

FCR OPTIONS MATRIX BY STATE																																							
State FIPS Code	FCR Acknowledgement Suppression and Proactive Match Consolidation								FCR Data Incon File	NDNH-FCR Pro Mch Ret Same State Data			NDNH-FCR Pro Match Return Bad Addr	SVES Pro Match			NDNH CS Loc Ret Same State Data			Filter Negative Locates		Filter Positive Locates										Title II Pnd	NCOA						
	L.1								L.2	L.4			L.5	L.7			L.8			L.9		L.10										L.11	L.12						
	Case No Errs	Case Pend	Pers No Errs-No Mults	Pers Pend	Loc No Errs	Loc Pen	Qry No Warn	FCR Pro Mtc Consol Assoc Mem Ids		QW	UI	W4		NP /PF	CP	CH	QW	UI	W4	Filter	Recv Last Neg	Proactive Match			D	D	I	SSA	S	Tme	Recv Last Pstv		Supp Neg						
																					F C R	F C R	N D N H	D o D	D V A	I R S	SSA W R	S V E S	Prd										
AK (02)							Y																																
AL (01)				Y			Y		Y	Y	Y		Y	Y	Y					Y	Y																		
AR (05)	Y			Y	Y		Y						Y	Y	Y					Y																			
AZ (04)		Y		Y		Y	Y						Y	Y																									
CA (06)									Y	Y	Y	Y	Y	Y	Y					Y	Y																		
CO (08)		Y		Y		Y	Y						Y	Y	Y					Y																			
CT (09)							Y																																
DC (11)							Y		Y	Y	Y		Y	Y	Y																								
DE (10)							Y	Y																															
FL (12)	Y	Y	Y	Y	Y	Y	Y						Y	Y																						Y			
GA (13)	Y	Y	Y	Y	Y	Y	Y																																
GU (66)																																							
HI (15)							Y													Y																			
IA (19)							Y	Y																													Y		
ID (16)							Y						Y	Y	Y							Y	Y													Y	N		
IL (17)							Y	Y			Y		Y	Y	N																					Y	Y	N	
IN (18)							Y	Y		Y	Y	Y								Y																	Y		
KS (20)							Y			Y	Y	N	Y																										
KY (21)							Y																																
LA (22)							Y																																
MA (25)							Y		Y	Y	Y									Y																			
MD (24)							Y		Y	N	N		Y	Y	Y																								
ME (23)							Y						Y	Y	N					Y																	Y		
MI (26)							Y						Y	Y	N																								
MN (27)							Y																																
MO (29)							Y																															Y	
MP (69)																																							
MS (28)								Y					Y	Y	Y																							Y	
MT (30)							Y					Y																											
NC (37)																																							

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	L.1								L.2	L.4			L.5	L.7			L.8			L.9		L.10										L.11	L.12	
	Case No Errs	Case Pend	Pers No Errs-No Mults	Pers Pend	Loc No Errs	Loc Pen	Qry No Warn	FCR Pro Mtc Consol Assoc Mem Ids		QW	UI	W4		NP /PF	CP	CH	QW	UI	W4	Filter	Recv Last Neg	Proactive Match			D	D	I	SSA	S	Recv Last Pstv		Supp Neg		
																					FCR	FCR	NDNH	D	D	I	SSA	S	Tme Prd					
ND (38)												Y	Y	Y	Y	Y	Y	Y													Y			
NE (31)							Y						Y	Y	Y					Y											Y			
NH (33)																															Y			
NJ (34)																																		
NM (35)							Y		Y	Y	Y																				Y			
NV (32)							Y						Y																		Y			
NY (36)							Y						Y	N	N																			
OH (39)							Y		N	Y	Y		Y	Y	Y					Y			Y	Y	Y	Y	Y		3		Y			
OK (40)							Y		Y	Y	N		Y	Y	Y					Y	Y										Y			
OR (41)							Y	Y				Y	Y	Y																	Y			
PA (42)							Y						Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	1	Y	Y			
PR (72)							Y						Y	Y	Y																			
RI (44)													Y	Y	N					Y	Y													
SC (45)							Y													Y		Y	Y	Y	Y				1					
SD (46)							Y						Y	Y	Y					Y	Y	Y	Y	Y	Y	Y	Y	Y	3					
TN (47)																																		
TX (48)	Y	Y	Y	Y	Y	Y	Y	Y														Y	Y	Y					3	Y	Y			
UT (49)							Y																											
VA (51)							Y		Y	Y	Y	Y				Y	Y	Y																
VI (78)																																		
VT (50)													Y	Y	Y																Y			
WA (53)							Y	Y					Y	Y	Y					Y	Y	Y	Y						1		Y			
WI (55)	Y	Y	Y	Y	Y	Y	Y	Y					Y	Y	Y					Y	Y													
WV (54)							Y		Y	Y	N		Y	Y	Y	Y	Y	N		Y	Y										Y			
WY (56)							Y													Y														
Cnts	5	6	4	7	6	6	6	41	7	11	11	8	7	28	26	20	3	3	2	19	9	9	5	6	5	5	5	4	2	9	5	25	2	0
For a description of the options that are contained on this chart see the attached FPLS/FCR Optional Features Summary																																		

## **L FCR OPTIONS FOR DATA RECEIVED**

This appendix includes the forms and the requirements for the options provided by the FCR to the States to assist in FCR-to-SCR processing.

