Office of Child Support Enforcement

Federal Offset Program

User Guide

Version 6.1

March 2003

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This document was prepared for the United States Department of Health and Human Services, Office of Child Support Enforcement under Contract Number 263-96-D-0344 by Lockheed Martin, Information Systems Services, Incorporated. The work was authorized in compliance with the following specific prime task order:

Delivery Order Number:	HHS-OCSE-1996-1012
Delivery Order Title:	Expanded Federal Parent Locator Services
Document Date:	March 2003

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THE PURPOSE OF THIS DOCUMENT

THE PURPOSE OF THIS DOCUMENT

The purpose of this Federal Offset Program (FOP) User Guide is to provide State IV-D Agencies with information about the technical aspects of establishing and maintaining the interfaces needed between their statewide automated systems and the FOP. Although the primary audience is the State IV-D Agency technical staff, this document provides basic information to assist State IV-D administrative, programmatic, and policy staff in understanding the functionality of the FOP. In brief, the User Guide provides the following:

1. An overview of the FOP
2. Detailed information regarding FOP processing of state data
3. An explanation of FOP Pre-Offset Notices
4. An explanation of Financial Management Service (FMS) procedures
5. An explanation of Department of State (DoS) procedures
6. Detailed information regarding FOP online processing
7. Technical information for submitting and receiving data
8. Guidance on the use of FOP data.

This document is divided into eight parts. The following descriptions summarize the objective and the information contained in each part.

Part 1, "Federal Offset Program Overview", provides background information regarding the FOP, including an overview of the relevant laws and regulations. The objective of this part is to assist IV-D Agencies in understanding the FOP by providing a detailed overview of the Federal Income Tax Refund Offset Program, the Administrative Offset Program, the Passport Denial Program, and the Multistate Financial Institution Data Match (MSFIDM). For detailed policy information, refer to OCSE-AT-99-14.

Part 2, "Federal Offset Program Processing", describes FOP processing procedures and requirements, the transaction types transmitted by states to the Federal Office of Child Support Enforcement (OCSE), and the files and reports OCSE returns to the states. The objective of this part is to assist IV-D administrative, programmatic, and policy staff in understanding the functionality of the FOP and to provide the technical staff with an overview of the case transactions included in the FOP/state interface. This part provides examples of case transactions and discusses their data elements, their design, and the manner in which they move through the Federal Offset System. General information regarding case transaction record layouts is provided; actual layouts are found in Appendix E, "Input Record Specifications", and Appendix F, "Output Record Specifications".

Part 3, "Federal Offset Program Pre-Offset Notices", provides an overview of the policy and requirements for FOP Pre-Offset Notices. The objective of this part is to provide information to assist states in understanding and producing the Pre-Offset Notices.

Part 4, “Financial Management Service Procedures”, describes the functions that FMS performs. These consist of offsetting accounts, creating FMS Offset Notices, and processing collections and adjustments. The objective of this part is to provide IV-D Agencies with an understanding of FMS-specific functions and of the interface between FMS and OCSE.

Part 5, “Passport Denial Procedures”, describes the functions that DoS performs, i.e., Passport Denial processing functions. The objective of this part is to provide IV-D Agencies with an understanding of DoS-only functions and of the interface between DoS and OCSE.

Part 6, “Federal Offset Program Online System Procedures”, describes FOP online functionality and processing requirements. This part discusses how to access, use, and exit the FOP Online System. This part also contains screen examples and the procedures for each screen. The objective of this part is to provide IV-D administrative, programmatic and policy staff with an understanding of the functionality of the FOP Online system.

Part 7, “Transmitting Files”, provides detailed information on the method of data transmission to and from the FOP. The objective of this part is to provide detailed information for the successful transmission of data.

Part 8, “Ensuring Computer Security and Confidentiality of Data”, discusses data access, privacy issues, and system security. The objective of this part is to provide IV-D Agencies with guidance on who may access the Federal Offset System data, and to review IV-D privacy and system security requirements.

The Appendices outline FOP requirements, describe codes and detailed record layouts, and present other information that will assist states in interfacing with the FOP.

For the Technical Staff

Portions of this User Guide contain information that is likely to be more helpful to the technical staff than to the administrative, programmatic and operational staff. The following list describes how these parts might be helpful:

Part 2, “Federal Offset Program Processing”, describes the update process requirements and transaction types for input and output transactions. This part provides examples of processing issues and how they should be handled by the states.

Part 7, “Transmitting Files”, provides guidance about CONNECT:Direct and other transmission issues.

Appendix C, “Data Dictionary”, contains full descriptions of every field in the FOP’s input and output transaction records.

Appendix E, “Input Record Specifications”, presents separate input transaction records for each of the possible input actions and provides detailed field requirements.

Appendix F, “Output Record Specifications”, presents separate output transaction records for each of the possible output actions and provides detailed field requirements.

Appendix G, “Error Codes and Explanations”, presents all error codes, including the title of each error and a brief description.

PART 1.0

FEDERAL OFFSET PROGRAM OVERVIEW

1.1 Background

In 1981, the Federal Income Tax Refund Offset Program was enacted into law (refer to Section 2331, Public Law 97-35). Initially, this program was restricted to public assistance cases, and it enforced delinquent child support obligations by intercepting part or all of an obligor's Federal income tax refund. This program was expanded in 1984 to include enforcement of delinquent child support obligations in non-assistance cases.

The Debt Collection Improvement Act (DCIA) of 1996 (Public Law 104-134) was enacted into law on April 26, 1996. The primary purpose of DCIA is to increase the collection of non-tax debt owed to the Federal government, and thus it has important implications for the collection of past due child support obligations. DCIA allows past due child support to be collected by interception of all or part of certain Federal payments.

DCIA consolidates all debt collections, including Federal Income Tax Refund Offsets and Administrative Offsets, within the Department of Treasury's (DoT's) Financial Management Service (FMS). All payments that are eligible for offset under DCIA, other than Federal income tax refunds, are categorized as Administrative Offsets.

DCIA was further strengthened by Executive Order 13019, "Supporting Families: Collecting Delinquent Child Support Obligations", dated September 26, 1998. This Executive Order requires the Secretary of the Treasury, in consultation with the Secretary of the Department of Health and Human Services (DHHS), to develop and implement the procedures necessary to collect child support debts through Administrative Offset.

Section 370 of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (Public Law 104-193) amended the Social Security Act by adding subsection 452(k). This subsection became effective October 1, 1997, establishing the Passport Denial Program. Under this program, states certify obligors with an arrearage amount greater than $5,000 so that they will be denied a U.S. passport upon application. Section 454(31) of the Act makes participation in the Passport Denial Program a IV-D State Plan requirement. All states are required to enact procedures to certify eligible individuals for Passport Denial, although they may exclude some eligible obligors from the remedy. States are also required to provide notice to individuals and to give them an opportunity to contest the delinquency determination. The legislation also provides for the revocation or restriction of U.S. passports that have already been issued, although currently the Department of State (DoS) is only denying passports at the time of application or renewal.

PRWORA also requires each state to enact laws enabling IV-D agencies to conduct quarterly data matches with every financial institution that does business in their state to identify the financial accounts of delinquent obligors. To ease the burden on Multistate Financial Institutions (MSFI), i.e., those that do business in two or more states, the Child Support Performance and Incentive Act of 1998 (Public Law 105-200) created the Multistate Financial Institution Data Match (MSFIDM). MSFIDM provides MSFIs the option to

coordinate with a single point of contact rather than to deal with each state separately. Under the law, states can grant OCSE the authority to be their agent in dealing with MSFIs that select this option. Although they are handled as part of the FOP, MSFIDM and the Passport Denial Program do not involve the interception of Federal payments. For detailed policy information, including legal citations, see OCSE-AT-99-14.

1.2 Introduction to the Federal Offset Program

OCSE, under the direction of HHS, has developed and implemented a single submission procedure to assist states with the collection of child support debts. The single submission procedure includes four available remedies:

1. Federal Income Tax Refund Offset
2. Administrative Offset (vendor payments, Federal retirement payments, miscellaneous payments)
3. Passport Denial Program
4. MSFIDM

This single submission process ensures that cases meet the appropriate eligibility criteria for the four remedies.

States can add new cases, update cases, and delete cases on a continuous basis through the Weekly Update Process. Refer to Section 2.2, “States to OCSE – Case Processing”, for detailed instructions.

1.2.1 FEDERAL INCOME TAX REFUND OFFSET PROGRAM

Congress enacted the Federal Income Tax Refund Offset Program to recover delinquent child support debts. In assistance cases, eligible obligors are those who have been delinquent in their child support obligations for at least 3 months and have at least $150 in past due child support. In non-assistance cases, eligible obligors are those who have at least $500 in past due child support. In addition, the child must be a minor at the time of the offset. Cases may not be submitted for Federal Income Tax Refund Offset if the child has reached the age of majority, even if the arrears accrued while the child was still a minor. The debt attributable to a particular child should be excluded from the tax offset remedy as of the date the child is no longer a minor, unless the child was determined to be disabled (under Title II or XVI) while still a minor and with a support order in effect.

The Federal Income Tax Refund Offset remedy involves the interaction of all State IV-D agencies and three Federal agencies – OCSE, FMS, and the Internal Revenue Service (IRS). In January 1999, the daily operations of the Federal Income Tax Refund Offset Program were transferred from the IRS to FMS and were merged with the Administrative Offset Program. All states must have and use procedures for Federal Income Tax Refund Offset in Temporary Assistance to Needy Families (TANF) cases, Non-TANF cases, and foster care cases that meet the criteria for submittal described in OCSE-AT-99-14.

1.2.2 ADMINISTRATIVE OFFSET PROGRAM

DCIA categorizes all payments that are eligible for offset, except for Federal income tax refunds, as Federal Administrative Offsets. Participation by states in the Administrative Offset Program is optional. For a case to be eligible for Administrative Offset, the debt must be at least 30 days old and the arrearage amount must be at least $25. The child does not have to be a minor. All cases that are eligible for Federal Income Tax Refund Offset are eligible for Administrative Offset. Both recurring and nonrecurring payments are eligible for Administrative Offset.

DCIA allows salaries, including Federal salaries, to be offset subject to limits set by the Consumer Credit Protection Act (CCPA). Refer to OCSE-AT-99-14, Section 5 for CCPA limits. Currently, the only Federal payments included in Administrative Offsets are:

- Vendor and miscellaneous payments (such as but not limited to, expense reimbursement payments and travel payments), and
- Federal retirement payments.

Payments that are excluded or exempt from the Administrative Offset Program are listed in Section 5, “Administrative Offset Program” (Tables 1 and 2), of OCSE-AT-99-14. Eligible obligors are automatically submitted for Administrative Offset unless the state that certifies their arrearage amount excludes them using the appropriate exclusion indicator(s) (refer to Section 2.2.3.3, “Update Case”, “Replace Exclusion Indicator(s)”).

1.2.3 PASSPORT DENIAL

Individuals who owe more than $5,000 in past due child support are automatically certified to DoS for Passport Denial unless the state certifying their arrearage amount excludes them from this remedy (refer to Section 2.2.3.3, “Update Case”, “Replace Exclusion Indicator(s)”). States must provide notification to an obligor via the Pre-Offset Notice prior to submitting them for the Passport Denial Program. The obligor has the right to contest the delinquency determination with the state(s) that certified them for the debt.

DoS notifies an obligor upon denial of their passport, and the obligor must contact the state that certified them for the arrearage amount. Only the state that certified the obligor’s arrearage amount can remove that obligor from the Passport Denial process. If more than one state certified the obligor for Passport Denial, all of the states must withdraw the individual from the program before a passport can be issued. The process of withdrawing an obligor from the Passport Denial Program takes an average of ten business days. When granted, a passport remains valid for 10 years, so it is crucial that states review each case carefully before withdrawing obligors from the Passport Denial Program.

