ERRP Early Retiree File Processing Layouts
Mainframe and Secure Website

ERRP <u>Mainframe</u> Early Retiree File Processing Layout

Data Element	Max Size	Alpha/ Numeric	Incoming Early Retiree File	Outgoing Response & Notification Files	Allowable Values/Notes
HEADER RECORD					
Record Type	1	A	X*	X	"H"
Application ID	10	N	X*	X	10-digit numeric field provided to the Plan Sponsor to identify the Application.
Plan Year Start Date	8	N	X*	X	Date the Plan Year begins, provided in (CCYYMMDD) format. This date is specific to the Application ID above.
Create Date	8	N	X*	X	(CCYYMMDD)
Create Time	6	N	X*	X	HHMMSS
Filler	217	A/N	X*	X	Must be spaces
DETAIL RECORD					
Record Type	1	A	X*	X	"D"
Subscriber SSN	9	N	X*	X	Will always be populated with the SSN of the Early Retiree. Must be provided on every Subscriber and Member record.
Member Unique Person ID	20	A/N	X*	X	Individual (Subscriber, Spouse, or Dependent) for whom you are seeking reimbursement. This field is meant to uniquely identify the individual within the Application. It must be entered without dashes or other non-alphanumeric characters. • If this is a record for the Subscriber, this field will always be valued with the Subscriber SSN, same as the Subscriber SSN field. • If this is a record for the Spouse or Dependent, this field must be valued with one of the four ID types listed in the Unique Person ID Type field. If one of these ID Types are not available, then the Member may not be eligible for ERRP.
Unique Person ID Type	1	N	X*	X	Type of Federal ID that was used in the Member Unique Person ID field. Valid types of Member Unique Person ID are: '1' for SSN '2' for Alien ID '3' for I-94 ID '4' for Other Federal ID

Data Element	Max Size	Alpha/ Numeric	Incoming Early Retiree File	Outgoing Response & Notification Files	Allowable Values/Notes
Member First Name	30	A	X*	X	Numbers and special characters not permitted
Member Middle Initial	01	A	X	X	Not Required. If valued, must be a single character. A number is not allowed.
Member Last Name	40	A	X*	X	Numbers and special characters not permitted
Member Date of Birth	08	N	X*	X	Date of birth for the Member (Subscriber, Spouse, or Dependent) being documented in this record. Date must be entered in (CCYYMMDD) format. The Member documented in this record is indicated in the Member Relationship to Early Retiree field.
Member Gender	01	N	X*	X	Gender for the Member (Subscriber, Spouse, or Dependent) documented in this record. The Member documented in this record is indicated in the Member Relationship To Early Retiree field. Allowable values are: '0' for Unknown '1' for Male '2' for Female
Member Relationship to Early Retiree	02	N	X*	X	The relationship of the Member to the Subscriber. Allowable values are: '01' for Self (Subscriber/Early Retiree) '02' for Spouse or Surviving Spouse '03' for Dependent
Member ID	30	A/N	X*	X	The Plan's unique identification number for the Member being documented in this record. Member ID must be unique, i.e. cannot be the same for any two individuals (including family members). For more information about Member ID, please review the following Common Question.
Member Group ID	20	A/N	X*	X	The Plan's group number for the Member documented in this record. Plans typically categorize an individual within a specific group. For more information about Member Group ID, please review the following Common Question.
Member Coverage Effective Date	08	N	X*	X	The date the plan's coverage begins for the Member for the plan year. The date represents the first day within the Plan Year that the Member was covered. The date must be provided in (CCYYMMDD) format.

Data Element	Max Size	Alpha/ Numeric	Incoming Early Retiree File	Outgoing Response & Notification Files	Allowable Values/Notes
Member Coverage Termination Date	08	N	X*	X	The date the plan's coverage ends for the Member for the plan year. The date represents the last day within the Plan Year that the Member is covered. This field can be left blank if coverage is ongoing. The date must be provided in (CCYYMMDD) format.
Member Coverage Termination Reason	1	N	X*	X	The reason for the termination for the date provided in the Member Coverage Termination Date field. If coverage ends due to the death of the Member who is being documented on this record, this field will be valued with a '1'. If coverage ends for any other reason, or if coverage does not end within the current plan year, this field will be valued with a '2'. **This field must always be valued, either with a '1' for reason of death, or with a '2' for any other reason.**
Filler	70	A/N	X*		Must be spaces
Reason Code 1	02	N		X	Reason for full or partial denial of member coverage
Reason Code 2	02	N		X	Reason for full or partial denial of member coverage
Reason Code 3	02	N		X	Reason for full or partial denial of member coverage
Reason Code 4	02	N		X	Reason for full or partial denial of member coverage
ERRP Effective Date	08	N		X	ERRP Center calculated eligibility start date (CCYYMMDD)
ERRP Termination Date	08	N		X	ERRP Center calculated eligibility end date (CCYYMMDD)
Filler	46	A/N		X	Must be spaces
TRAILER RECORD					
Record Type	1	A	X*	X	"T"
Application ID	10	N	X*	X	
Plan Year Start Date	8	N	X*	X	(CCYYMMDD)
Create Date	8	N	X*	X	(CCYYMMDD)
Create Time	6	N	X*	X	(HHMMSS)
Record Count	7	N	X*	X	Record count corresponds to number of Detail records only (not Header or Trailer)
Filler	210	A/N	X*	X	Must be spaces

