

**Federal Parent Locator Service**

# **Intergovernmental Referral Guide**

## **State Administrator Contact List**

**September 2007**

**Administration for Children and Families  
Office of Automation and Program Operations  
Division of Federal Systems  
370 L'Enfant Promenade S.W.  
Washington, DC 20447**

# **THE INTERGOVERNMENTAL REFERRAL GUIDE**

## ***TECHNOLOGY AT YOUR FINGERTIPS***



**17<sup>th</sup> National Child Support Enforcement Training Conference**  
**Omni Shoreham Hotel**  
**Washington, DC**  
**September 10 -12, 2007**

# IRG Goals

- Increase Outreach and Technical Support
- Improve Data Quality
- Standardize Address Types

# IRG Objectives

- Promote the IRG as a data repository for interstate case processing
- Standardize Address Types and FIPS (Location) Codes
- Ensure all data is regularly updated and certified by State Administrators
- Provide training and technical support to new caseworkers



# How Can You Benefit ?



- Caseworkers can reference IRG information when processing interstate cases
- IRG consists of two parts
  1. Profiles of policies and statutory authorities
  2. Contact information, Location Codes and addresses

# At-A-Glance Profile

- Provides a high-level profile of each State and Tribal child support enforcement program
- Provides links to statutory cites
- Contains information for each State or Tribe to determine:
  - **Reciprocity** with other States and Countries
  - **Age of Majority** for a child
  - **Income Withholding** processes
  - How **Paternity** is established
  - If **Interest** is added to arrears
  - **Support Enforcement** processes
  - If **Lump Sum Payments** can be withheld



# Location Codes and Addresses



- Provides State, Region, County, Federal, Tribal and International addresses and FIPS (Location) Codes
- As an example, it contains addresses for:
  - King & Queen County, Va
  - State Regional Offices (1-10)
  - Tax Offset Coordinator
  - Circuit Court
  - Child Support Offices ( 1-20)

# Public Access Privileges

- General public can view all State and Tribal Profile information
- Public access to contact information is restricted to seven points of contact
  1. Automated Interstate Case Status Request
  2. Automated Interstate Payment Request
  3. Central Registry
  4. State Disbursement Unit
  5. State IV-Director
  6. State Parent Locator Service
  7. Employer Assistance





# State Access Privileges

- IRG State Administrators (five per State) have unique user IDs and passwords (to edit information)
- IRG State Administrator is responsible for disseminating the generic username and password to caseworkers (to view information)



# May 2007 Enhancements

- Added link to NCSEA
- Added link to BIA Codes
- Added link to ISO Codes
- Added Tribal Profile policy and procedures for nine federally funded Tribal offices
- Updated data contained in the IRG download file

# September 2007 Implementation

- Add Tribal addresses
- Change IRG “FIPS Codes” verbiage to “Location Codes”
- Add more State and Region Address Types
- Add more local child support office Address Types



# September 2007 Implementation

- Tribal Addresses and Location Codes
  - Tribal address information will be maintained by OCSE
  - Tribal Location Codes coding scheme
    - Classification code – “9” in position 1
    - “0” (zero) in position 2
    - Tribe Identification - BIA code in positions 3-5
  - Example:
    - Chickasaw Nation = 90906

# September 2007 Implementation

- International Location Codes
  - International addresses and Location Code information will be maintained by OCSE
  - International Case Location Codes
    - Classification code – “8” in position 1
    - “0” (zero) in position 2 except Canada
    - Country Code - ISO Code in positions 3-5
  - Examples:

Australia  
80036

British Columbia  
81124

Canada – Ontario  
8A124

# What Can You Do?

- Review your State Profile information
- Review your State, County, and Region address information
- Certify your State's data every 30 days
- Notify OCSE if your State Administrator changes



# Questions or Comments?



# IRG Resource Information

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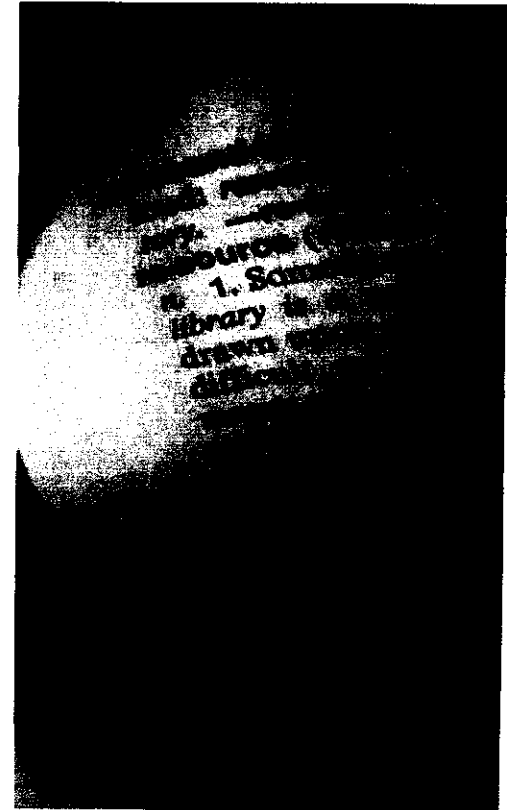
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*http://ocse.acf.hhs.gov/ext/irg/login.cfm*

***User Guides/Quick Reference Sheet***





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# ONLINE IRG STATE USER QUICK REFERENCE GUIDE

## **LOGGING ON**

### **How do I log on to the IRG?**

1. Go to the OCSE Home Page (<http://www.acf.hhs.gov/programs/cse/>).
2. Click **Online Intergovernmental Referral Guide (IRG)**, which is listed in the Facts & Descriptions section. (The IRG Public Map Page opens.)
3. Click **State Users** to open the IRG Home Page window.
4. Enter your username and password in the spaces provided.
5. Click **Login**. (The IRG State View Map Page opens. This is the main window you use to access the State Profiles and FIPS codes/addresses.)