Individuals are not automatically withdrawn from the Passport Denial Program if the arrearage amount for the case drops below $5,000. It is up to the state to determine when an obligor can be removed from this program (refer to Section 5.4, “Releasing Individuals from Passport Denial”).

1.2.4 MULTISTATE FINANCIAL INSTITUTION DATA MATCH (MSFIDM)

In July 1999, MSFIDM began accessing the Federal Offset files on a weekly basis to select eligible obligors and match their account data with MSFI account data. Obligors are eligible and automatically submitted for MSFIDM unless the state(s) certifying their arrearage amount specifically excludes them from this remedy (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)"). The MSFIDM process then sends MSFI account matches to the states through the Federal Case Registry (FCR). Additional information on the MSFIDM process is found in the *FCR Interface Guidance Document*, Section 10.0, "Multistate Financial Institution Data Match".

PART 2.0

FEDERAL OFFSET PROGRAM PROCESSING

2.1 Federal Offset Program Processing Overview

At its inception, the Federal Offset System interfaced directly with the Internal Revenue Service (IRS). During that time, states submitted their certified caseload files once a year. In 1998, OCSE added additional remedies to the certification process (i.e., Administrative Offset, U.S. Passport Denial). The Multistate Financial Institution Data Match (MSFIDM) remedy was incorporated into the process in 1999.

In January 1999, the Federal Offset System was changed to interface with the Department of Treasury's (DoT) Financial Management Service (FMS). This transition enabled states to add new cases and to make changes to existing cases on a continuous submission basis.

2.2 States to OCSE – Case Processing

DoT regulations require states to notify OCSE of case deletions and of decreases in the amount of debt for cases that are referred for collection. DHHS regulations require states to notify OCSE of increases in the amount of debt on an ongoing basis throughout the year, in the manner and timeframes provided. DHHS regulations also require states to notify OCSE of any decrease in, or elimination of, an amount referred for collection by Federal Income Tax Refund Offset and/or by Administrative Offset on at least a monthly basis. Due to the fact that all Federal remedies depend on the information maintained on the Federal Offset File, it is imperative that states keep the information current. OCSE recommends that updates be sent as often as every two weeks.

2.2.1 FILES SUBMITTED TO OCSE

Each state submits two files to OCSE:

1. State/Local Contact Phone and Address File
2. Case Submission and Update File

These files are transmitted by:

1. CONNECT:Direct, the file processing software for mainframe-to-mainframe data exchange, or
2. SimPC, the Online System file-processing software for data exchange using a PC.

For more information regarding the sending and receipt of files using CONNECT:Direct, refer to Part 7, "Transmitting Files". For more information on using the Online System, refer to Part 6, "Federal Offset Program Online System Procedures".

2.2.1.1 State/Local Contact Phone and Address File

States submit their state and/or local agency telephone and address information to OCSE on the State/Local Contact Phone and Address File. This file is not processed as part of the Weekly Processing Cycle. OCSE prints the telephone number, address, and local code from this file on Pre-Offset Notices to provide obligors with state contact information (refer to Section 3.3, "OCSE Issues Pre-Offset Notices"). FMS also prints this information on Offset Notices (refer to Section 4.3, "FMS Offset Notices"). To ensure that obligors are given the most current state and local contact information, states must send updates to OCSE whenever their information changes or when new contacts are added. Changes submitted to OCSE are forwarded to FMS once a week on Thursdays.

For information regarding the required fields and their format, position, length, and validation criteria, refer to Chart E-3, "State/Local Contact Phone and Address Record Layout".

2.2.1.2 Case Submission and Update File

The Case Submission and Update File is used by states to submit transactions to add, update and delete cases from the OCSE Case Master File on a continuous basis. This file is processed in the Weekly Processing Cycle. Details for adding, updating and deleting cases are specified in Section 2.2.3, "Transaction Types". For information regarding the required fields and their format, position, length, and validation criteria, refer to Chart E-1, "Case Submission and Update Record Layout".

2.2.2 WEEKLY UPDATE PROCESSING CYCLE

The Weekly Processing Cycle is as follows:

- On Monday, by 5:00 p.m., E.S.T, OCSE collects the Weekly Case Submission and Update Files received from the states.
- By Monday evening, OCSE processes the Case Submission and Update Files.
- On Tuesday, OCSE forwards the weekly update data to FMS.
- By Thursday, FMS processes the OCSE weekly update data and returns error codes for cases that are rejected to OCSE.
- By Friday or Saturday, OCSE notifies the states of cases that have been rejected.

OCSE defers most updates to the Case Master file until FMS processing results are received back on Thursdays. At that point, transactions that have been accepted by FMS are applied to the OCSE Case Master file.

If OCSE receives a Case Submission and Update File from a state *before* Monday, 5:00 p.m. E.S.T., it is included in that evening's processing. If the file is received *after* 5:00 p.m. on Monday, it *may* be included in that evening's processing. If it is not included in that evening's processing, it is processed the following Monday. OCSE will notify states in advance if schedule changes are required due to a holiday.

OCSE notifies states of rejected cases on the Rejected Case Submission and Update File. It is important that states process the Rejected Case Submission and Update File from OCSE, make necessary corrections, and resubmit the cases to OCSE. This ensures synchronization between state, OCSE, and FMS databases.

If a state sends more than one Case Submission and Update File to be processed in the same Weekly Processing Cycle, the files are processed in the order in which they were received. In this situation, some transactions may be duplicated and may be rejected based on update requirements outlined in Section 2.2.4.1, "Duplicate Transaction Records".

For those who use the Online System screens (refer to Section 6.3, "Using the Online System"), the OCSE Federal Offset Program (FOP) Online System is normally available Monday through Friday, 9:00 a.m. – 5:00 p.m., E.S.T.

2.2.3 TRANSACTION TYPES

A transaction is the specific procedure that is accomplished by each case record submitted to OCSE for processing. A transaction type is the specific letter code that identifies each transaction. Ten transaction types are used to add new cases, update cases, and delete cases.

OCSE combines all State Case Submission and Update Files for a Weekly Processing Cycle and processes the records in the following order of transaction types:

A	Add/Recertify Case
B	Name Change
C	Case ID Change
D	Delete Case
L	Local Code Change
M	Modify Arrearage Amount
R	Replace Exclusion Indicator(s)
S	State Payment
T	Transfer for Administrative Review
Z	Address Change

Chart 2-1, "Input Fields Edited by Transaction Type", and Chart 2-2, "Fields Added or Updated by Transaction Type", detail which fields are edited and which are added or updated for each transaction type. Also refer to Chart E-1, "Case Submission and Update Record Layout", for detailed field edit information.

CHART 2-1: INPUT FIELDS EDITED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	T	Z
Submitting State Code	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Code	✓	✓				✓					
Social Security Number (SSN)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Case ID											
Obligor Last Name (1st 4 chars)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Obligor First Name (1st char)	✓	✓	✓								
Arrearage Amount	✓	✓					✓		✓		
Transaction Type	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Case Type Indicator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transfer State Code										✓	
Transfer Local Code											
Process Year									✓		
Obligor Address Line1	✓	✓									✓
Obligor Address Line2	✓	✓									✓
Obligor City	✓	✓									✓
Obligor State	✓	✓									✓
Obligor Zip Code	✓	✓									✓
Date Issued (state issues Pre-Offset Notice (PON))	✓	✓									
Exclusion Indicator(s)	✓	✓						✓			

CHART 2-2: FIELDS ADDED OR UPDATED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	T	Z
Submitting State Code	✓										
Local Code	✓	✓				✓					
SSN	✓										
Case ID	✓	✓		✓							
Obligor Last Name (whole name)	✓	✓	✓								
Obligor First Name (whole name)	✓	✓	✓								
Arrearage Amount	✓	✓			✓		✓		✓		
Transaction Type	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Case Type Indicator	✓	✓									
Transfer State Code										✓	
Transfer Local Code										✓	
Process Year									✓		
Obligor Address Line1	✓	✓									✓
Obligor Address Line2	✓	✓									✓
Obligor City	✓	✓									✓
Obligor State	✓	✓									✓
Obligor Zip Code	✓	✓									✓
Date Issued	✓	✓									
Exclusion Indicator(s)	✓	✓						✓			

2.2.3.1 Add New Case/Recertify Case

States are required to submit a certification letter annually to OCSE verifying that all of the cases that will be submitted during the upcoming year will meet OCSE requirements (refer to Appendix I, “Letters and Notices”, I.1, “Annual Certification Letter”). To add a new case or to recertify a case, use Transaction Type ‘A’.

ADD CASE *(Transaction Type 'A')*

This transaction is applicable in the following scenarios:

- The case was never previously submitted to the FOP. This results in the new case being added.
- An offset reduced the arrearage amount to zero causing a case to be closed, but a new arrearage now exists. This results in the case being recertified.
- A state submitted a modification to a case, which reduced the arrearage amount to zero, causing the case to be closed, but a new arrearage now exists. This results in the case being recertified.
- A case was previously submitted and then deleted, and is now being resubmitted. This results in the case being recertified.

When adding a new or recertified case, states are encouraged to provide all of the necessary information on the Case Submission and Update Record (for a list of the fields that are edited, refer to Chart 2-1, "Input Fields Edited by Transaction Type"). Special attention should be given to the following fields when adding a new or recertified case:

- Current obligor address information fields (refer to Section 2.2.4.2, "Address Processing for Notices").
- Exclusion Indicator(s) field – The exclusion indicators can only be set or removed using the Add Case and Replace Exclusion Indicator(s) transactions (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)").
- Name, Address and Case ID can be changed on a recertified case. The new Name and/or address will also update the alternate case type.

If all of the fields pass the edit validation processes, the case is added to the OCSE Case Master File (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

A state must submit two separate cases for an obligor having one SSN if the cases are of different types (i.e., Temporary Assistance to Needy Families (TANF) and Non-TANF). However, if an obligor has more than one TANF case, the arrearage amount should be combined and submitted as one case. Similarly, multiple Non-TANF cases should be combined.

OCSE automatically forwards a new or recertified case to the Department of State (DoS) for Passport Denial in the following instances:

1. The combined arrearage amount for a TANF and a Non-TANF case for the same submitting state is greater than $5,000, and the Pre-Offset Notice was sent to the obligor 30 or more days before the current date (refer to Part 5.0, "Passport Denial Procedures").
2. The arrearage amount for a single TANF or Non-TANF case is greater than

$5,000, and the Pre-Offset Notice was sent to the obligor 30 or more days before the current date.

States may exclude cases from the Passport Denial Program at the time of submission by setting the PAS exclusion indicator for the case (refer to Appendix E, "Input Record Specifications" on Chart E-1, "Exclusion Indicator(s)"). If the obligor has both a TANF and a Non-TANF case, the PAS exclusion indicator should be set for both cases to ensure that the obligor is not denied a passport.

An MSFIDM-Only case is submitted by setting all exclusion indicators except FIN (refer to Appendix E, "Input Record Specifications" on Chart E-1, "Case Submission and Update Record Layout", "Exclusion Indicator(s)"). When a case is submitted as MSFIDM-Only, OCSE does not generate a Pre-Offset Notice, there is no holding period, and the case is not sent to FMS or DoS.

2.2.3.2 Delete Case

A case is deleted by:

- submitting a Delete Case transaction,
- modifying the arrearage amount to zero, or
- processing a collection that reduces the arrearage amount to zero.

If a case is deleted, the following apply:

- If a case is deleted via a Delete Case transaction, the arrearage amount is set to zero.
- If an obligor was sent to DoS for Passport Denial, and the deletion of the case meets the states' release requirements, the obligor will be removed from the Passport Denial program.
- If a case was sent to FMS, it will be inactivated at FMS.
- State Payments may still be reported after a case is deleted (refer to Section 2.2.3.3, "Update Case", "State Payment"). All other updates will be rejected.
- In order to recertify a case, an Add Case transaction must be submitted.