All forms or requests in this Appendix, except for the NCOA form (see Section L.12) , should be mailed to the address below:

Joan O' Connor  
Department of Health and Human Services  
Administration for Children and Families  
Office of Child Support Enforcement  
Federal Parent Locator Service, 4th floor  
370 L'Enfant Promenade, S.W.  
Washington, DC 20447

Forms or requests may also be faxed to Joan O' Connor at 202.401.5558.

A description of each option and its potential uses and benefits for States is presented in Chart L-1, which follows. After Chart L-1 there is a further description of each option and a sample of the form or details of the letter needed to request it.

<b>CHART L-1: FCR OPTIONS AND BENEFITS</b>		
<b>Section and Title</b>	<b>Explanation of Option</b>	<b>Benefits and Recommended Use</b>
L.1 FCR Acknowledgement Suppression and FCR-to-FCR Proactive Match Consolidation of Associated Member IDs	Option to suppress FCR input transaction Acknowledgement Records – State staff may set parameters based on their unique requirements and needs. Provides the ability to restrict some of the data returned by the FCR.  Proactive Match Consolidation – Provides the State the option to suppress multiple FCR-to-FCR Proactive Match Records for the same person in the same case. Enables the State to restrict some of the data returned by the FCR.	<i>Suppression</i> – Advantageous if State staff establishes a logical default for records not returned. However, a logical default cannot be assumed if both accepted and pending acknowledgement records are suppressed. Suppression of both accepted and pending acknowledgements will not allow States to distinguish between records pending on the FCR from those that have been accepted. Reference TAG Section 7.4, “How to Work With Response Records.”  <i>Consolidation</i> – Beneficial to States because it reduces the amount of redundant data returned to States by the FCR. States use this process to consolidate the information returned for a particular case and ease the programming burden so that there is less chance of storing duplicate information.
L.2 FCR Data Inconsistency File	Provides information on specific data inconsistencies for all active participants on IV-D cases with verified SSNs. Participants with an FV Indicator are excluded. This process allows corrections to be made to improve SCR and FCR data quality.	Beneficial in identifying data anomalies in person records that allow States to correct participant data within their system. The data anomalies identified in the FCR Data Inconsistency file include: person is identified as a PF but his case record indicates an order exists; person is identified as an adult member of a case but the person's age is less than 11 years old; person's sex code is neither ‘F’ nor ‘M’, or person is identified as a PF but sex code is ‘F’. This file is sent to States on a quarterly basis. Reference TAG Section 7.3.3, “How the FCR can Help with Case Clean Up”.
L.3 FCR Reconciliation File	Provides all case and person data stored on the FCR for a State. Enables State staff to verify their case and person information stored on the FCR.	Recommended that State staff request an FCR Reconciliation File once a year to facilitate synchronization between the SCR and FCR. This file returns case and person data stored on the FCR that may be compared to the SCR in an effort to stay in sync with the FCR. Additionally, the FCR Reconciliation file is helpful for States that have not regularly transmitted data to the FCR. The

<b>CHART L-1: FCR OPTIONS AND BENEFITS</b>		
<b>Section and Title</b>	<b>Explanation of Option</b>	<b>Benefits and Recommended Use</b>
		Reconciliation file is returned to States upon request. Reference <i>TAG</i> Section 7.3.6, “How to Stay Synchronized with the FCR”.
L.4 NDNH-to-FCR Proactive Match Return Same State Data	Provides the State the option to receive through the Proactive Match process all appropriate NDNH records, including those records the State sent to the NDNH. States may request all W-4, QW and UI records or any combination of the three record types.	Developed for those States that do not receive new hire data on a regular basis from their SDNH. This process allows States to receive W-4, QW and UI information in a more timely manner, which increases the possibility of locating an NCP and initiating income withholding orders more quickly.
L.5 NDNH-to-FCR Proactive Match Return Bad Address Data	Provides the option to receive incorrect addresses and the Address Scrubbing Code on NDNH Proactive Match responses. Some States feel the address is still useful, even though it failed address scrubbing.	Helpful as a last resort for address data. Many States expressed the need to receive the information maintained on the NDNH even if it is incomplete because it may result in a Locate lead. State systems should allow for the address scrubbing code so that caseworkers can see that there may be a potential problem with the address.
L.6 IRS-1099 Locate	Provides tax return information from the IRS. States may find this information useful in their efforts to locate CPs, NCPs and PFs; set the amount of, or modify, a child support obligation; or to enforce a child support obligation.	Useful because it provides income and asset information. Additionally, the source of the asset amount is reported in this record. Project 1099 data responses require that States enter into an agreement with OCSE to obtain this data. For security reasons, Project 1099 data are returned to States in a file separate from all other responses. Many States send Locate Requests to 1099 on a case-by-case basis, once all other Locate sources have been exhausted. States have found that the MSFIDM data provides more current asset information. Reference <i>TAG</i> Section 7.3.2.4, “Internal Revenue Service Locate Requests”.

