the FPLS, to compare information concerning individuals owing past-due child support with information maintained by insurers (or their agents) concerning insurance claims, settlements, awards, and payments, and return the matches to the State agencies responsible for collecting the past-due child support.

### **1.3 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' or an 'R' transaction. It should be included with the existing Exclusion Indicator codes in positions 188 to 227, as illustrated in Chart B-1, "Case Submission and Update Record".

If the Exclusion Indicator that is submitted fails the submission edits, the record is returned to the State as submitted, along with an appropriate error code in positions 228-239, of the Rejected Case Submission and Update Record.

The State Reconciliation process will return the 'INS' Exclusion Indicator in the Case Reconciliation Detail Record. If the State has excluded the case from Insurance Match, 'INS' will be returned in the new field "Insurance Exclusion Indicator", positions 106-108, as illustrated in Chart A-1, "Case Reconciliation Detail Record".

### **1.4 Impact on States**

At the time of implementation, OCSE will suppress the Insurance Match for all States. When a State is ready to receive and process Insurance Match data, it must notify OCSE so that OCSE can activate the process for the State. At that time, a State can choose to exclude a specific case from Insurance Match by using the 'INS' Exclusion Indicator. To notify OCSE

that your State is ready to participate in the Insurance Match, the State IV-D Director (or designate) must e-mail [Roy.Nix@acf.hhs.gov](mailto:Roy.Nix@acf.hhs.gov).

## **1.5 Output Record Specification**

See Appendix A, “Federal Offset Output Record Layout”, Chart A-1, “Case Reconciliation Detail Record”.

## **1.6 Input Record Specification**

See Appendix B, “Federal Offset Input Record Layout”, Chart B-1, “Case Submission and Update Record”.

## **2.0 IMPROVE SSN/NAME VERIFICATION PROCESS IN FEDERAL OFFSET (OCSE REF #2240)**

The Federal Offset System is being modified to provide SSN/Name verification status and obligor identity information to States relating to eligibility for Department of State Passport Denial certification.

### **2.1 Summary of Changes**

When States submit an 'A' (Add) or 'B' (Name Change) transaction, three additional warning codes may be returned in the "Rejected Error Codes" field, positions 228-239 of the Rejected Case Submission and Update Record file.

Additionally, a new field will be added to the Case Reconciliation Detail File to provide the SSN/Name verification status of an obligor.

### **2.2 Background**

The Department of State now requires that all obligors certified for Passport Denial must have a SSN verified using the obligor name(s) submitted to the Federal Offset System. When a State submits an 'A' or 'B' transaction, an SSA verification routine determines whether the SSN/Name combination is verified. If the SSA verification routine is unable to verify an SSN/Name combination, a name search routine is performed by OCSE to determine whether the SSN/Name combination is a probable match to a name at SSA.

### **2.3 Description of Changes**

For 'A' or 'B' transactions, the three additional warning codes that may be returned and the SSN/Name and identity status they are informing the State about are:

- 63 – Name Unverified/PrevValid - the current SSN/Name combination does not verify or pass a name match, but a previous SSN/Name combination for this obligor does verify or pass a name match.
- 64 – Name Unverified Warning - the current SSN/Name does not verify or pass a name match, and no previous SSN/Name for this obligor verifies or passes a name match.
- 65 – Invalid DOB/POB Warning - the Date of Birth and/or Place of Birth for this obligor is invalid.

A complete list of the Federal Offset warning codes is included in this release specification as Chart 2-1, Rejected Case Submission and Update Warning Codes", which follows.

A new field is being added to the Case Reconciliation Detail Record in position 109, “SSN/Name Verification Code”. The field will contain one of the following values:

- M – The obligor’s current SSN/Name matches
- P – The obligor’s previous SSN/Name verifies or matches, the current SSN/Name does not verify or match
- U – The obligor’s current SSN/Name does not verify or match
- V – The obligor’s current SSN/Name verifies

## **2.4 Impact on States**

There is a minor impact to States. Three new warning codes will be returned to the State in the Rejected Error Codes field of the Case Submission and Update Record. States must ensure that their software allows these warning codes to be returned. If a State chooses to not process these warning codes, there will be no impact on the State. Additionally, if a State chooses not to make changes to its processing for the additional field in the Case Reconciliation Detail Record, the field will be ignored.

## **2.5 Output Record Specification**

See Appendix A, “Federal Offset Output Record Layout”, Chart A-1, “Case Reconciliation Detail Record”.

## **2.6 Input Record Specification**

See Appendix B, “Federal Offset Input Record Layout”, Chart B-1, “Case Submission and Update Record”.