DELETE CASE *(Transaction Type 'D')*

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when submitting a Delete Case transaction. If all of the fields pass the edit validation processes, the case will be deleted (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

2.2.3.3 Update Case

Eight transaction types are used to update cases:

B	Name Change
C	Case ID Change
L	Local Code Change
M	Modify Arrearage Amount
R	Replace Exclusion Indicator(s)
S	State Payment
T	Transfer for Administrative Review
Z	Address Change

Cases may also be updated by using a combination of two transaction types submitted in two subsequent processing cycles (refer to Section 2.2.2, "The Weekly Update Processing Cycle"):

M followed by A:	Change Case Type
D followed by A:	Change Case Type, Change MSFIDM Case

NAME CHANGE *(Transaction Type 'B')*

This transaction is used to update the obligor's Name on the OCSE Case Master File. A Name Change transaction can only be submitted on an active case. A Name Change will also update the alternate case type. All valid names submitted for an obligor are stored. FMS will accept all valid names submitted for an obligor. The existing obligor name at DoS will be replaced with the current new name.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when updating the obligor's name. If all of the fields pass the edit validation processes, the name will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

CASE ID CHANGE *(Transaction Type 'C')*

This transaction is used to update the obligor's Case ID on the OCSE Case Master File. A Case ID Change transaction can only be submitted on an active case, and the change will be applied only to the case for which it is submitted. The existing Case ID will be stored. Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when updating the obligor's Case ID. No edits will be performed on this field. Updates to this field are not sent to FMS or DoS.

LOCAL CODE CHANGE *(Transaction Type 'L')*

This transaction is used to update the obligor's State/Local Code on the OCSE Case Master File. The local code is used to provide State/Local contact information to obligors on the OCSE generated Pre-Offset Notices and FMS generated Offset Notices. Because the local code is edited against the State/Local Contact Phone and Address File, states must update the State/Local Contact Phone and Address File when changes occur (refer to Section 2.2.1.1, "State/Local Contact Phone and Address File").

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when updating the obligor's local code. If all of the fields pass the edit validation processes, the local code will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

MODIFY ARREARAGE AMOUNT *(Transaction Type 'M')*

This transaction is used to update the arrearage amount only. The arrearage amount is the total amount owed by an obligor. Arrearage amount modifications should not be submitted unless the certified arrearage amount balance has changed (refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when modifying the arrearage amount). If all of the fields pass the edit validation processes, the arrearage amount will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

The following apply to arrearage amount modifications:

- A case is automatically deleted if the arrearage amount is reduced to zero (refer to Section 2.2.3.2, "Delete Case" to see the impact of deleting a case).
- If the arrearage amount is modified below the eligible amount for either Federal Income Tax Refund Offset or Administrative Offset, the case remains certified but is no longer subject to offset.
- OCSE automatically forwards a case to DoS for Passport Denial in the following instances:
  1. The combined arrearage amount for a TANF and Non-TANF case for the same submitting state is greater than $5,000, and a Pre-Offset Notice was sent to the obligor 30 or more days before the current date (refer to Part 5, "Passport Denial Procedures").
  2. The arrearage amount for a single TANF or Non-TANF case is greater than $5,000, and a Pre-Offset Notice was sent to the obligor 30 or more days before the current date.

  States may exclude cases from the Passport Denial Program by submitting an 'R' Transaction Type that sets the PAS exclusion indicator for the case (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)"). If both a

TANF and a Non-TANF case exist, the PAS exclusion indicator should be set for both cases to ensure that the obligor is not denied a passport.

- If a case is subject to Passport Denial, and the arrearage amount falls below $5,000, it is the state's responsibility to exclude the case from Passport Denial if appropriate under state policy. Otherwise the case remains at DoS for Passport Denial.

At the time of any offset, the arrearage amount is automatically decreased by the offset amount at both FMS and OCSE. States should not submit modifications to the arrearage amount because this would, in effect, post the offset amount twice and may erroneously reduce the arrearage amount.

REPLACE EXCLUSION INDICATOR(S) *(Transaction Type 'R')*

This transaction is used to add, remove, or replace exclusion indicators. The following are the current exclusion indicators:

1. ADM exclude all Administrative Offsets (RET, SAL, VEN)
2. RET exclude Federal Retirement Offset
3. VEN exclude Vendor Payment/Miscellaneous Offset
4. SAL exclude Federal Salary Offset *(pre-set on all cases)*
5. TAX exclude Federal Income Tax Refund Offset
6. PAS exclude Passport Denial
7. FIN exclude MSFIDM
8. Spaces remove all existing exclusion indicators.

It is important to note that if the ADM exclusion indicator is used, all Administrative Offsets are excluded (i.e., RET, VEN and SAL). FMS is now offsetting Federal salaries; the SAL exclusion indicator is currently active on all cases at OCSE.

The Passport Denial exclusion indicator is used to indicate that a case should be excluded or deleted from the DoS database.

The FIN exclusion indicator is used by OCSE to exclude a case from the weekly MSFIDM process. Refer to Section 2.2.3.3 "Update Case", "Change MSFIDM-Only Case" for instructions on changing an existing case from MSFIDM-Only to non-MSFIDM-Only, or vice-versa.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when replacing exclusion indicators. If all of the fields pass the edit validation processes, the Exclusion Indicator(s) field will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

If a state wants to apply the same exclusion indicator(s) to an obligor's TANF and Non-TANF cases, the exclusion indicator(s) must be submitted for both cases.

Exclusion indicators may be submitted in any order. If all exclusion indicators are set for a case, it is still active at OCSE, but will not be submitted to any remedies.

When sending a Replace Exclusion Indicator(s) transaction, the Exclusion Indicator(s) field must include *all* exclusion indicators desired for the case, even if they have been sent before. If previously sent exclusion indicators are not included in the transaction, they will be removed from the case (see Chart 2-3, "Exclusion Indicators Examples").

CHART 2-3: EXCLUSION INDICATORS EXAMPLES

EXAMPLES	OCSE Case Master File Before Transaction Type 'R'	Exclusion Indicators Submitted on Transaction Type 'R'	OCSE Case Master File After Transaction Type 'R'
1	Space Filled	FIN,PAS	FIN,PAS
2	VEN	VEN,PAS	VEN,PAS
3	ADM,TAX,PAS	TAX	TAX
4	RET,ADM	Space Filled	Space Filled

STATE PAYMENT *(Transaction Type 'S')*

A State Payment is reported when a state agency refunds money to an obligor because of an erroneous offset. A State Payment transaction is used in the following scenarios:

- A case is certified erroneously, and an offset occurs.
- An incorrect arrearage amount is reported to OCSE, and an offset occurs.
- An obligor makes a payment decreasing the arrearage amount owed, and an offset occurs before the update is processed.
- An administrative review results in a decrease in the arrearage amount owed.

Offsets that have been distributed to the custodial parent are *not* to be reported as State Payments. A State Payment should not be made on joint tax return cases if the non-obligated spouse is seeking a refund, or on any other tax related issue. The non-obligated spouse or taxpayer should be referred to the IRS hotline (refer to Appendix D, "Technical and Program Assistance").

State Payments are reported to OCSE as the total accumulated payment amount. The total accumulated payment amount is entered into the Accumulated Payment Amount field when submitting a State Payment transaction (this field functions as the Arrearage Amount field when submitting an Add Case or Modify Arrearage Amount transaction). During a single processing year, if there is a discrepancy between the State Payment amount originally reported for a case and the total State Payment amount actually paid to the obligor, the Accumulated Payment Amount field should be revised to reflect the total paid to the obligor. This is true even if the amount paid to the obligor is over or under the amount originally

reported. The following are examples:

1. An additional payment over the originally reported State Payment amount is returned to an obligor. If a State Payment of $150 is reported on a case, and the state refunds $150 to the obligor plus an additional $50 at a later date, the state should revise the Accumulated Payment Amount field to reflect the total paid out (i.e., $200).
2. An incorrect State Payment amount was initially reported. If a state initially reports an incorrect State Payment of $250, and then actually refunds only $25, the state should revise the Accumulated Payment Amount field to reflect the total paid out (i.e., $25).

State Payments may still be reported after a case is deleted.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when submitting a State Payment. If all of the fields pass the edit validation processes, the State Payment amount will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

A submitted State Payment Record is rejected if the Accumulated Payment Amount and Processing Year are duplicates of a previously submitted Accumulated Payment Amount and Processing Year.

When a State Payment is reported, the processing year of the offset is required. This ensures that the State Payment is processed against the appropriate collection. The State Payment Record is accepted for current and prior years even if there is no offset on file at OCSE, or if the State Payment amount is greater than the offset minus the adjustment. This allows states to issue refunds based on an Offset Notice and to accurately report a State Payment. However, if no record of an offset occurring after 1999 exists at FMS, the State Payment Record is rejected by FMS. FMS does not adjust the arrearage amount to reflect a State Payment. *It is very important that states submit a modification to the arrearage amount to reflect the State Payment adjustment when necessary.*

TRANSFER FOR ADMINISTRATIVE REVIEW *(Transaction Type 'T')*

This transaction is used to transfer a case to another state for administrative review. The Transfer State Code field and the Transfer Local Code field are required for this transaction.

A Transfer transaction is used when the *state* that submitted the case receives a request from the taxpayer for an administrative review in the state with the order. Transferring the case allows the state with the order to view collection information for the case via the collection reports (refer to Appendix J, "Sample Reports").

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when transferring a case to another state. If all of the fields pass the edit validation

processes, the Transfer State Code field and the Transfer Local Code field will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

ADDRESS CHANGE *(Transaction Type 'Z')*

This transaction is used to update the obligor's Address on the OCSE Address Master File. An Address Change transaction can only be submitted on an active case. An Address Change will also update the alternate case type. All addresses submitted for an obligor are stored.

Refer to Chart 2-1, "Input Fields Edited by Transaction Type", for a list of the fields that are edited when updating the obligor's address. If all of the fields pass the edit validation processes, the address will be updated (for information on the edit validation processes, refer to Section 2.3.2, "Rejected Case Submission and Update File"; for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout").

CHANGE CASE TYPE *(Transaction Type 'M', followed by Transaction Type 'A', or Transaction Type 'D' followed by Transaction Type 'A')*

When a case type changes from TANF to Non-TANF or vice versa, states should notify OCSE using the update process. A change in the case type may be achieved either by submitting Transaction Type 'M' followed by Transaction Type 'A', or by submitting Transaction Type 'D' followed by Transaction Type 'A'. The details for executing each of these processes follow:

Transaction Type 'M' followed by Transaction Type 'A':

- To change a TANF case to Non-TANF, submit a Modify Arrearage Amount transaction using Transaction Type 'M'. The Arrearage Amount field must be set to zeros. Modifying the arrearage amount to zero causes the case to be deleted at OCSE, FMS, and if appropriate, at DoS.
- In a subsequent processing cycle (refer to Section 2.2.2, "The Weekly Update Processing Cycle"), submit an Add Case transaction using Transaction Type 'A'. The Arrearage Amount field must contain the correct amount, the Case Type Indicator field set to 'N' for Non-TANF, and all other pertinent information set as it existed on the original TANF case. The case has now been switched from TANF to Non-TANF. The original Pre-Offset Notice date will be used to determine the holding period, allowing it to be forwarded to FMS and, if appropriate, to DoS. **If OCSE issues Pre-Offset Notices on behalf of a state, a new Pre-Offset Notice will not be generated and the new case will not be subject to a new holding period.**

  This same process may be used to change a Non-TANF case to TANF. The

Non-TANF case is deleted, and the TANF case is re-added in the subsequent processing cycle.