<b>CHART L-1: FCR OPTIONS AND BENEFITS</b>		
<b>Section and Title</b>	<b>Explanation of Option</b>	<b>Benefits and Recommended Use</b>
L.7 FCR-to-SVES Proactive Match	State Verification and Exchange System (SVES) Proactive Match data expands the locate function of SSA as an external Locate source by proactively providing States with access to Title II, Title XVI and Prisoner information for persons in IV-D cases with no family violence indicated	OCSE's interface with SVES provides information to States in a more-timely manner than the current SSA external Locate interface. Title II and Title XVI records contain address information necessary for locating NCPs. Title II responses contain information regarding disability income and SSA benefits, which can be used to initiate income withholding orders. Title XVI responses include SSI benefits, which cannot be withheld for child support purposes. However, this data may be helpful to determine an order modification in the review and adjustment process. Prisoner data provided by SVES can be helpful in locating NCPs particularly if the NCP is incarcerated in another State. This data can be used to determine an expected date of release, work status, and parole information. TAG Section 7.3.2.6, "Social Security Administration Locate Requests".
L.8 NDNH 'CS' Locate Return Same State Data	Provides the State the option to have CS-type Locate Requests return NDNH data that their own State submitted.	Used by States as a backup for proactive matching. States may submit NDNH Locate Requests to receive W-4, QW and UI information. Prior to this enhancement, the CS locate request type returned QW records provided by Federal agencies and other States, and IRS and Project 1099 data. Now States may request a CS locate type and receive this same information, in addition to their own State's data. This is helpful for those States that do not store QW and UI information as provided by their State Employment Security Agency (SESA) and for those States that can receive new hire data more quickly from the FPLS than from their SDNH.

<b>CHART L-1: FCR OPTIONS AND BENEFITS</b>		
<b>Section and Title</b>	<b>Explanation of Option</b>	<b>Benefits and Recommended Use</b>
L.9 Filter Negative Locate Responses	Provides the State with the filter option to suppress Negative Locate Responses for Locate Request type 'CS' (Child Support request for IV-D purposes).	To reduce the volume of data and duplicate Locate Responses being returned to the States.
L.10 Filter Positive Redundant Proactive and/or Locate Responses	Provides the State with the filter options to suppress Positive Locate Responses for Locate Request type 'CS' (Child Support request for IV-D purposes), and/or proactive matches FCR-to-SVES, and/or FCR-to-NDNH in certain conditions.	To reduce the volume of data and duplicate Locate Responses being returned to the States.
L-11 Title II Pending Claim Response	New proactive response returned to States that choose this option.	States may not learn about SSA benefits in a timely manner. SSA benefits may be awarded and paid out before the child support office learns of the action. Having access to Title II Pending Claim data will allow States to submit withholding orders sooner, therefore improving their chances of intercepting lump sum payments and expediting collection of on-going support payments.
L-12 Change of Address Verification Annual Election Form	This process matches IV-D participants' addresses against the United State Postal Service's NCOA <sup>Link</sup> database. This process is initiated by the submittal of an input transaction from the State. A Response Record is returned to the State indicating a match or a rejection.	States participating in this interface will benefit in many areas of case management such as: reducing undeliverable mail by using the most current address information available, reducing forwarding mail fees, reducing the need to generate postmaster letters to the USPS, tracking participants as they move, and expediting service of process.

## **L.1 FCR Acknowledgement Suppression and FCR-to-FCR Proactive Match Consolidation**

States can suppress unwanted acknowledgements and consolidate certain duplicate FCR-to-FCR Proactive Match records by submitting the FCR Output Control Matrix Registration Form, which follows as Figure L-1.

For Acknowledgements, the FCR generates Acknowledgements of input transactions for every record submitted. While processing FCR records, the system may detect errors or identify abnormal conditions that cause the return of the record to the submitter with error or warning messages.