## **STATE PROFILES**

### **How do I view a State Profile?**

1. Go to the IRG State View Map Page.
2. Click a state. (The state's profile opens.)
3. Use the scroll bars or links to view the sections.

### **How do I view state lien or MSFIDM information?**

1. Go to a State Profile.
2. Click **J. Support Enforcement** or scroll down until State Lien and MSFDM information appears.

### **How do I view the CSENet 2000 Transaction Type Overview?**

1. Go to the IRG State View Map Page.
2. Click **CSENet 2000 Transaction Type Overview** link. (The CSENet 2000 State Transaction Type Overview page opens.)

### **How do I view the CSENet 2000 State Exchange Agreements by Function Code for a state?**

1. Go to a State Profile.
2. Click **View CSENet 2000 State Exchange Agreement by Function Code**. (The CSENet 2000 State Exchange Agreement by Function Code window for the state opens.)

### **How do I view a state's certification date?**

1. Go to a State Profile.
2. The date appears in the Certified On field above the task bar.

### **How do I download a State Profile?**

1. Go to the State Profile.
2. Click **Download**. (The profile appears in a browser window.)
3. Select **File > Save As...** from the browser menu. (The standard Windows Save As... dialog box appears asking where you would like to save the file.)

4. Select the directory in which to save the file and type the filename.
5. Choose **Text File (\*.txt)** from **Save as type**. (This is an ASCII text file, which can be opened in any word processing program.)
6. Click **Save**.

### **How do I download all State Profiles?**

1. Go to the IRG State View Map Page.
2. Click **SPS Download**. (The profile information appears in the browser window.)
3. Select **File > Save As...** from the browser menu. (The standard Windows Save As... dialog box appears asking where you would like to save the file.)
4. Select the directory in which to save the file and type the filename.
5. Choose **Text File (\*.txt)** from **Save as type**. (This is an ASCII text file, which can be opened in any word processing program.)
6. Click **Save**.

### **How do I print a State Profile?**

1. Go to the desired State Profile.
2. Click **Print**. (A dialog box appears asking if you want to print.)
3. Click **OK**. (The Print dialog box from your browser opens.)
4. Click **Print**. (The profile is sent to your printer.)

## **ADDRESSES AND FIPS CODES**

### **How do I view a state address?**

1. Go to the IRG State View Map Page.
2. Click **FIPS codes/Addresses**.
3. Click a state. (The Addresses and FIPS Codes window opens.)
4. Click **State**. (The Select State Addresses window opens.)
5. To search by address type, select an address type from the Select Address Type list and click **Address Type Search**. (The View State Address Data window opens.)
6. To search by contact name, select a name from the Select Contact Name list and click **Name Search**. (The View State Address Data window opens.)

### **How do I view a region address?\***

1. Go to the IRG State View Map Page.
2. Click **FIPS codes/Addresses**.
3. Click a state. (The Addresses and FIPS Codes window opens.)
4. Click **Region**. (The Select Region Addresses window opens.)
5. To search by region, select a region from the Select Region list and click **Search**. (The View Region Address Data window opens.)

\*The Region button only appears when you select a state that has regions.

### **How do I view a county address?**

1. Go to the IRG State View Map Page.
2. Click **FIPS codes/Addresses**.

3. Click a state. (The Addresses and FIPS Codes window opens.)
4. Click **County**. (The Select County Addresses window opens.)
5. To search by county, select a county name from the Select County Name list. (You can narrow the search by also selecting an address description.)
6. Click **County Search**. (The View County Address Data window opens.)
7. To search by contact name, select a name from the Select Contact Name list and click **Name Search**. (The View County Address Data window opens.)
8. To search by city, select a city from the Select City list and click **City Search**. (The View County Address Data window opens.)

### **How do I view an international address?**

1. Go to the IRG State View Map Page.
2. Click the link **CLICK HERE to view OCSE/International Addresses** at the top of the window. (The Addresses and FIPS Codes window opens.)
3. Select a country from the Select Country list.
4. Click **International**. (The View International Address Data window opens.)

### **How do I view a Central OCSE address?**

1. Go to the IRG State View Map Page.
2. Click the link **CLICK HERE to view OCSE/International Addresses** at the top of the window. (The Addresses and FIPS Codes window opens.)
3. Click **Central-OCSE**. (The Select Central OCSE Address window opens.)
4. Select an address from the Select Address list and click **Search**. (The View Central Address Data window opens.)

### **How do I view a Regional OCSE address?**

1. Go to the IRG State View Map Page.
2. Click the link **CLICK HERE to view OCSE/International Addresses** at the top of the window. (The Addresses and FIPS Codes window opens.)
3. Click **Regional-OCSE** (The Select Regional-OCSE window opens.)
4. Select a region from the Select Region list.
5. Click **Search**. (The View Regional Address Data window opens.)

### **How do I view Comments**

Comments may appear on any View [State, County, and Region] Address Data (Read-only) window. If comments exist, a maximum of 40 characters can be displayed in the Comments text box. The **More...** button is enabled if there are additional comments

1. To view an extended comment, click **More...** (The IRG Comments window opens displaying the entire text of the comments.)
2. Click **Cancel** to dismiss the window.