Transaction Type 'D' followed by Transaction Type 'A':

- To change a TANF case to Non-TANF, submit a Delete Case transaction using Transaction Type 'D'. This causes the case to be deleted at OCSE, FMS, and if appropriate, at DoS.
- In a subsequent processing cycle (refer to Section 2.2.2, "The Weekly Update Processing Cycle"), submit an Add Case transaction using Transaction Type 'A'. The Arrearage Amount field must contain the correct amount, the Case Type Indicator field set to 'N' for Non-TANF, and all other pertinent information set as it existed on the original TANF case. The case has now been switched from TANF to Non-TANF. **If OCSE issues Pre-Offset Notices on behalf of a state, a new Pre-Offset Notice will not be generated and the new case will not be subject to a new holding period.**

  This same process may be used to change a Non-TANF case to TANF. The Non-TANF case is deleted, and the TANF case is re-added in the subsequent processing cycle.

CHANGE MSFIDM-ONLY CASE *(Transaction Type 'D', Followed By Transaction Type 'A')*

When a case changes from MSFIDM-Only to non-MSFIDM-Only, or vice versa, states should notify OCSE using the Update Process. A Change to the MSFIDM-Only status is achieved by submitting Transaction Type 'D' followed by Transaction Type 'A'. The details for executing this process follow:

- To change an MSFIDM-Only case to non-MSFIDM-Only, submit a Delete Case transaction using Transaction Type 'D'. This causes the case to be deleted at OCSE. Because it is an MSFIDM-Only case, it does not exist at FMS or DoS.
- In a subsequent processing cycle (refer to Section 2.2.2, "The Weekly Update Processing Cycle"), submit an Add Case transaction using Transaction Type 'A', with the appropriate exclusion indicators set (refer to Section 2.2.2.3, "Update Case", "Replace Exclusion Indicator(s)"). A minimum of one exclusion indicator, in addition to the MSFIDM exclusion indicator (FIN), must be left blank. All other pertinent information should be set as it existed on the original MSFIDM-Only case. The case has now been switched from MSFIDM-Only to non-MSFIDM-Only. **If OCSE issues Pre-Offset Notices on behalf of a state, a Pre-Offset Notice will be generated and the new case will be subject to the state defined holding period.**

  This same process may be used to change a case from non-MSFIDM-Only to

MSFIDM-Only. In this instance, the non-MSFIDM-Only case is deleted at OCSE, FMS, and if appropriate, at DoS. The MSFIDM-Only case is re-added in the subsequent processing cycle. When the case is re-added, the exclusion indicators must be set for ADM, TAX, and PAS, and the FIN exclusion indicator must be left blank. **OCSE does not issue Pre-Offset Notices for MSFIDM-Only cases, nor are they subject to a holding period.** The new MSFIDM-Only case is not forwarded to FMS or DoS.

2.2.4 GENERAL PROCESSING INFORMATION

This section provides miscellaneous processing information.

2.2.4.1 Duplicate Transaction Records

OCSE will accept multiple Case Submission and Update Files from a state during a Weekly Processing Cycle. A sequential batch number is assigned to each file based on the order in which it is received. The sequential batch number is also attached to each record on the file. Periodically, duplicate transaction records are processed in the same Weekly Processing Cycle. There are two types of duplicate transaction records:

1. Partial duplicate transaction record:
   Only the key data fields on the Case Submission and Update Record are identical. These fields are Transaction Type, Submitting State Code, SSN, and Case Type. A partial duplicate has different data in other fields (e.g., Arrearage Amount field). For a State Payment transaction, the Processing Year field must also be the same to be a partial duplicate transaction.
2. True duplicate transaction record:
   All of the fields on the Case Submission and Update Record are identical.

The following are the possible duplicate transaction record processing scenarios:

1. When *true* duplicate transaction records are submitted, only one of the records is processed. All other *true* duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File. The *true* duplicate transaction records may be on the same or different Case Submission and Update Files.
2. When *partial* duplicate transaction records are submitted on the *same* Case Submission and Update File, all *partial* duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File. In this instance, OCSE does not want to determine which transaction record on the file is the most current.
3. When *partial* duplicate transaction records are submitted on *different* Case Submission and Update Files, the *partial* duplicate transaction record on the most current file received (based on the batch number assigned) is processed. All other *partial* duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File. In this instance, OCSE

assumes that the most recent file submitted contains the most current transaction record to be processed.

2.2.4.2 Address Processing for Notices

States are required to provide an obligor's current address information on all Add Case transactions submitted on the Case Submission and Update File. This address information is necessary to satisfy due process requirements. FMS needs the address to generate their Offset Notice, regardless of whether a state or OCSE issues the Pre-Offset Notice.

If a state issues their own Pre-Offset Notices and does not provide an obligor's address information when submitting an Add Case transaction, OCSE attempts to obtain the address. If no address is found, the case will be forwarded to FMS, however, an offset will not occur unless FMS is able to get a valid address from the payment record.

If OCSE issues the Pre-Offset Notices and a state does not provide an obligor's address information when submitting an Add Case transaction, OCSE attempts to obtain the address. If OCSE is unable to obtain an obligor's address, the case is rejected.

States are notified of these cases without addresses on the Unaccountable Missing Address File (refer to Section 2.3.1, "Unaccountable Missing Address File").

OCSE attempts to find obligor addresses in the following manner:

- If a case is being recertified or is a new case, OCSE attempts to obtain the address from the OCSE Address Master File. If the address is not found on this file, then OCSE attempts to obtain the address from the National Directory of New Hires (NDNH). If the obligor address information is found on the NDNH Unemployment or New Hire file, the address is placed on the OCSE Address Master file and forwarded with the case to FMS. If OCSE issues the Pre-Offset Notice, the address is used on the obligor's Pre-Offset Notice.
- If an obligor's address is not found on the NDNH, OCSE forwards a request to the IRS. If the obligor's address information is found on the IRS taxpayer file, the IRS sends the address back to OCSE, and it is placed on the OCSE Address Master File and forwarded with the case to FMS. If OCSE issues the Pre-Offset Notice, the address from the IRS is used on the obligor's Pre-Offset Notice. If the state submits an address prior to the IRS returning an address to OCSE, the state submitted address will be used and the IRS address will be discarded.
- If an obligor's address is not on the IRS taxpayer file, OCSE forwards the obligor's SSN to the Social Security Administration (SSA) in an attempt to obtain a corrected SSN. If SSA finds a corrected SSN, they return the corrected SSN to OCSE. OCSE then returns the Add Case transaction record to the state on the Unaccountable Missing Address File with the corrected SSN. If a corrected SSN is not found, OCSE returns the record on the Unaccountable Missing Address File as it was submitted. If OCSE issues the

Pre-Offset Notices, cases returned on the Unaccountable Missing Address File were rejected. If the state issues the Pre-Offset Notices, cases returned on the Unaccountable Missing Address File were forwarded to FMS.

2.2.4.3 The Holding Period

All new and recertified cases that are eligible to be sent to FMS are subject to the current state-defined Holding Period used to meet due process requirements. The state may define their holding period as 30, 45, 60 or 90 days. Regardless of whether OCSE or the submitting state issues the Pre-Offset Notices, cases are held for the time specified by each state in its Annual Certification Letter (refer to Appendix I, "Letters and Notices", Section I-1, "Annual Certification Letter"). The Holding Period is calculated using the Date Issued field, which indicates when a Pre-Offset Notice was sent.

The holding period for Passport Denial is 30 days from when the Pre-Offset Notice was sent to the obligor.

A case that is MSFIDM-Only has no holding period and is acted on immediately.

2.2.4.4 Name Processing

To ensure the maximum number of offsets, OCSE edits the Obligor Last Name based on the edit process used by FMS. The first four positions of the Obligor Last Name field must contain alphabetic characters; no embedded spaces or special characters, except a hyphen, can be present. Trailing spaces are allowed (e.g., 'Lee '). Once the name is submitted to FMS, these first four positions are used to match against their payment and alias name files. If a match is found, and the SSNs also match, an offset can occur. FMS does not use the Obligor First Name or the remaining portion of the last name in their match process.

DoS employs a more extensive name match process for passport denial. When an applicant submits a request for a passport, the entire name provided on the form is matched against the database of names provided by OCSE. Any additional information that is put into the first or last name field that is not actually part of the name (i.e., "Smith AKA Jones"), will prevent a match from occurring at DoS. For the Obligor First Name, initials and nicknames should be avoided whenever possible. Any spacing in the first or last names should also be submitted exactly (excluding the first 4 positions of the last name). For example, if "Mary Jane" is the obligor's first name, a match will not occur if the name is submitted as "Maryjane". In summary, a correct submission of the obligor's first and last names increases the likelihood that both offsets and passport denials will process accurately.

2.2.5 PROCESSING BANKRUPTCIES

When an obligor declares bankruptcy, special steps must be taken to ensure that offsets are no longer processed against any cases for that obligor. Currently, OCSE receives notification of bankruptcies from FMS. Additionally, the state may be the receiver of bankruptcy

notifications. The following procedures have been developed to handle bankruptcy notifications as efficiently as possible while maintaining the integrity of case data on the OCSE, FMS, and state databases.

2.2.5.1 FMS Sends Bankruptcy Notifications to OCSE

If FMS receives a bankruptcy notification within a year of a bankruptcy filing, they immediately inactivate the case on their database to ensure that an offset does not occur. FMS then sends the bankruptcy notification to OCSE.

Upon receipt of a bankruptcy notification, OCSE uses the Online System (refer to Part 6, "Federal Offset Program Online System Procedures") to create an 'R' Transaction Type for the case (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)"). The TAX and ADM exclusion indicators are submitted on the 'R' Transaction Type, along with any other exclusion indicators that already existed for the case (PAS and/or FIN). If the obligor has TANF and Non-TANF cases, this process is followed for both cases. The 'R' Transaction Type is picked up in the next Weekly Processing Cycle (refer to Section 2.2.2, "The Weekly Update Processing Cycle"). If a case is closed on OCSE's system, no action is taken.

When the Weekly Processing Cycle is complete, OCSE manually verifies that the proper exclusion indicators are set. After the exclusion indicators are verified, OCSE reactivates the bankruptcy case at FMS.

OCSE sends a letter to the states informing them of obligors in their jurisdiction who have filed for bankruptcy (refer to Appendix I, "Letters and Notices", Section I.4, "Bankruptcy Notification Letter"). OCSE attaches a list of the names and SSN's of the obligors, and indicates which exclusion indicators are set for each case. Copies of any additional paperwork received from FMS are also included. A state should set the appropriate exclusion indicators in their own system to mirror the OCSE and FMS databases.

OCSE keeps a file of all actions taken on a case from the time a bankruptcy notice is received from FMS. The file includes the date the notice was received from FMS, the exclusion indicators entered and verified, and the date OCSE notified the state.

2.2.5.2 State Receives Bankruptcy Notifications

When a state receives a bankruptcy notification, OCSE recommends that the state immediately use the Online System (refer to Part 6, "Federal Offset Program Online System Procedures") to create either an 'R' or 'D' Transaction Type for the case (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)"; also Section 2.2.3.2, "Delete Case"). If an 'R' Transaction Type is created, it should contain the TAX and ADM exclusion indicators along with any other exclusion indicators that already existed for the case (PAS and/or FIN). If the state opts to delete the case, it will not be subject to any Federal enforcement remedies.

2.2.5.3 OCSE Receives Bankruptcy Dismissal/Discharge Notification

OCSE sends a letter to the states informing them of obligors in their jurisdiction whose cases have been dismissed/discharged (refer to Appendix I, Section I.5, "Bankruptcy Dismissal Letter"). OCSE attaches a list of the names and SSNs of the obligors, and indicates which exclusion indicators are set for each case. Copies of any additional bankruptcy paperwork received by OCSE will be included.