Section 2.5.2.2, “Filtering Options”, describes the State option to suppress the receipt of the appropriate Acknowledgements under certain conditions by completing the FCR Output Control Matrix Registration Form in Figure L-1 and sending it to OCSE. The State may set the established parameters based on its needs. This option provides the ability to restrict some of the data returned by the FCR.

To suppress Acknowledgements for processed FCR records, complete and send the FCR Output Control Matrix Registration Form, which follows as Figure L-1, to the address or fax number on page L-1.

In Proactive Matching, the FCR-to-FCR Proactive Match Consolidation provides the State the option to suppress multiple FCR-to-FCR Proactive Match Records for the same person in the same case. This enables the State to filter some of the data returned by the FCR.

Section 2.5.2.2, “Filtering Options”, further describes the State filtering options. To suppress multiple FCR-to-FCR Proactive Match Records for the same person in the same case, complete and send the FCR Output Control Matrix Registration Form, which follows as Figure L-1, to the address or fax number on page L-1. Note that the last selection row of this form is the row that relates to this option.



**Figure L-1: FCR Output Control Matrix Registration Form**

<b>FCR Case Acknowledgement/Error Record</b>		
FCR OUTPUT CONTROL MATRIX		A 'Y' below indicates to <b>suppress</b> output to the submitter for the condition described.
Suppress the accepted acknowledgement input record only if no error or warning codes are associated with the record.		
Suppress the pending acknowledgement for a IV-D or Non IV-D case input record.		
<b>FCR Person/Locate Request Acknowledgement/Error Record</b>		
Suppress the accepted acknowledgement for an input transaction to add, change or delete a person in a case only if the submitted SSN was verified, there were no error or warning conditions detected and SSA's records did not provide verified multiple SSNs associated with the person.		
Suppress the pending acknowledgement for an input transaction to add the person to or change the person on the FCR.		
Suppress the accepted acknowledgement for an input transaction initiating a Request for Locate for a person only if the submitted SSN was verified and there were no error or warning codes associated with the request.		
Suppress the pending acknowledgement for an input transaction initiating a Request for Locate for a person.		
<b>FCR Query Acknowledgement/Error Record</b>		
Suppress the accepted acknowledgement for an input transaction only if there were no warning conditions associated with the request.		
<b>FCR Query/Proactive Match Response Record</b>		
<b>Date:</b>	<b>Submitting Agency:</b>	
<b>Requester:</b>		<b>Phone number:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

## **L.2 FCR Data Inconsistency File**

The FCR Data Inconsistency File provides information on specific data inconsistencies for all active participants on IV-D cases with a verified SSN. Participants with an FV Indicator are excluded. This option allows the State to make corrections to data, improving the quality of the data on the FCR.

States may choose to begin receiving the quarterly FCR Data Inconsistency File, described in Section 10.3, “FCR Data Inconsistency File”, via CONNECT:Direct by sending a letter that contains the information noted below to the Federal Office of Child Support Enforcement (OCSE). The letter should be signed by an individual authorized to make decisions affecting the statewide Child Support System. In order to facilitate prompt handling of the request, please include in the request the following information:

- The name, title, agency, address and telephone number of the individual requesting the FCR Data Inconsistency File;
- An indication that this is a FCR Data Inconsistency File request;
- The name, title and telephone number of the person in your State who is the contact to set up the CONNECT:Direct process; and
- The dataset name you want the incoming file to be named. This name should generally be consistent with your normal naming conventions.

To request the FCR Data Inconsistency File, send a letter requesting the file to the address or fax number on page L-1.

## **L.3 FCR Reconciliation File**

The FCR Reconciliation File provides all the case and person data stored on the FCR for a State. This enables the State to verify its case and person data stored on the FCR.

To request the FCR Reconciliation File, send a letter requesting the file to the address or fax number on page L-1.

In order to facilitate prompt handling of the request, please include in the request the following information:

1. The name, address, and telephone number of the individual who should receive the Reconciliation File at the State; and
2. The method in which the State would like to receive the Reconciliation File: CONNECT:Direct or cartridge (3480 or 3490). (The response to the request will be sent to the State using cartridge, unless otherwise negotiated with OCSE.)

#### **L.4 NDNH-to-FCR Proactive Match Return Same State Data**

The FCR normally filters NDNH information sent as a result of NDNH-to-FCR or FCR-to-NDNH Proactive Matching by not sending to a State any records the State submitted to the NDNH. The State may choose to remove this filtering and receive through the Proactive Match process all appropriate NDNH records, including those records the State sent to the NDNH.

Section 2.5.2.2.2, “FCR Option to Receive Data Registration”, describes the filtering of NDNH information as a result of NDNH-to-FCR and FCR-to-NDNH Proactive Matching. States may opt to receive their own submitted W-4 only, QW only, UI only, or any combination or all of the W-4, QW and UI records. To exercise this option, the State should complete and send the FCR Option to Receive Data Registration Form, Figure L-2, to the address or fax number on page L-1.