<b>CHART 2-1: REJECTED CASE SUBMISSION AND UPDATE WARNING CODES</b>		
Warning Code	Warning Message and Explanation	Transaction Type
47	<b>Address Warning</b> The address for Transaction Type 'A' is missing both an Address Line 1 and an Address Line 2, or a City, or a State.	A (Add/Recertify)
55	<b>No PON Request for Mod to \$0</b> A Request Code of 'P' is included on a Transaction Type 'M' transaction that has the arrearage amount set to zeros.	M
56	<b>PON Req Invalid For MSFIDM-Only Case</b> A Request Code of 'P' is included on a Transaction Type 'M' transaction for a MSFIDM-only case.	M
57	<b>No Prev PON Date For PON Req</b> A Request Code of 'P' is included on a Transaction Type 'M' transaction for a case that has not been issued a Pre-Offset Notice.	M
58	<b>PON Request Missing Address</b> A Request Code of 'P' is included on a Transaction Type 'M' transaction for a case that does not have an address.	M
59	<b>PON Req Not Avail For State Notice</b> A Request Code of 'P' is included on a Transaction Type 'M' transaction where the case is in a State that issues its own notices.	M
63	<b>Name Unverified/Prev Valid</b> The current SSN/Name combination does not verify or pass a name match, but a previous SSN/Name combination for this obligor does verify or pass a name match.	A, R
64	<b>Name Unverified Warning</b> The current SSN/Name combination does not verify or pass a name match, and no previous SSN/Name combination for this obligor verifies or passes a name match.	A, R
65	<b>Invalid DOB/POB Warning</b> The Date of Birth and/or Place of Birth for this obligor is invalid.	A, R



### **3.0 RETURN ADDITIONAL FIELDS IN CASE RECONCILIATION FILE (OCSE REF #2241)**

The Federal Offset System is being modified to provide the obligor's address information that is stored at OCSE to States through the Case Reconciliation File. For additional information on how OCSE determines what is considered the obligor's address, please refer to the Federal Offset Users Guide Section 2.1.5.3, "Address Processing".

#### **3.1 Summary of Changes**

The obligor's address information will be returned to States on the Case Reconciliation Record.

#### **3.2 Background**

OCSE uses the address for those States that request that OCSE issue their Pre-Offset Notices. The address is also forwarded with the case to the Department of Treasury's Financial Management Service (FMS) when it is certified for tax or administrative offset. Currently, the only way States can view an individual obligor's address held at OCSE is by doing a query. To perform a query, States must have PCOMM (Personal Communications) access to the Federal Offset system.

#### **3.3 Description of Changes**

Additional fields will be created in the Case Reconciliation Detail File to provide States with the following obligor address information stored at OCSE:

- Address Source
- Address Line 1
- Address Line 2
- City
- State
- 9-Digit Zip Code
- Foreign Indicator (for future use)
- Country Name (for future use)

These additional fields will be contained in positions 110-242 (currently used as filler) in the Case Reconciliation Detail Record, provided in Appendix A.

### **3.4 Impact on States**

There is no impact to States. If a State chooses not to make changes to their processing for these additional fields, the address data in the case reconciliation record will be ignored.

### **3.5 Output Record Specification**

See Appendix A, “Federal Offset Output Record Layout”, Chart A-1, “Case Reconciliation Detail Record”.

## **A. FEDERAL OFFSET OUTPUT RECORD LAYOUT**

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

Chart A-1 presents the Case Reconciliation Retail Record with changes highlighted in turquoise.

<b>CHART A-1: CASE RECONCILIATION DETAIL RECORD</b>				
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 Case 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 it must 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

<b>CHART A-1: CASE RECONCILIATION DETAIL RECORD</b>				
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	<p>This field contains the date that the most recent Pre-Offset Notice was sent, in CCYYMMDD format.</p> <p>If OCSE issues the notice for the State, this is the date that the Pre-Offset Notice was sent by OCSE.</p> <p>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.</p>
Pre-Offset Notice Hold Indicator	80	1	A	<p>This field contains one of the following values to indicate if the case is active at FMS:</p> <p>H – The case is on hold pending the Pre-Offset Notice hold period.</p> <p>Space – The case has either been sent to FMS or is MSFIDM-only.</p>
Department of State Action Indicator	81	1	A	<p>This field contains one of the following codes to indicate the action that was taken with DoS for the case:</p> <p>S – OCSE submitted the obligor to DoS for passport denial when the case’s arrearage amount exceeded the Federally-mandated threshold.</p> <p>D – OCSE previously submitted the obligor to DoS for passport denial, but has now forwarded a Delete Record to DoS.</p> <p>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.</p> <p>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.</p> <p>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.</p>

<b>CHART A-1: CASE RECONCILIATION DETAIL RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
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
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