When an obligor completes the bankruptcy process, it is the responsibility of the state to remove the TAX and ADM exclusion indicators. This is accomplished by submitting an 'R' Transaction Type to set exclusion indicators that are now appropriate for the case (refer to Section 2.2.3.3, "Update Case", Replace Exclusion Indicator(s)").

If the TAX and/or ADM exclusion indicators are removed, OCSE strongly encourages the state to provide the obligor with a notice informing them that their case is again eligible for offset. If OCSE issues the Pre-Offset Notice and a year has passed since the obligor filed bankruptcy, OCSE strongly encourages states to delete the case and resubmit it so that a new Pre-Offset Notice can be sent.

2.3 OCSE to States – Error Reporting

OCSE returns to states the following two files containing error records:

1. Unaccountable Missing Address File
2. Rejected Case Submission and Update File

Refer to Appendix F, "Output Record Specifications", for a complete description of these files.

2.3.1 UNACCOUNTABLE MISSING ADDRESS FILE

The Unaccountable Missing Address File contains Add Case transactions that were submitted to OCSE on the Case Submission and Update File without the obligors' address information, and OCSE was unable to obtain the addresses. If a state processes their own Pre-Offset Notices, Add Case transactions submitted without addresses are still sent to FMS. Refer to Section 2.2.4.2, "Address Processing for Notices" for additional information.

If OCSE is unable to obtain a missing address through the NDNH or the IRS, the obligor's SSN is forwarded to the Social Security Administration (SSA) in an attempt to obtain a corrected SSN. If SSA finds an alternate SSN, they send it back to OCSE, and OCSE supplies it to the state in the Corrected SSN field on the returned record. Returned Add Case records may, therefore, contain an alternate SSN in the Corrected SSN field (refer to Chart F-3, "Unaccountable Missing Address Record Layout"). The state should review the records to determine if they should be resubmitted with the new SSN.

2.3.2 REJECTED CASE SUBMISSION AND UPDATE FILE

If a record is returned to a state on the Rejected Case Submission and Update File, OCSE and FMS did not accept the transaction. Records submitted to OCSE on the Case Submission and Update File must pass edit validation processes at both OCSE and FMS before a case can be added, updated or deleted from the OCSE Case Master File. If an error is identified in a submitted record by either OCSE or FMS, the record, as submitted, is returned to the state on the Rejected Case Submission and Update File. Error codes are used on this file to identify the reason(s) a submitted record was rejected (refer to Chart G-1, "Rejected Case Submission and Update Error Codes"). Up to six error codes may be listed in the Error Code Field for a rejected Add Case transaction. Up to two error codes may be listed for other types of rejected transactions. However, it is possible for a Rejected Case Submission and Update Record to contain more errors than are listed in the Error Code Field. The rejected records should be reviewed by the state. If necessary, they should be corrected and resubmitted to OCSE on the next Case Submission and Update File. This ensures that both OCSE and FMS have the most current information.

The Rejected Case Submission and Update Control Record is included on the Rejected Case Submission and Update File. The Control Record identifies the total number of submitted records that passed the edit validation processes and the total number that failed. If all of the submitted records passed, the state receives the Control Record only. If one or more of the submitted records failed, the Control Record is the last record on the file.

The following can be deduced from the control record:

1. The sum of the TANF records rejected, Non-TANF records rejected, and the control record equals the total number of records on the Rejected Case Submission and Update File.
2. The sum of the TANF records accepted, TANF records rejected, Non-TANF records accepted, and Non-TANF records rejected equals the total number of case transaction records the state submitted to OCSE on the Case Submission and Update File.
3. If a state submits more than one file in the same cycle, only one reject file is returned. Therefore, the sums identified above include all Case Submission and Update Files submitted by a state for that cycle.

2.4 OCSE to States – Collection and Adjustment Reporting

FMS sends OCSE the Weekly Collection File once a week. Every two weeks, OCSE accumulates the weekly information, splits it by state, and rolls it into Collection and Adjustment Files that are forwarded to the states. The purpose of the Collection and Adjustment File is to notify each state of the collections and adjustments that have occurred for the state during a given two week period. The type of offset (Federal Tax Refund or Administrative) is also contained on the file. Refer to Chart F-4, “Collection and Adjustment Record Layout”, for a complete description of this file. Also, refer to Appendix L, “PY2003 Collections Schedule”, for collection processing information.

2.4.1 COLLECTION AND ADJUSTMENT REPORTS

From the information on the Collection and Adjustment Files, the following reports are generated and sent to the states:

1. Federal Offset Collections Technical Content Correspondence (TCC) (hard copy)
2. OCSE Federal Offset Net Check Amount Report (hard copy and CONNECT:Direct)
3. Dear Colleague Collection Report (CONNECT:Direct)
4. Statement of Service Fee Report (CONNECT:Direct)
5. Name Discrepancy Report (CONNECT:Direct)
6. Federal Offset Fee Reimbursement TCC (hard copy)
7. Federal Offset Fee Reimbursement Report (CONNECT:Direct)

Refer to Appendix J, “Sample Reports”, for examples.

2.4.1.1 Federal Offset Collections Technical Content Correspondence

The Federal Offset Collections TCC is sent hard copy to all Federal Offset State Coordinators. This correspondence summarizes the national net collection total for a given period for Federal Income Tax Refund Offsets and Administrative Offsets. The national year-to-date net collection totals and the national year-to-date total number of offsets are also reported in the letter. The OCSE Federal Offset Net Check Amount Report is also sent hard copy as an attachment to this letter.

2.4.1.2 OCSE Federal Offset Net Check Amount Report

The Federal Offset Net Check Amount Report is sent to all states in both hard copy and electronic form. The hard copy version is sent as an attachment to the TCC.
The report provides the net check amount total for each state. It also identifies the total number of offsets (Federal Income Tax Refund and Administrative), the total collection amount, the total service fee amount, the total adjustment amount, and the total number of records adjusted for each state. The net check amount is equal to the total collection amount minus the total adjustment amount minus the service fee amount. Grand totals for each category are provided.

2.4.1.3 Dear Colleague Collection Report

The Dear Colleague Collection Report is sent to each state electronically. The report is divided into TANF and Non-TANF cases. The report summarizes the total number of cases being offset, total amount collected, total service fees, total number of adjustments, and the total amount adjusted for the period being reported. It also provides prior year adjustment information.

2.4.1.4 Statement of Service Fee Report

The Statement of Service Fee Report is sent to each state electronically. It identifies the total number of cases in the state that received a Federal Income Tax Refund Offset, and the total number of cases that received an Administrative Offset. The report summarizes the service fees for the period being reported.

2.4.1.5 Name Discrepancy Report

The Name Discrepancy Report is sent to each state electronically. Obligors who have been offset are listed by their name as it appeared on their Federal income tax return. This information may also be found on the Collection and Adjustment File forwarded by CONNECT:Direct to the states.

2.4.1.6 Federal Offset Fee Reimbursement Technical Content Correspondence

The Federal Offset Fee Reimbursement TCC is sent hard copy to all Federal Offset State Coordinators. This correspondence describes the situations that will cause an offset fee to be reimbursed. A summary of the Offset Fee Reimbursement Report is also sent hard copy as an attachment to this letter.

2.4.1.7 Federal Offset Fee Reimbursement Report

The Federal Offset Fee Reimbursement Report is sent to all states in both hard copy and electronic form. The hard copy version is sent as a summary attachment to the TCC. When FMS processes a reversal against a collection that occurred after January 1999, the offset fee may be returned to the state. Reimbursements of service fees for reversals are processed on a quarterly basis. States are furnished electronically with a detailed report that provides a breakdown of the individual cases.

2.4.2 MONEY TRANSFER TO THE STATES

OCSE, through the Program Support Center (PSC), transfers funds to each state via Electronic Funds Transfer (EFT). Each state is responsible for providing its banking information to PSC so that funds can be direct deposited (refer to Appendix D, “Technical and Program Assistance”, Chart D-2, “Technical Assistance”). This banking information must be resubmitted only if there are changes with the state’s financial institution (e.g., the ABA routing number changes). Refer to Section 4.4, “FMS Collections”, for more information on Money Transfer to the states.

The dollar amount deposited to a state account from collections equals the state's total collections for the month minus any adjustments and service fees. The EFT occurs approximately one week after the states receive their Collection and Adjustment Files.

The dollar amount deposited to a state account when offset fees are returned equals the total fee reimbursement for tax offsets plus the total fee reimbursement for Administrative Offsets. The EFT occurs on or around the 15th of the month that the Federal Offset Fee Reimbursement Report is distributed.

2.5 OCSE to States – Case Reconciliation File

States may request a Case Reconciliation File from OCSE on a quarterly basis. This file is used to ensure that a state's data is synchronized with the OCSE Case Master File. States must submit a written request by fax or e-mail to the Special Collections Unit to request that a Case Reconciliation File be produced (refer to Appendix D, "Technical and Program Assistance"). The files are distributed to the states electronically via CONNECT/Direct. The body of the written request must contain the following information:

- State name
- Requestor's name
- Requestor's phone number
- Extract date (Fridays only)
- File Dataset Name

A Case Reconciliation File is a snapshot in time of active cases on the OCSE Case Master File. The reconciliation extract process is run early Friday to ensure that the data is as current as possible. Therefore, the requested extract date should always be a Friday. It is recommended that states use the following process when planning to reconcile their data with OCSE:

- Two weeks prior to reconciliation: cease transmittal of Case Submission and Update Files.
- Week of reconciliation: submit a written request for a Case Reconciliation File to OCSE's Special Collections Unit by Thursday, 12:00 p.m., E.S.T.
- Reconciliation: process the Case Reconciliation File and submit appropriate updates to OCSE on a Case Submission and Update File to be picked up on the following Monday for inclusion in the next Weekly Processing Cycle (refer to Section 2.2.2, "The Weekly Update Processing Cycle").
- Post reconciliation: process the Rejected Case Submission and Update File, and resume regular transmittal of Case Submission and Update Files.

PART 3.0

FEDERAL OFFSET PROGRAM
PRE-OFFSET NOTICES

3.1 Pre-Offset Notice Overview

An obligor must be notified in writing before their case can be submitted to Financial Management Service (FMS) for offset. This written notification is known as the Pre-Offset Notice. Pre-Offset Notices must be issued for all new cases within the Federal Income Tax Refund Offset Program, the Administrative Offset Program and the U.S. Passport Denial Program. The decision about how often to issue Pre-Offset Notices is a state policy decision. However, OCSE strongly recommends that states send notices to obligors at least annually.

A state may issue its own Pre-Offset Notices, or it may request that OCSE issue them. A state indicates this preference in the Annual Certification Letter. The Annual Certification Letter must be submitted by states to verify to OCSE that every case they submit for collection, and any Pre-Offset Notices they may issue, meet the legal requirements. Refer to Appendix I, "Letters and Notices", Section I.1, "Annual Certification Letter", for a sample.

3.2 State Issues Pre-Offset Notices

Confirmation that the state-issued Pre-Offset Notices meet all requirements is addressed by item 7 in the Annual Certification Letter. If a state elects to print its own Pre-Offset Notices, it would check "No" for question 5, "We request that OCSE mail Pre-Offset Notices to the obligors". Prior to distribution, states must submit a copy of their Pre-Offset Notice to their OCSE Regional Office for review. A copy of the notice should also be sent to the OCSE Special Collections Unit for reference purposes.

States issuing their own Pre-Offset Notices still need to provide obligors' addresses to OCSE. These addresses are used by FMS to send Offset Notices. If an obligor's address is not provided at the time of submittal, OCSE still forwards the case to FMS. However, an offset will not occur unless FMS is able to obtain a valid address from the payment record.