ERRP <u>Secure Website</u> Early Retiree File Processing Layout

Data Element	Max Size	Alpha/ Numeric	Incoming Early Retiree File	Outgoing Response & Notification Files	Allowable Values /Notes
Application ID	10	N	X*	X	10-digit numeric field provided to the Plan Sponsor to identify the Application.
Plan Year Start Date	8	N	X*	X	Date the Plan Year begins, provided in (CCYYMMDD) format. This date is specific to the Application ID above.
Subscriber SSN	9	N	X*	X	Will always be populated with the SSN of the Early Retiree. Must be provided on every Subscriber and Member record.
Member Unique Person ID	20	A/N	X*	X	Individual (Subscriber, Spouse, or Dependent) for whom you are seeking reimbursement. This field is meant to uniquely identify the individual within the Application. It must be entered without dashes or other non-alphanumeric characters. • If this is a record for the Subscriber, this field will always be valued with the Subscriber SSN, same as the Subscriber SSN field. • If this is a record for the Spouse or Dependent, this field must be valued with one of the four ID types listed in the Unique Person ID Type field. If one of these ID Types are not available, then the Member may not be eligible for ERRP.
Unique Person ID Type	1	N	X*	X	Type of Federal ID that was used in the Member Unique Person ID field. Valid types of Member Unique Person ID are: '1' for SSN '2' for Alien ID '3' for I-94 ID '4' for Other Federal ID
Member First Name	30	A	X*	X	Numbers and special characters not permitted
Member Middle Initial	01	A	X	X	Not Required. If valued, must be a single character. A number is not allowed.
Member Last Name	40	A	X*	X	Numbers and special characters not permitted

Data Element	Max Size	Alpha/ Numeric	Incoming Early Retiree File	Outgoing Response & Notification Files	Allowable Values /Notes
Member Date of Birth	08	N	X*	X	Date of birth for the Member (Subscriber, Spouse, or Dependent) being documented in this record. Date must be entered in (CCYYMMDD) format. The Member documented in this record is indicated in the Member Relationship to Early Retiree field.
Member Gender	01	N	X*	X	Gender for the Member (Subscriber, Spouse, or Dependent) documented in this record. The Member documented in this record is indicated in the Member Relationship To Early Retiree field. Allowable values are: '0' for Unknown '1' for Male '2' for Female
Member Relationship to Early Retiree	02	N	X*	X	The relationship of the Member to the Subscriber. Allowable values are: '01' for Self (Subscriber/Early Retiree) '02' for Spouse or Surviving Spouse '03' for Dependent
Member ID	30	A/N	X*	X	The Plan's unique identification number for the Member being documented in this record. Member ID must be unique, i.e. cannot be the same for any two individuals (including family members). For more information about Member ID, please review the following Common Question.
Member Group ID	20	A/N	X*	X	The Plan's group number for the Member documented in this record. Plans typically categorize an individual within a specific group. For more information about Member Group ID, please review the following Common Question.
Member Coverage Effective Date	08	N	X*	X	The date the Plan's coverage begins for the Member for the Plan Year. The date represents the first day within the Plan Year that the Member was covered. The date must be provided in (CCYYMMDD) format.

Data Element	Max Size	Alpha/ Numeric	Incoming Early Retiree File	Outgoing Response & Notification Files	Allowable Values /Notes
Member Coverage Termination Date	08	N	X*	X	The date the Plan's coverage ends for the Member for the Plan Year. The date represents the last day within the Plan Year that the Member is covered. This field can be left blank if coverage is ongoing. The date must be provided in (CCYYMMDD) format.
Member Coverage Termination Reason	1	N	X*	X	The reason for the termination for the date provided in the Member Coverage Termination Date field. If coverage ends due to the death of the Member who is being documented on this record, this field will be valued with a '1'. If coverage ends for any other reason, or if coverage does not end within the current plan year, this field will be valued with a '2'. **This field must always be valued, either with a '1' for reason of death, or with a '2' for any other reason.**
Reason Code 1	02	N		X	Reason for full or partial denial of member coverage
Reason Code 2	02	N		X	Reason for full or partial denial of member coverage
Reason Code 3	02	N		X	Reason for full or partial denial of member coverage
Reason Code 4	02	N		X	Reason for full or partial denial of member coverage
ERRP Effective Date	08	N		X	ERRP Center calculated eligibility start date (CCYYMMDD)
ERRP Termination Date	08	N		X	ERRP Center calculated eligibility end date (CCYYMMDD)

* Required Incoming Data Field