**Figure L-2: FCR Option to Receive Data Registration Form**

<b>FCR Proactive Response Record</b>		
FCR OPTION TO RECEIVE DATA		A 'Y' below indicates to <b>send</b> output to the submitter for the condition described.
Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own State: W-4		
Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own State: QW		
Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own State: UI		
<b>Date:</b>	<b>Submitting Agency:</b>	
<b>Requester:</b>		<b>Phone number:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

## **L.5 NDNH-to-FCR-Proactive Match Return Bad Address Data**

The Request to Receive NDNH Proactive Match Records that Fail Address Scrubbing Form provides the option to receive incorrect addresses and the Address Scrubbing Code on NDNH Proactive Match Responses. Some States feel the address is still useful, even though it failed address scrubbing.

Section 6.10.1.1, “Address Editing of Proactive Match Responses”, describes the filtering of addresses that failed the edits. To receive proactive match records that have failed the FINALIST address scrubbing routines, a State must complete and submit the Request to Receive NDNH Proactive Match Records that Fail Address Scrubbing Form, Figure L-3, to the address or fax number on page L-1.



## **L.6 IRS-1099 Locate**

The IRS-1099 Locate provides the State tax return information from the IRS. States may find this information useful in their efforts to locate CPs, NCPs and PFs, set the amount, or modify a child support obligation, or to enforce a child support obligation.

Section 9.6.3, “IRS-1099 Security”, describes the safeguarding of IRS-1099 return information. States that wish to receive IRS-1099 information must submit the appropriate request form, a copy of which follows as Figure L-4, Sample IRS-1099 Security Agreement Letter, and send it to the address or fax number on page L-1.





## L.7 FCR-to-SVES Proactive Match

States have the option to automatically receive Title II, Title XVI and Prisoner Locate Responses from the new FCR-to-SVES Proactive Match interface. The “FCR SVES Proactive Match Election Form”, Figure L-5, is used to request this option. This interface will create an FCR-to-SVES Proactive Match Request for a person with a verified SSN, in a IV-D case, with no family violence indicated, and the participant type is ‘PF’ (Putative Father) or ‘NP’ (Non-custodial party). The State will have the options to send other IV-D case participant types, ‘CP’ (Custodial Party) and ‘CH’ (Children) to SVES.

The FCR to SVES Proactive Match process will initiate FCR-to-SVES Proactive Match for the following conditions:

1. A State adds a person to a IV-D case.
2. A State changes case type from non-IV-D to an IV-D.
3. A State changes the person participant type in an IV-D case.
4. A State changes a person with unverified SSN to a verified SSN in an IV-D case.
5. A State removes family violence from a person, and the person is in an IV-D case.

The FCR will return only positive FCR-to-SVES Proactive Match Locate Responses with address and benefit information. States will receive FCR SVES Title II (E05), Title XVI (E06) and/or Prisoner (E07) Locate Response Records. A field will be added to those records that identifies the matched response is the result of FCR-to-SVES Proactive Match.

The FCR to SVES Proactive Match process will not return negative Locate Response, FCR SVES Not Found Response (E10).

An State can continue to request a SVES Locate if the Locate Request Type is ‘CS’, and the Locate Source field contains ‘ALL’ or ‘E01’ in the FCR Input Person/Locate Request Record. The FCR-to-SVES Proactive Locate Request will be suppressed if a SVES Locate Request is initiated for transaction types add or change person.

States may choose to request Proactive SVES by completing the form and sending it to the address or fax number on page L-1.

Section 10.4, “SSA’s State Verification and Exchange System (SVES)”, describes the access provided to States through the Locate process to Title II, Title XVI and Prisoner Databases.

**Figure L-5: FCR SVES Proactive Match Election Form**

<b>FCR State Verification and Exchange System (SVES) Proactive Match Election Form.</b>						
<b>SVES PROACTIVE MATCH SEARCH OPTION</b>						
<p>A State will have the option to receive SVES proactively. The FCR will send a Proactive Match Request to SVES for a person added or changed on the FCR, with a verified SSN, in IV-D case, and with no family violence indicated.</p> <p>The SVES Proactive Match Request will be suppressed if a State requests a SVES Locate Request and the request is made in conjunction with Add or Change Person transaction.</p>						
<p>Our State elects to receive SVES Proactive Matches for persons with participant types 'NP' (Non-custodial Parent) or 'PF' (Putative Father) in an IV-D case with no family violence indicated.</p>		<p>Enter 'Yes' below to indicate State's election to receive SVES Proactive Matches.</p>				
<p>Indicate if additional participant types for proactive matches are to be sent to SVES by placing 'Yes' in either or both boxes on the right.</p>		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Send participant type 'CP' (Custodial Party) to SVES?</td> <td style="width: 50%; text-align: center;">Send participant type 'CH' (Child) to SVES?</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	Send participant type 'CP' (Custodial Party) to SVES?	Send participant type 'CH' (Child) to SVES?		
Send participant type 'CP' (Custodial Party) to SVES?	Send participant type 'CH' (Child) to SVES?					
<b>Date:</b>	<b>Submitting Agency:</b>					
<b>Requester:</b>		<b>Phone number:</b>				
<b>Address:</b>						
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>				
<b>Signature:</b>						