3.3 OCSE Issues Pre-Offset Notices

If a state elects to have OCSE print its Pre-Offset Notices, it would check "Yes" for question 5, "We request that OCSE mail Pre-Offset Notices to the obligors", in the Annual Certification Letter. In addition, the state must indicate whether it wants OCSE to issue Pre-Offset Notices for all cases or for new cases only. Item 7 confirms that obligors' addresses and telephone numbers given to OCSE have been verified.

If a state does not provide an obligor's address, OCSE attempts to obtain it. If OCSE is unable to obtain the address to issue a Pre-Offset Notice, the case is rejected. OCSE notifies the state of all unaccountable address cases on the Unaccountable Missing Address File (refer to Section 2.2.4.2, "Address Processing for Notices", for a complete description of the procedures for obtaining addresses).

When OCSE prints the Pre-Offset Notices, a state is charged a nominal fee for each notice

OCSE produces. OCSE notifies the states annually as to what the Pre-Offset Notice fee will be for the upcoming year. The Pre-Offset Notice fee covers the cost of the envelopes as well as the printing, stuffing and mailing of the notices.

PART 4.0

FINANCIAL MANAGEMENT SERVICE PROCEDURES

4.1 Financial Management Service Overview

Financial Management Service (FMS), a bureau of the Department of Treasury (DoT), operates the Treasury Offset Program (TOP) which maintains a centralized TOP Master Debtor File. This file contains a list of taxpayers owing debts to various agencies, including child support debts. On January 1, 1999, FMS began operating the Federal Income Tax Refund Offset Program and Administrative Offset Program as part of TOP. Funds offset through these programs are sent by FMS to the Program Support Center (PSC) which then, on behalf of OCSE, forwards the funds to the state or states that submitted the obligor to OCSE for offset.

4.2 Offsetting Accounts

When taxpayers submit their tax forms, the Internal Revenue Service (IRS) verifies names and Social Security Numbers (SSNs) against the Social Security Administration (SSA) master file to ensure that the taxpayer identity is legitimate. The IRS then notifies FMS that the taxpayer is eligible for a payment (tax refund). Prior to creating the payment, FMS searches the TOP Master Debtor File database to determine if the SSN associated with the payment matches an SSN associated with a child support debt. If there is a match, FMS attempts to match the first four characters of the last name. If the first four characters match, an offset occurs. FMS matches against both the primary and secondary names on joint tax returns, enabling states to obtain an offset even if the Non-Custodial Parent (NCP) is listed as the secondary filer on the tax return.

If there is no match on the name, FMS searches a secondary file provided by the IRS that contains additional SSN and name combinations that have been verified by SSA. If the SSN and name on the payment record and the SSN and name on the TOP Master Debtor File are both on the secondary file, FMS will offset the payment.

At the time of any offset, the arrearage amount is automatically decreased by the offset amount at both FMS and OCSE. States should not submit modifications to the arrearage amount because this would, in effect, post the offset amount twice and may erroneously reduce the arrearage amount.

4.2.1 ORDER OF PRIORITY FOR OFFSET AND DISTRIBUTION

The order in which FMS offsets an obligor's debts follows:

1. Tax levy – Federal tax debts
2. Child Support Temporary Assistance for Needy Families (TANF) cases
3. Other Federal debts
4. Child Support Non-TANF cases
5. State tax debts.

When FMS determines that a payment will be applied to a child support debt, the state that is eligible to receive the offset is identified. If an obligor has been submitted by multiple states, the state that submits the case to OCSE first has priority in the distribution of offsets. If one of those cases was previously deleted and is then recertified at a later date, the original priority dates continue to be in effect.

4.3 FMS Offset Notices

If Federal retirement payments are to be offset, FMS regulations require that a Pre-Offset Notice be sent 60 days prior to the offset and again 30 days prior to the offset. The FMS Pre-Offset Notice alerts the obligor that their Federal retirement payment may be reduced.

At the time any type of offset is processed, including the offset of Federal retirement payments, FMS issues an Offset Notice. The FMS Offset Notice states that FMS applied all or part of the obligor's Federal payment to a debt owed to the government agency or agencies listed on the notice.

The FMS Offset Notice identifies the source of the offset collected (e.g., Federal income tax refund, Vendor/Miscellaneous payment, etc.) and the SSN of both the primary and secondary tax filers. The notification advises the NCP to contact the appropriate state agency to correct any errors or to obtain answers to questions. The state will be notified of the source of the offset when the state receives their Collection and Adjustment File (refer to Chart F-4, "Collection and Adjustment Record Layout"). It is probable that the obligor will receive the Offset Notice prior to the state receiving notification of the offset.

States must respond to complaints and develop specific procedures for promptly refunding any money that is incorrectly offset, whether the collection has been received from FMS or not. States must then submit a State Payment Record to OCSE for the amount refunded. Refer to Section 2.2.3.3, "Update Case", "State Payment", for detailed instructions on State Payments.

4.4 FMS Collections

The distribution of monies to the states is done through Electronic Funds Transfer (EFT) which eliminates mail and processing time associated with payment by check. Procedures for sending Child Support payments by EFT have been developed with the National Automated Clearinghouse (ACH) Association which sets rules and administers the ACH Network. On behalf of OCSE, ACH sends all transfers of funds for Federal Income Tax Refund Offset and/or Administrative Offset to the states every two weeks (refer to Appendix L, "PY2001 Collections Schedule").

To ensure that Treasury Financial Communications System payments are directed to the correct financial institution and contain the correct contact information, states must notify OCSE if their state changes banks (financial institutions), or if the bank's address changes or American Bankers Association (ABA) routing number changes.

4.4.1 ADJUSTMENTS TO COLLECTIONS

There are several circumstances in which a state may have to adjust a collection after an offset has already been made. For instance, if an offset for delinquent child support is made against a joint Federal income tax return, the non-obligated spouse may file an Injured Spouse Claim and Allocation Form with the IRS up to six years after the offset to recoup their portion of any refund (refer to Chart D-3, "Useful Web Sites").

Filing an Injured Spouse Claim and Allocation Form when the original joint Federal income tax return is submitted may eliminate the need for an adjustment, as follows:

- The IRS receives a joint Federal income tax return with an Injured Spouse Claim and Allocation Form.
- The IRS matches the return against a copy of the FMS Debtor File, which FMS sends to the IRS on a weekly basis.
- If there is a match, the IRS processes the Injured Spouse Claim at the time the return is processed.
- If the injured spouse is entitled to a partial refund, the IRS issues two payment records, one for the injured spouse and the other for the obligor.

The offset will occur against the obligor's payment record.

A small percentage of offset reversals are caused by incorrect addresses. When FMS offsets an obligor, FMS sends the obligor a check or EFT for any remaining portion of their refund. In the event a tax filer cannot be located, or their bank account is closed, FMS must return the entire amount of the refund to the IRS. If the correct address or account can be found, the obligor can be offset again and sent any remaining portion of the refund.

In Non-TANF cases the state may choose not to distribute the amount of the offset to the custodial parent for six months. According to 45 CFR 303.72(h)(5), the state may delay the distribution until notified that the non-obligated spouse's proper share of the refund has been paid, or for a period not to exceed six months from notification of offset, whichever is earlier. This will give states extra time to be informed about whether the obligor's spouse has filed an Injured Spouse Claim and Allocation Form and received his or her rightful portion of the refund. In some community property states, the entire refund may be intercepted to pay either spouse's debt.

If the spouse is entitled to a share of the refund, the IRS will pay the non-obligated spouse directly. When this occurs, FMS will send the obligated spouse a special version of the Offset Notice, which will assist states in determining whether the injured spouse filed a Form 8379 with their tax return and has already received his or her portion of the refund. If the amended return is filed after the original return, and the amount liable for offset is reduced, FMS will notify the state (through OCSE) and the state must reimburse FMS. Generally, OCSE will deduct adjustments from the collections that occur over the same cycle.

Due to the fact that the time period for filing an Injured Spouse Claim and Allocation Form is

six years (28 USC Section 2401) after an offset has been made, states may receive adjustments to cases for up to six years. Following the processing of reimbursements to the IRS, it will be necessary to make adjustments to the overall state collections and individual case records at the Federal and state levels. Prior year adjustments for spousal claims will be reported under the current year accounting procedures. However, these adjustments will be identified as prior year claims so that the appropriate collection record can be identified and updated.

In the event that a state erroneously submits someone for offset or submits the wrong SSN with the obligor's name, the state is responsible to send a refund to the person wrongfully offset.

During the last few months of the processing year, some states' adjustments amount may be greater than their collections, resulting in a negative collection transfer. States have four options for handling a negative balance:

1. Send the amount by EFT to PSC, which processes monetary transactions for OCSE.
2. Send PSC a check payable to DHHS, annotated as "Child Support Negative Payment".
3. Have OCSE deduct the negative balance amount out of the March collection file in the next processing year. If a state has not repaid what is owed in full by March, OCSE will automatically deduct the remaining balance from the March collection file.
4. Repay the negative balance amount through the Grant Program via OCSE Form 396A, revised 10/1/98, Child Support Enforcement Program Financial Report: Part 1: Quarterly Report of Expenditures and Estimates. Refer to Dear Colleague Letter DC-98-53.

4.4.2 FMS SERVICE FEE STATEMENT

The fees charged for each offset (tax and administrative) by FMS are based on the costs of operating the program and are deducted directly from collections. An offset fee is charged only when an offset is taken. The fee per offset for each Processing Year is negotiated with FMS. States will be informed when the final fee is determined, usually in January of that processing year. If a full reversal of a collection occurs, or a reversal is greater than the offset minus the service fee, the service fee for the original offset will be reimbursed. For both Federal Income Tax Refund Offsets and Administrative Offsets, even though the amount received by the state will be the collection less the FMS fee, states must credit the obligor as having paid the full amount.

4.4.3 RAPID REFUNDS

A Rapid Refund is a loan from a financial institution to a taxpayer that is based upon the taxpayer's expected tax refund from the IRS. For Rapid Refunds, the third party tax processor (e.g., H&R Block) contracts with a financial institution to process Rapid Refunds. After the

tax processor prepares a taxpayer's return, the tax processor sends it to the financial institution. The financial institution has access to the IRS debtor database, which is provided to the IRS by FMS. The financial institution checks the database to see if the taxpayer has any debts, and if a debt exists, the Rapid Refund is denied. On a joint return, both Social Security numbers are checked for debts.

If the financial institution erroneously loans money to a taxpayer and the taxpayer is later offset by the IRS at the time of filing, it is the financial institution's responsibility to recoup their loss from the taxpayer.

PART 5.0

PASSPORT DENIAL PROCEDURES

5.1 DoS Passport Denial Process Overview

The Passport Denial Program was established by Public Law 104-193, Section 370, to deny passports to individuals who owe child support and meet the requirements of the law. Its intent is to enforce collection of past due child support.

The U.S. Department of State (DoS) Passport Services issues United States passports. Before a passport can be issued, every passport applicant must establish identity, U.S. citizenship, and eligibility. Every application, no matter where or how it is submitted, is checked against a central database of individuals to determine if the individual is entitled to be granted a passport. This is called the Consular Lookout and Support System – Enhanced (CLASS-E), and its database includes the names of individuals reported by states to OCSE who owe or have owed more than $5,000 in child support arrearages. In addition to delinquent child support obligations, individuals can be denied a passport for a number of other reasons, including an outstanding Federal warrant for an arrest, or a criminal court order that forbids departure from the U.S. In these circumstances, OCSE has no authority in the case. If an applicant's name clears the Centralized Automatic Name Check System, a passport will be issued. When issued, an adult passport is normally valid for a period of ten years.

Any passport applicant outside the U.S. who has been identified as having child support arrearages will also be denied a passport in the same manner as described above. While not entitled to a passport, such an applicant would be entitled to receive a travel document allowing only direct and immediate return to the U.S.

