

## Appendix B

### Business Rules for “Original,” “Amended,” “Termination” and “Lump Sum” for the Order/Notice To Withhold Income For Child Support

Attached are draft Business Rules for the “Original,” “Amended,” “Termination” and “Lump Sum” conditions found near the top of the Order/Notice form (the Lump Sum is on the back of the form) for income withholding. In drafting these Business Rules, the primary objective is to implement the Order/Notice to Withhold Income for Child Support sent to employers.

<b>“ORIGINAL,” AMENDED,” “TERMINATION” AND “LUMP SUM” CONDITIONS FOR ORDER/NOTICE TO WITHHOLD INCOME FOR CHILD SUPPORT</b>				
<b>Rule #</b>	<b>Order/Notice Exists at the Employer For The NCP</b>	<b>Employer Receives This Order/Notice</b>	<b>Conditions</b>	<b>Business Rule and Recommended Action(s)</b>
1.	None	Original	None	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
2.	None	Amended	None	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
3.	None	Termination	None	Return an ACK record with an “R” in the Record Disposition Status Code field and a “Z” in the Rejected Reason Code field. This will advise the state that the employer cannot process the termination because there

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				is no current Order/Notice to Withhold Income for Child Support in place for this NCP with this Case/Order Identifier combination.
4.	None	Lump Sum	None	Implement the Order/Notice to Withhold Income from an anticipated “Lump Sum” amount. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
5.	Original	Original	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Replace the current Order/Notice to Withhold Income for Child Support with the one being sent. Return an ACK record with an “A” in the Record Disposition Status Code field.
			If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement a new (additional) Order/Notice to Withhold Income for Child Support based on the information in the DTL record. Return an ACK record with an “A” in the Record Disposition Status Code field.
6.	Original	Amended	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Replace the current Order/Notice to Withhold Income for Child Support with the one being sent. Return an ACK record with an “A” in the Record Disposition Status Code field.

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			If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement a new (additional) Order/Notice to Withhold Income for Child Support based on the information in the DTL record. Return an ACK record with an “A” in the Record Disposition Status Code field.
7.	Original	Termination	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Terminate the current Order/Notice to Withhold Income for Child Support. Return an ACK record with an “A” in the Record Disposition Status Code field.
			If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not</b> on file:	Do <b>not</b> terminate the existing Order/Notice to Withhold Income for Child Support. Return an ACK record with an “R” in the Record Disposition Status Code field and a “Z” in the Rejected Reason Code field. This will advise the state that the employer cannot process the termination because there is no current Order/Notice to Withhold Income for Child Support in place for this NCP with this Case/Order Identifier combination.
8.	Original	Lump Sum	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Implement the Order/Notice to Withhold Income from an anticipated lump sum amount. Leave the current Order/Notice to Withhold Income for Child Support in place – i.e., regular deductions continue. Return an ACK record with an “A” in the

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				Record Disposition Status Code field.
9.	Original	Lump Sum	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement the Order/Notice to Withhold Income from an anticipated lump sum amount. Return an ACK record with an “A” in the Record Disposition Status Code field.
10.	Amended	Original	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Replace the current Order/Notice to Withhold Income for Child Support with the one being sent. Return an ACK record with an “A” in the Record Disposition Status Code field.
			If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement a new (additional) Order/Notice to Withhold Income for Child Support based on the information in the DTL record. Return an ACK record with an “A” in the Record Disposition Status Code field.
11.	Amended	Amended	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Replace the current Order/Notice to Withhold Income for Child Support with the one being sent. Return an ACK record with an “A” in the Record Disposition Status Code field.
			If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement a new (additional) Order/Notice to Withhold Income for Child Support based on the information in the DTL record. Return an ACK record with an “A” in the Record Disposition Status Code field.

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12.	Amended	Termination	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Terminate the Order/Notice to Withhold Income for Child Support. Return an ACK record with an “A” in the Record Disposition Status Code field.
			If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not</b> on file:	Do <b>not</b> terminate the existing Order/Notice to Withhold Income for Child Support. Return an ACK record with an “R” in the Record Disposition Status Code field and a “Z” in the Rejected Reason Code field. This will advise the state that the employer cannot process the termination because there is no current Order/Notice to Withhold Income for Child Support in place for this NCP with this Case/Order Identifier combination.
13.	Amended	Lump Sum	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are the <b>same</b> as the ones on file:	Implement the Order/Notice to Withhold Income from an anticipated lump sum amount and LEAVE the current Order/Notice to Withhold Income for Child Support in place – i.e., regular deductions continue. Return an ACK record with an “A” in the Record Disposition Status Code field.
14.	Amended	Lump Sum	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in	Implement the Order/Notice to Withhold Income from an anticipated lump sum amount.

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			the DTL record) are <b>not the same</b> as the ones on file:	Return an ACK record with an “A” in the Record Disposition Status Code field.
15.	Termination	Original	None	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
16.	Termination	Amended	None	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
17.	Termination	Termination	None	Return an ACK record with an “R” in the Record Disposition Status Code field and a “Z” in the Rejected Reason Code field. This will advise the state that the employer cannot process the termination because there is no current Order/Notice to Withhold Income for Child Support in place for this NCP with this Case/Order Identifier combination.

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18.	Termination	Lump Sum	None	Implement the Order/Notice to Withhold Income from an anticipated lump sum amount. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
19.	Lump Sum	Original	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>the same</b> as the ones on file:	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
20.	Lump Sum	Original	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
21.	Lump Sum	Amended	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>the same</b> as the ones on file:	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).

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22.	Lump Sum	Amended	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Implement the Order/Notice to Withhold Income for Child Support. Return an ACK record with the appropriate Record Disposition Status Code and Rejected Reason Code values (if record is rejected).
23.	Lump Sum	Termination	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>the same</b> as the ones on file:	Terminate the Order/Notice to Withhold Income for Child Support, if one exists. Return an ACK record with an “A” in the Record Disposition Status Code field.
24.	Lump Sum	Termination	If the Case Identifier (positions 88-102 in DTL record) and Order Identifier (positions 1578-1607 in the DTL record) are <b>not the same</b> as the ones on file:	Do <b>not</b> terminate the existing Order/Notice to Withhold Income for Child Support. Return an ACK record with an “R” in the Record Disposition Status Code field and a “Z” in the Rejected Reason Code field. This will advise the state that the employer cannot process the termination because there is no current Order/Notice to Withhold Income for Child Support in place for this NCP with this Case/Order Identifier combination.