## **L.8 NDNH 'CS' Locate Return Same State Data**

States may elect to have CS-type Locate Requests return NDNH data that their own State submitted. States may find the retrieval faster and easier than trying to get the data from their own State source.

Section 6.7.1.1.3, "FCR Option to Receive Data Registration", describes the filtering of NDNH information sent as a result of an NDNH CS-Locate Response. The State may choose to remove this filtering and receive from the Locate process all appropriate NDNH records, including those records the State sent to the NDNH. States may opt to receive their own submitted W-4 only, QW only, UI only, or any combination or all of the W-4, QW, and UI records. To exercise this option, the State should complete and send the "FCR Option to Receive NDNH CS-Locate Data Registration Form", which is shown in Figure L-6, to the address or fax number in Appendix L, "FCR Options for Data Received".

**Figure L-6: FCR Option to Receive NDNH CS-Locate Data Registration Form**

<b>FCR Option to Receive NDNH CS-Locate Data Registration Form</b>		
<b>NDNH CS-Locate Response Record</b>		
FCR OPTION TO RECEIVE NDNH CS-LOCATE DATA		A 'Y' below indicates to <b>send</b> output to the submitter for the condition described.
Return Locate Response information submitted to NDNH by own State: W-4		
Return Locate Response information submitted to NDNH by own State: QW		
Return Locate Response information submitted to NDNH by own State: UI		
<b>Date:</b>	<b>Submitting Agency:</b>	
<b>Requester:</b>		<b>Phone number:</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

## L.9 Filter Negative Locate Responses

Filtering Locate Responses will apply only to Locate Request Type ‘CS’ (Child Support Request for IV-D purposes). All other Locate Request types, (‘AD’ – Adoption/Foster Care, ‘CV’ – Custody and Visitation, ‘LC’ – Locate Only, and ‘PK’ – Parental Kidnapping), will not be suppressed. A State must opt to suppress Negative Locate Responses by filling out form “Filter Negative Locate Responses Election Form” (See Figure L-7).

When a State opts to suppress Negative Locate Responses, the following Locate Responses will not be returned to State:

- FCR NDNH Locate/Proactive Match Response Record (Record Identifier ‘FN’) with NDNH Match Type ‘L’ (NDNH Locate Request Response), Locate Source Response Agency Code ‘H01’, and Locate Response Code ‘10’ (NDNH does not have the SSN on file, or the submitter of this CS-type Locate Request provided the only information on file for the SSN and has not requested its return).
- FCR SVES Not Found Response Record (Record Identifier ‘FK’) with Locate Source Response Agency Code ‘E10’ and Locate Response Code ‘10’ (The Locate source does not have the SSN on file).
- FCR Locate Response Record (Record Identifier ‘FF’) with Locate Response Code ‘10’ (The Locate source does not have the SSN on file) for Locate Source Response Agency Codes: A01 (DoD), A02 (FBI), A03 (NSA), C01 (IRS non-1099), E01 (SSA), and F01 (DVA).
- FCR Locate Response Record (Record Identifier ‘FF’) with Locate Response Code ‘22’ (Good SSN, no record of earning) for Locate Source Response Agency Code E01 (SSA).

The Locate Response codes ‘06’ (FCR case type change from IV-D to non-IVD, person deleted from case or case closed) and ‘39’ (disclosure prohibited – person is associated with family violence) will still be returned to the submitter for all Locate Sources.

The FCR will offer the State an additional option to continue receiving the field Locate Closed Indicator (position 353) on the last negative Locate Response. This additional filter option will be provided on the same “Filter Negative Locate Responses Election Form” (see Figure L-7), for States who choose to continue receiving the Locate Closed Indicator.

The completed form “Filter Negative Locate Responses Election Form” should be sent or faxed to OCSE (Appendix L, “FCR Options for Data Received”).