If a passport applicant is identified by the Centralized Automatic Name Check System as having child support arrearages, Federal statute requires that the individual be denied a passport regardless of whether they applied for the passport by mail or in person. When the passport is denied, the applicant is instructed in a letter from DoS to contact the state child support agency to make appropriate arrangements for satisfaction of the arrearage. Included with this DoS letter denying the passport is a listing of all state child support agencies and their main phone numbers.

A passport will not be issued until OCSE, under the state's direction, certifies to DoS that the person has made appropriate arrangements for satisfaction of the arrearage. OCSE has no authority to release an individual to obtain a passport unless the state that submitted the case requests it. If more than one state has certified an individual to OCSE, all states must clear the obligor from both Temporary Assistance to Needy Families (TANF) and Non-TANF certification, if appropriate, before a passport can be issued. DoS can only receive changes to an obligor's status from OCSE.

The Passport Denial Process has been a very effective collection tool. It should be noted that when a passport is obtained, it is valid for 10 years, even if the obligor's arrearages once again go over $5,000. A passport can be revoked (i.e., physically taken) **any** time the passport agency/DoS has the passport in hand. For example, when:

- Renewing an existing passport,
- Adding pages to an existing passport,
- Repairing/reissuing of a damaged passport,
- Changing a name or updating a picture, or
- Supplying proof of identification when applying for a passport for a child.

Refer to Appendix D, "Technical and Program Assistance", for Web sites providing information about passports, a brief summary of the law, a listing of passport agencies and State Child Support Offices, and information concerning denial of passports to children involved in child custody disputes.

5.2 Submitting Individuals for Passport Denial

If the arrearage amount for a single case or the combined arrearage amount for a TANF and Non-TANF case for the same submitting state is greater than $5,000, OCSE automatically forwards the obligor to DoS for Passport Denial 30 days after a Pre-Offset Notice has been sent. States may exclude cases from the Passport Denial Program by setting the PAS exclusion indicator for both the TANF and Non-TANF case (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)").

5.3 Notice of Withdrawal of Passport Denial Form

A Notice of Withdrawal of Passport Denial form is used for the following reasons:

1. Life-or-death situations. In a life-or-death situation, verification of the death or medical emergency of an immediate family member is mandatory (refer to Chart 5-1, "Criteria for Verifying Life-or-Death Situations").
2. Erroneous submittal of an individual. An erroneous submittal occurs when a non-obligor who has never been submitted to the Federal Offset Program (FOP) is mistakenly denied a passport for reasons of child support.

Refer to Appendix K, "Passport Letters, Forms and Information", for a sample of the form.

CHART 5-1: CRITERIA FOR VERIFYING LIFE-OR-DEATH SITUATIONS
Reasons for Traveling - the following apply to immediate family members only: • Imminent death or funeral • Serious illness • Dangerous operation
Immediate Family: • Parent or guardian of obligor • Child (natural or adopted) • Grandparent • Sibling • Aunt • Uncle • Step-child • Step-parent • Step-sibling • Spouse; sometimes the spouse may need to travel if they are supporting the obligor
Examples of Verification Required: • Death certificate • Letter from the doctor • Red Cross verification

A non-obligor who has been erroneously submitted must provide to the submitting state a copy of the Passport Application Denial Letter they received from DoS. The state must fax the Passport Application Denial Letter to OCSE along with the completed. Notice of Withdrawal of Passport Denial form. The Notice of Withdrawal of Passport Denial form is to be used only to correct erroneous submittals. It may not be used for an obligor who was once legitimately denied a passport based on child support, and has since made payment to bring the arrearage amount down to the state's minimum required for release from the Passport Denial program. Obligor's in this situation should be released from the Passport Denial program through the Weekly Update Process (see Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)) or the Online Screens (see Section 6.3.2.5, "Replace Exclusion Indicator(s)").

5.4 Releasing Individuals from Passport Denial

The release of an individual from the Passport Denial Program is accomplished in one of the following ways:

1. A state may submit an update record through the Weekly Update Process to exclude an obligor from Passport Denial. The record is transmitted to OCSE by either:

   - CONNECT:Direct – the standard process used by a state (refer to Section 2.2.3.3, "Update Case", "Replace Exclusion Indicator(s)").
   - Online System (refer to Section 6.3.2.5, "Replace Exclusion Indicator(s)").

   The time interval for the process, from the Monday OCSE picks up the Case Submission and Update File containing the update record until the passport hold is released by DoS, is approximately eight business days.

2. A state may complete an Emergency Notice of Withdrawal of Passport Denial form and fax it to OCSE (refer to Appendix K, "Passport Letters, Forms and Information"). The data on this form will be manually entered into the system by OCSE and included on the next file sent to DoS. The passport hold should be released by DoS within 24 hours if the individual is otherwise qualified.

   In the case of a life-or-death situation, an explanation of the situation along with the corresponding documentation must be faxed with the form. DoS will make the final determination whether or not a case may be expedited.

   A state may fax the form to OCSE ***only*** in a situation that warrants immediate inclusion on the next file sent to DoS. If OCSE determines that the request to release the passport hold could have been sent by the state through the Weekly Update Process, the faxed request will be denied and the state will need to resubmit the request through the Weekly Update Process.

5.5 OCSE Passport Denial Policies for States

States should observe the following policies for the Passport Denial Program:

- A case may only be released by the state that certified the individual.
- States should not refer obligors to OCSE, as OCSE will refer the obligor back to the state.
- States should inform obligors that the specified time-intervals for release of a passport hold (refer to Section 5.4, "Releasing Individuals from Passport Denial") begin at the time OCSE receives the update. They do not include processing time within the state.
- To find out when an obligor's passport was issued or when it will expire, states

must complete and mail a Passport Issuance Tracking Letter to DoS Passport Services/Research and Liaison Branch (refer to Chart D-1, "Program Assistance for Federal Offset"). This information is usually needed as supporting documentation in difficult cases that must appear before a judge. This letter must be mailed because an original signature is required to fulfill the request. States must include a description of the desired information and provide justification for why it is needed. In addition, states must provide the name, Social Security Number (SSN), date of birth, sex, and place of birth of the obligor. The name and telephone number for a state contact must also be included.

- Aside from the Passport Issuance Tracking Letter, all correspondence and communication involving DoS must go through OCSE. The Notice of Withdrawal of Passport Denial letter should *not* be mailed to DoS or taken to the passport agency.

5.6 Guidelines for Obtaining a Passport After Clearance of OCSE Denial

The Passport Agency will hold the denied application for 90 days. At the end of the 90-day hold period, if OCSE has cleared the obligor, the Passport Agency will mail the passport to the obligor within two to five working days. If the clearing process exceeds 90 days, a new passport application must be submitted.

If OCSE has cleared an obligor and the obligor needs the passport before the end of the 90-day hold period, the following options are available:

- An obligor or a representative of a courier agency can go in person to the passport agency listed in the upper right hand corner of the DoS Passport Application Denial Letter. All passport agencies require an appointment be made in advance. Refer to Appendix D, "Technical and Program Assistance", for the Web site listing major passport agencies, including addresses, office hours, and telephone numbers for appointment scheduling.
- An obligor can contact the National Passport Information Center (NPIC). Refer to Appendix D, "Technical and Program Assistance", for information regarding how to contact NPIC. The NPIC representative will not know the status of the case, only that the application is on hold. The obligor must request that NPIC notify the passport agency listed in the upper right hand corner of the DoS Passport Application Denial Letter, relay that he/she has been cleared with OCSE, and provide the OCSE clearance date. If the passport is cleared, the passport agency will mail the passport to the obligor within two to five workdays. If the passport is being denied for reasons other than child support, DoS will contact the obligor.

PART 6.0

FEDERAL OFFSET PROGRAM ONLINE SYSTEM PROCEDURES

6.1 FOP Online System Access

Online access to the Administration for Children and Families (ACF) Mainframe computer is available to any state that would like to enter information on a case-by-case basis. Access to the ACF Mainframe computer is achieved through the use of SimPC communication software, which enables a personal computer (PC) to function like a mainframe terminal. The Online System allows individual cases to be added, updated, and deleted (refer to Section 2.2.3, "Transaction Types"). States may also use the mainframe access to query existing or prior case information online.

6.1.1 OBTAINING ONLINE SYSTEM ACCESS

To obtain access to the ACF Mainframe, a state must contact the OCSE Special Collections Unit and request a user identification number (Userid) and a system access password (refer to Appendix D, "Technical and Program Assistance", for the OCSE Special Collections Unit telephone number, fax number and mailing address). The OCSE Special Collections Unit forwards Form SSA-120-U4, "Application for Access to the Social Security Administration Systems", to the state to be completed. The original is returned to OCSE.

After the state returns Form SSA-120-U4 to the OCSE Special Collections Unit, it is forwarded to the Social Security Administration (SSA) for approval of the mainframe access request. SSA approval takes approximately two weeks. When SSA approves access, the SimPC communication software is forwarded to the state by OCSE. SimPC software must be installed on the state's PC before the state can access the Federal Offset Program (FOP) Online System.

6.1.2 SYSTEM REQUIREMENTS FOR ONLINE ACCESS

A state's PC must meet the following minimum system requirements to execute SimPC, the communication software (Simware Corporation, Canada, Version 6.0 or higher, provided by OCSE):

- IBM compatible PC with 3 ½ inch disk drive;
- Monochrome, color, or enhanced monitor;
- Printer and printer adapter;
- Modem;
- One of the following operating systems:
  DOS 3.3 or higher; Windows 3.1, 95, 98, or NT 4 (Work Station or Server), all in a DOS or Command Line Session (Windows 2000 should work in all its versions, but has not been tested);
- 640k of memory (minimum).

The SimPC package includes an installation guide to assist the state's technical representatives with installation of the software. If further assistance is needed, the OCSE

computer center provides technical support for SimPC communication software, Version 6.0 or higher. No other communication software package is supported.

6.2 Entering and Exiting the Online System

Before a state can access the FOP Online System, it must first install and configure the SimPC communication software on its PC.

To enter the FOP Online System, follow the instructions in Section 6.2.1, "Log On Procedures".

To exit the FOP Online System, follow the instructions in Section 6.2.2, "Log Off Procedures".

6.2.1 LOG ON PROCEDURES

There are two options to initiate the SimPC communication software:

1. The SimPC software can be integrated into a menu on a PC. Double click the menu option for SimPC to initiate the communication software. Consult the technical representative in your office for instructions on using the menu option.
2. SimPC can be accessed from the DOS prompt on a PC, also referred to as the command prompt. From the DOS prompt, change to the directory where the SimPC software is installed. Consult the technical representative in your office for instructions on using the DOS prompt option.

After the communication software is initiated, select "CONNECTING" from the SimPC Services screen. The "CONNECTING" screen is displayed. Follow these instructions to complete the logon procedures:

1. Highlight the SSA Mainframe connection option on the screen using the arrow keys to move the cursor.
2. Press the "Enter" key.
3. SimPC dials the telephone number that was provided during the installation process to connect the PC to the SSA Mainframe.
4. An "X WAIT" message appears on the bottom-left corner of the screen. This indicates that SimPC is performing the necessary functions to connect to the SSA Mainframe.
5. A "PROCEED" message appears on the bottom-right corner of the screen. This indicates that SimPC has made the connection and is ready to continue.
6. An "X COM…" message appears on the bottom-left corner of the screen. This indicates that SimPC is communicating with the SSA Mainframe.