CHART A-1: CASE RECONCILIATION DETAIL RECORD				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Insurance Exclusion Indicator	106-108	3	A	This field contains one of the following values that were sent by the participating State: INS – Exclude from the Insurance Match Space – Exclusion indicator does not apply
SSN/Name Verification Code	109	1	A	This field contains one of the following values indicating whether the obligor has a verified or matched SSN/Name combination: M – The obligor’s current SSN/Name matches P – The obligor’s previous SSN/Name verifies or matches, the current SSN/Name does not verify or match U – The obligor’s current SSN/Name does not verify or match V – The obligor’s current SSN/Name verifies
Address Source	110	1	A	This field contains one of the following values to indicate the source of the address: O – Other S – Submitting State
Address Line 1	111-145	35	A/N	The first address line of the obligor’s mailing address.
Address Line 2	146-180	35	A/N	The second address line of the obligor’s mailing address.
City	181-205	25	A/N	The city of the obligor’s mailing address.
State	206-207	2	A/N	The State abbreviation of the obligor’s mailing address.
Zip	208-216	9	A/N	The zip code of the obligor’s mailing address.
Foreign Indicator	217	1	A/N	An indicator to tell if the obligor’s address information is a foreign address. (for future use)
Country Name	218-242	25	A/N	The name of the obligor’s foreign country. (for future use)
Filler	243-245	3	A/N	This field is reserved for future use and contains spaces.

## **B. FEDERAL OFFSET INPUT RECORD LAYOUT**

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

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

Note: References to sections and appendices within this chart refer to corresponding sections and appendices of the Federal Offset User Guide, which is available at:

<http://www.acf.hhs.gov/programs/cse/newhire/library/fop/fop.htm>



<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	<p><b>Required – Key Data</b></p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</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 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>• 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.</li> <li>• If Transaction Type equals ‘L’, and the local code that is 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 OCSE State/Local Contact Phone and Address File. If the local code is not found, the transaction will be rejected.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> <li>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.</li> </ul>
SSN	6-14	9	N	<p><b>Required – Key Data</b></p> <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 or ITIN.</p> <ul style="list-style-type: none"> <li>If Transaction Type equals '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, "Online Resources", "IRS Web Sites".</li> <li>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.</li> </ul>
Case ID	15-29	15	A/N	<p><b>Conditionally Required</b></p> <p>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.</p>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• If Transaction Type equals 'B', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', the Case ID, if present, will not be updated at OCSE.</li> </ul>
Obligor Last Name	30-49	20	A/N	<p><b>Required</b>            This field is required for all Transaction Types. No spaces or special characters, except a hyphen, can be embedded within the first four positions.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If Transaction Type equals 'B' (Name Change), the first four positions must contain at least one alphabetic character.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Refer to Sections 2.1.4.3.1, "Name Change" and 2.2.5.5, "Name Processing", for more details.</p>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
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	<p><b>Conditionally Required</b>            This field is required if Transaction Type equals 'A' and 'B'. The first position of this field must contain an alphabetic character.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Refer to Sections 2.1.4.3.1, "Name Change" and 2.2.5.5, "Name Processing", for more details.</p>
Arrearage Amount (Accumulated Payment Amount)	65-72	8	N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• If Transaction Type equals 'D', this field is not required. However, the existing arrearage amount will be zeroed out.</li> <li>• 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.</li> </ul>

**CHART B-1: CASE SUBMISSION AND UPDATE RECORD**

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> <li>• If Transaction Type equals '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>• If Transaction Type equals 'B', 'C', 'L', 'R', 'Z' or 'T', the arrearage amount, if present, will not be updated at OCSE or FMS.</li> </ul>
Transaction Type	73	1	A	<p><b>Required</b></p> <p>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 – Address Change</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Case Type Indicator	74	1	A	<p><b>Required – Key Data</b></p> <p>This field is required for all Transaction Types. This field must contain one of the following valid case type codes:</p> <p>A – TANF            N – Non-TANF</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Transfer State Code	75-76	2	A	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If Transaction Type equals ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ or ‘R’, this field, if present, will not be updated at OCSE.</li> </ul>
Transfer Local Code	77-79	3	A/N	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If Transaction Type equals ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ or ‘R’, this field, if present, will not be updated at OCSE.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Process Year	80-83	4	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'M', 'R', 'Z' or 'T', this field, if present, will not be updated at OCSE.</li> </ul>
Obligor Address Line 1	84-113	30	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• If Transaction Type equals 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces.</li> <li>• 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.</li> <li>• 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.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Obligor Address Line 2	114-143	30	A/N	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• 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, "Add If Transaction Type equals 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces.</li> <li>• 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.</li> <li>• 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.ress Processing", for information)</li> </ul>
Obligor City	144-168	25	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• If Transaction Type equals 'Z' (Address Change), Obligor City is required.</li> <li>• 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.</li> </ul>
Obligor State	169-170	2	A	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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).</li> </ul>



<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> <li>• 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.</li> <li>• If Transaction Type equals 'Z' (Address Change), Obligor State is required.</li> <li>• 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.</li> </ul>
Obligor Zip Code	171-179	9	N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• If Transaction Type equals 'Z' (Address Change), Obligor Zip Code is required.</li> <li>• 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.</li> </ul>
Date Issued	180-187	8	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD</b>				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Exclusion Indicator(s)	188-227	40	A	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>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                      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)  <b>INS – Exclude Insurance Match (for participating States)</b>                      Space – Remove all existing exclusion indicators</li> <li>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.</li> </ul>
Filler	228-244	17	A/N	Space filled.
Request Code	245	1	A/N	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>