**Figure L-7: Filter Negative Locate Responses Election Form**

<b>Filter Negative Locate Responses Election Form</b>		
<p>If a State selects this filter option to suppress negative Locate Responses the following Locate Responses with Locate Request Type 'CS' will not be returned to the State:</p> <ul style="list-style-type: none"> <li>• FCR NDNH Locate/Proactive Match Response Record (Record Identifier 'FN') when NDNH Match Type is 'L' (NDNH Locate Request Response), Locate Source Response Agency Code is 'H01', and the Locate Response Code is '10' (NDNH does not have the SSN on file, or the submitter State of this CS-type Locate Request provided the only information on file for the SSN and has not requested the return of its own information).</li> <li>• FCR SVES Not Found Response Record (Record Identifier 'FK') when the Locate Source Response Agency Code is 'E10' and the Locate Response Code is '10' (Locate source does not have the SSN on file).</li> <li>• FCR Locate Response Record (Record Identifier 'FF') when the Locate Response Code is '10' (Locate source does not have the SSN on file) for Locate Source Response Agency Codes: A01 (DoD), A02 (FBI), A03 (NSA), C01 (IRS non-1099), E01 (SSA), and F01 (DVA).</li> <li>• FCR Locate Response Record (Record Identifier 'FF') when the Locate Response Code is '22' (No record of earning) for Locate Source Response Agency Code is 'E01' (SSA).</li> </ul>		
<p>Enter 'Yes', _____, if your State elects to filter Negative Locate Responses (as listed above) for Locate Request Type of 'CS' (Request for IV-D purposes).</p>		
<p>Enter 'Yes', _____, if your State would like to continue to receive Negative Locate Responses when the Locate Closed Indicator is present indicating the last response is being returned for the Locate Request.</p>		
<b>Date:</b>	<b>Submitting Agency:</b>	
<b>Requester:</b>	<b>Phone number:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Signature:</b>		

## L.10 Filter Positive Redundant Proactive/Locate Responses

The FCR is offering States filter options to suppress redundant positive responses on certain transaction types with case type of IV-D. States will have the following filtering options:

- Suppress redundant FCR-to-NDNH Proactive Match Responses that were initiated by a Change Person Transaction.
- Suppress redundant FCR-to-SVES Proactive Match Responses that were initiated by a Change Person Transaction.
- Suppress DoD, DVA, IRS, SSA, AWR (Annual Wage Report) and/or SVES Locate Responses with Locate Request Type of 'CS' that were initiated by a Change or Locate Person Transaction. (**Note:** States can suppress any combination of these Locate sources.)
- Suppress NDNH Locate Responses with Locate Request Type of 'CS' that were initiated by Add, Change or Locate Person Transaction.

Chart 6-21, in Part 6, "FCR Transaction Specific Information", summarizes the transactions that are eligible for filtering

The FCR filtering process will determine whether the response 'Key' information that is returned from a Locate source was already returned to the State within the State's specified timeframe. The FCR will store a State's 'Key' response information on a file to compare it to the next response that is returned from a Locate source. If the response 'Key' information is determined to be a match of a previous response that was already returned to the State, the FCR will not return the current response if the State selected the filter option to suppress.

States that want to suppress positive redundant Locate Responses must complete a new option form, Figure L-8 "Filter Positive Redundant Proactive/Locate Responses Election Form", that specifies which responses to filter, and also must specify the time period of one, three or five years to purge the State's Response Key Records on files. The FCR will also provide an additional option to override the suppression if the positive response is the last response of a group, so that a Locate Closed Indicator can be returned.

The completed form Filter Positive Redundant Proactive/Locate Responses Election Form should be sent or faxed to OCSE (Appendix L, "FCR Options for Data Received").

See Section 6.7.1.1.5, "Filter Positive Redundant Proactive and/or Locate Responses", for a detailed description of this process.

**Figure L-8: Filter Positive Redundant Proactive/Locate Responses Election Form**

<b>Filter Positive Redundant Proactive/Locate Responses Election Form</b>				
Enter 'Yes' in box to suppress redundant FCR-to-NDNH Proactive Match Responses.				
Enter 'Yes' in box to suppress redundant FCR-to-SVES Proactive Match Responses.				
Enter 'Yes' in box to suppress redundant NDNH Locate Responses with Locate Request Type 'CS'.				
Enter 'Yes' in box indicating which Locate Source to suppress redundant Locate Response with Locate Request Type 'CS'.				
DoD - A01	DVA - F01	IRS- C01	SSA AWR - E01	SVES-E05,E06,E07
Enter time period of 1, 3 or 5 years that State wants their DoD, DVA, IRS, SSA AWR and/or SVES Response Key Record purged from file. State must specify time period in box on right. <b>Note:</b> The NDNH Response Key Record is purged after one year.				
Enter 'Yes', in the box to the right, if your State would like to continue to receive redundant Positive Response when the Locate Closed Indicator is present indicating the last response is being returned for the Locate Request.				
<b>Date:</b>		<b>Submitting Agency:</b>		
<b>Requester:</b>			<b>Phone number:</b>	
<b>Address:</b>				
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>	
<b>Signature</b>				



## **L.11 Title II Pending Claim Response**

The FCR will proactively return a new response record, the FCR Title II Pending Claim Response Record (Record Identifier 'FK') with Locate Source Response Agency Code of 'E04', which will contain SSA Title II Pending Claim information. As claims are added to, and/or changed on, SSA's Title II Pending Claims File, the claim's beneficiary SSN will be compared to the FCR. The SSA Title II Pending Claim information will be returned to the State as a proactive match if the SSA beneficiary's SSN matches an FCR SSN that:

- is verified,
- has no family violence,
- is in an open IV-D case,
- and the State has elected to receive this proactive match.

States that want to receive this proactive match must complete "Title II Pending Claim Response Election Form" (Figure L-9). The completed Title II Pending Claim Responses Election Form should be sent or faxed to OCSE (Appendix L, "FCR Options for Data Received").

**Figure L-9: Title II Pending Claim Response Election Form**

<b>Title II Pending Claim Response Election Form</b>	
<p>The FCR will send proactive response record, FCR Title II Pending Claim Response Record (Record Identifier 'FK'), with Locate Source Response Agency Code 'E04' when SSA determines that a Title II Pending Claim beneficiary SSN matches a FCR verified SSN with no Family Violence, in a IV-D case, for States that have opted to receive the Title II Pending Claim-to-FCR proactive match.</p>	
<p>Enter 'Yes', in the box to the right, if your State would like to receive FCR Title II Pending Claim Responses as a Proactive Match.</p>	
<b>Date:</b>	
<b>Submitting Agency:</b>	
<b>Requester:</b>	
<b>Phone Number:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Signature:</b>	

## **L.12 Change of Address Verification Annual Election Form**

The FCR-to-NCOA Change of Address Verification is the process the matches IV-D participants' addresses against the United State Postal Service's NCOA<sup>Link</sup> database. This process is initiated by the submittal of an input transaction from the State. A Response Record is returned to the State indicating a match or a rejection. The FCR will process a request where:

- the person's SSN/Name combination is verified,
- the person has no family violence,
- the person is in a State's IV-D case, and
- the address is in an acceptable format.

States that choose to participate in this match must complete the FCR Change of Address Verification Annual Election Agreement Form (Figure L-10). The completed form must be sent to the FCR Operations Options Coordinator (Appendix L, "FCR Options for Data Received").

The completed forms should be mailed to:

Kerry Newcombe  
1378 Westview School Rd  
Weyers Cave, Virginia 24486

Forms may also be faxed to Kerry Newcombe at 540.234.0349.

Upon receipt, OCSE will send the State an Information Package containing the USPS' NCOA<sup>Link</sup> Processing Acknowledgement Form (PAF). The State must return the signed PAF to OCSE. Both the FCR Change of Address Verification Annual Election Agreement Form and the PAF must be completed yearly, in order to comply with USPS regulations.

**Figure L-10: FCR Change of Address Verification Annual Election Agreement Form**

<b>FCR Change of Address Verification Annual Election and Agreement Form</b>	
<p>The Federal Case Registry has added an interface with the U.S. Postal Service's National Change of Address (NCOA<sup>Link</sup>®). The NCOA<sup>Link</sup> database is a national database of address change information maintained by the U.S. Postal Service. States will have the option to check IV-D participants' (with verified SSN/Name Combination and no family violence) addresses against the NCOA<sup>Link</sup> database.</p>	
<p>Enter 'Yes' in the box to the right if the following statements are true.</p> <p>I certify and acknowledge the addresses that are returned by the NCOA<sup>Link</sup> from the Federal Parent Locator Service/FCR will be used for the sole purpose of maintaining IV-D participant addresses. The NCOA<sup>Link</sup> addresses may be used for the purpose of establishing paternity or to establish, set the amount of, or modify a child support obligation; and to enforce a child support obligation pursuant to Part D, Title IV of the Social Security Act. The United States Postal Service (USPS) prohibits the usage of the NCOA<sup>Link</sup> for location purposes.</p> <p>I understand that the State must complete this form every year to participate in this interface.</p>	
<p>Enter From date and To date in the box to the right.</p>	<p><b><u>Certification Period</u></b></p> <p>From: _____ To: September 30, 20_____</p>
<p>The FCR is offering a filter option on no match found responses. Enter 'Yes' in the box to the right to suppress the Change of Address Verification Response Code '10', no match found by NCOA<sup>Link</sup>.</p>	
<p>_____</p> <p><b>Name, Title, of IV-D Director or Designee</b></p>	
<p>_____</p> <p><b>Signature</b> <span style="float: right;"><b>Date Signed</b></span></p>	
<p>_____</p> <p><b>Name and Telephone Number to Contact Regarding NCOA</b></p>	
<p>_____</p> <p><b>State Organization</b></p>	
<p>_____</p> <p><b>Address</b></p>	