The log on process executes in several seconds. After the connection is established between a

state's PC and the SSA Mainframe, the "Administration for Children and Families (ACF) Entry Menu" screen (Figure 6-1) is displayed.

```
Administration for Children and Families (ACF)       Terminal ID:  V1234567

               Enter Application Name ==>
               Enter your Userid Here ==>

               Then Press: ENTER


                                                                  Proceed
```

Figure 6-1: Administration for Children and Families (ACF) Entry Menu

This is the first screen displayed after the SimPC connection is complete. The "Administration for Children and Families (ACF) Entry Menu" screen provides system access to the SSA Mainframe. The Application Name and Userid must be entered and validated before a state user can continue.

1. Type **OCSETAX** in the Application Name field. If the cursor is not already in the Application Name field, press "Tab" to move the cursor.
2. Press "Tab", if necessary, to advance to the next field, "Enter your Userid Here".
3. Type the Userid that was assigned to the state by OCSE. The Userid begins with a dollar sign and is followed by four numeric digits ($####).
4. Press the "Enter" key. The Application Name and the Userid are verified to ensure that the state user is authorized to use the FOP Online System. Refer to Part 8, "Computer Security and Confidentiality of Data", for the Federal and state security requirements.

After the Application Name and Userid are validated, the "TSO/E LOGON" screen (Figure 6-2) is displayed. This is the next level of security for entry to the system.

```
----------------------------  TSO/E  LOGON  ------------------------------
  PF1/PF13 ==> Help    PF3/PF15 ==> Logoff    PA1 ==> Attention        PA2 ==>

  You may request specific HELP information by entering a  ?  in any entry
       ENTER  LOGON  PARAMETERS  BELOW:     RACF  LOGON  PARAMETERS


       USERID  ===>    $####

       PASSWORD        ===>                          NEW PASSWORD  ===>

       PROCEDURE       ===>    OCSETAX        GROUP IDENT      ===>

       ACCT NMBR       ===>

       SIZE            ===>    4096

       PERFORM ===>

       COMMAND ===>

       ENTER AN   S   BEFORE EACH OPTION DESIRED BELOW:

              -NOMAIL        -NONOTICE              -RECONNECT            -OIDCARD
```

Figure 6-2: TSO/E LOGON

The USERID and PROCEDURE fields are pre-filled with the data that was entered on the "Administration for Children and Families (ACF) Entry Menu" screen (Figure 6-1).

On the "TSO/E LOGON" screen, enter the password assigned to the state and press the "Enter" key. The "WARNING!" screen (Figure 6-3) is displayed.

If a state user cannot access the FOP Online System, instructions appear. Follow the instructions and press the "Enter" key to continue.

NOTE: First time state users receive a temporary password from the OCSE Special Collections Unit. The first time a state accesses the Online System they are required to change their password. Then every 30 days, the state user is required to change their password.

To change the password, follow these instructions:

1. Type the existing password or the temporary password in the PASSWORD field and press "Tab" to advance to the NEW PASSWORD field.
2. Type in a new password. The password must be from six to eight characters long, starting with a letter and ending with a number.
3. Press the "Enter" key. The new password is checked for formatting. If the new password is not in the correct format, an error message appears in the upper left corner of the screen.
4. If the password is in the correct format, a confirmation appears to enter the

new password again. Type the new password again and press the "Enter" key.

5. Always protect the password and do not share it with others.

```
WARNING!   The information contained in this system is
sensitive information that may affect the privacy of
individuals. Knowing or willful alteration, destruction
or disclosure of sensitive information to any unauthorized
individual can result in federal criminal penalties and
civil sanctions.

PLEASE SAFEGUARD THIS INFORMATION.

Please press   ENTER   to continue.

***

                                                    #       Proceed
```

Figure 6-3: Warning!

It is important to read the message provided on the "Welcome" screen (Figure 6-4), as it may contain important information about mainframe availability, etc. Press the "Enter" key to continue to the next screen.

```
              ==================================================
              = ADMINISTRATION FOR CHILDREN AND FAMILIES(ACF) =
              =      OFFICE OF CHILD SUPPORT ENFORCEMENT      =
              =         FEDERAL OFFSET PROGRAM                =
              =-------------------------------------------------=
              =                                                =
              =
              =             ! !  W E L C O M E  ! !           =
              =                                                =
              =                                                =
              ==================================================

                            *** PRESS ENTER KEY ***



X  Comm. . . . . .                                    # Working
```

Figure 6-4: Welcome

```
*********************  FEDERAL OFFSET BULLETIN  **************************

  WELCOME TO THE FEDERAL OFFSET BULLETIN. THIS FEATURE WILL ALLOW US TO
  RELAY INFORMATION TO YOU ONLINE. WE WILL LET YOU KNOW ABOUT THE NEW
  FUNCTIONS AVAILABLE, NEWS, AND OTHER IMPORTANT TIMES.

              Please direct any questions regarding tax offset to the
              Special Collection Unit at
                             (202) 401-9389
                             ***************


------------------ End of Bulletin, Press ENTER to continue ---------------
***
```

Figure 6-5: Federal Offset Bulletin

The "Federal Offset Bulletin" screen (Figure 6-5) is an electronic message system used to communicate important messages, problems, or changes to the state online users. The bulletin is displayed automatically after the "Welcome" screen. Alternatively, it may be viewed at any time by selecting the bulletin option on the Federal Offset Processing Menu (refer to Section 6.3.1, "Federal Offset Processing Menu").

6.2.2 LOG OFF PROCEDURES

To exit the ACF Mainframe, a state user must first exit the FOP Online System. To exit the Online System, press the "F3" key until the Federal Offset Processing Menu is displayed. Type the letter 'X' in the Option field, and press the "Enter" key. After the state user completes the "To Log Off" instructions, the FOP Online System automatically exits the SSA Mainframe.

Follow the instructions listed below to complete the log off procedures:

1. Wait for the SimPC communication software to transfer control back to the state user's PC.
2. The "CONNECTING" screen is displayed on the PC.
3. Press the "F3" key to return to the DOS prompt.
4. At the DOS prompt, type "EXIT". The cursor returns to the PC Desk Top.

6.3 Using the Online System

The following are some of the navigational and housekeeping functions for the FOP Online System:

1. To print any online screen, press the "Shift" key with the "Print Scrn" (Print Screen) key.

2. When printing a case query with multiple pages, print each screen separately.
3. To exit the current screen or execute a cancel command, press “F3”.
4. When an error code is displayed in the upper right hand corner of the screen, press “F1” to display a detailed message above the command line.
5. To return to the main menu, press “F4”.
6. To scroll up and down on screens with multiple pages of data, press “F7” and “F8”.

6.3.1 FEDERAL OFFSET PROCESSING MENU

The “Federal Offset Processing Menu” screen (Figure 6-6) lists the available system functions a state may perform using the Online System. One of the listed functions must be selected to continue processing. Each function is explained in the following sections.

```
            OFFICE OF CHILD SUPPORT ENFORCEMENT          XX0O
FEDERAL OFFSET PROCESSING MENU          DATE - 05/05/2000
                                        TIME - 09:51

            OPTION ===>

                      =


        1       FMWKDATA               --- On-line Data Entry
        2       File Transfer          --- Upload from PC to ACF Mainframe
        3       Prior-Year Query       --- Multi-year Master File
        4       Current Year QUERY     --- Query CASE Master File
New     5       Local Contact          --- Update Local Contact Addresses
New     6       FO BULLETIN            --- Browse FO Bulletin
        X       To Log Off
```

Figure 6-6: Federal Offset Processing Menu

To access one of the listed functions on the “Federal Offset Processing Menu” screen, type the number or letter associated with the function in the “OPTION ==> _” field. Press the “Enter” key to transfer to the function selected.

The only valid options for this screen are: 1, 2, 3, 4, 5, 6, and X. If an option other than one of those listed is entered, an “INVALID OPTION” message appears in the upper-right corner of the screen. Retype a valid option and press the “Enter” key again.

6.3.2 ONLINE DATA ENTRY (OPTION 1)

This function creates batch transactions in the Case Submission and Update File format (refer to Chart E-1, “Case Submission and Update Record Layout”, for a complete description of fields and edit criteria). The batch transactions are processed once a week during the Weekly Processing Cycle (refer to Section 2.2.2, “The Weekly Update Processing Cycle”). Case

transactions that do not pass the edit validation processes are returned to the state on the Rejected Case Submission and Update File (refer to Section 2.3.2, “Rejected Case Submission and Update File”; also Chart F-1, “Rejected Case Submission and Update Record Layout”).

The “Enter Weekly Update Records” screen (Figures 6-7 and 6-8) is a two-part screen. “Part 1 of 2” in the upper-right corner of the screen identifies the first screen, and “Part 2 of 2” identifies the second screen. These two screens are followed by the “Weekly Update Final Processing” screen (Figure 6-9). The “Weekly Update Final Processing” screen prompts the state to submit, cancel, or revisit the Weekly Update Record that has been entered.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT                 Part 1 of 2
                     FEDERAL OFFSET PROCESSING MENU                 DATE - 02/02/2000
                       ENTER WEEKLY UPDATE RECORDS                  TIME - 11:44

COMMAND ===>  _

   Transaction Type   ===>_ < (A=add,M=mod,D=del,S=stpmt,T=trnsf,L=local,R=Excl,
                               B=name,C=case ID,Z=addr)
   Processing Year    ===>___  <    (4 numeric digits)

   Certifying State:
     State Code       ===>  SS <____
     Local Code       ===>  ___ <           (3 numeric digits)
     Soc Sec No       ===>  _________ <     (9 numeric digits)
     Case Type        ===>  _ <             (A=AFDC    N=NON-AFDC)
     Amount           ===>  _________ <     (Ex; enter 1,200 as 1200)
     Case ID          ===>  _______________<(optional)
   Obligor Name:
     Last Name        ===>  ___________________ <
     First Name       ===>  _______________ <

  State Conducting Administrative Review:
       Transfer State ===> __ <  Transfer Local  ===> ____ <
```

Figure 6-7: Enter Weekly Update Records – Part 1 of 2

6.3.2.1 Add Case

1. Type the letter ‘A’ in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press “Tab” to move to the next field):
   - Local Code – required (must be an existing code on the OCSE Table)
   - Social Security Number (SSN) – required
   - Case Type – required
   - Amount – required
   - Case ID – not required
   - Last Name – required
   - First Name – required
3. Press the “Enter” key.
4. If a required field is missing or is not entered properly, an error message appears in the upper right corner of the screen. Correct the erroneous data and

press "Enter" to continue.

5. After all of the data is entered, the "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.

```
                 OFFICE OF CHILD SUPPORT ENFORCEMENT                Part 2 of 2
                     FEDERAL OFFSET PROCESSING MENU    DATE - 02/02/2000
                       ENTER WEEKLY UPDATE RECORDS     TIME - 11:44

COMMAND ===>  _

  Offset exclusion indicator type
          >_______________________________________________<

        (Ex:code,code,code,....code)
An address is needed if this is a new case:

       Address Line 1 >_________________________________<
       Address Line 2 >_________________________________<
       City           >____________________<
       State  (code)  >___<
       Zip 4          >_________<

The following data is required if the submitting state issues its own
Pre-Offset Notices:

  Date the Pre-Offset Notice
    was issued        >________<            (CCYYMMDD)
```

Figure 6-8: Enter Weekly Update Records – Part 2 of 2

6. To complete an Add Case transaction, enter the following data on the "Part 2 of 2" screen:
   - Exclusion Indicator Type – not required
   - Address Line 1 – required
   - Address Line 2 – not required
   - City – required
   - State (code) – required
   - Zip Code – required
   - Date the Pre-Offset Notice was issued – required if state sends
7. Press the "Enter" key.
8. If a required field is missing or is not entered properly, an error message appears in the upper right corner of the screen. Correct the erroneous data and press "Enter" to continue.
9. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.

```
TO SUBMIT, press 'enter'

TO CANCEL, press PF3

TO REVISIT, enter any char  ->
```

Figure 6-9: Weekly Update Final Processing

10. There are three options for completing the Weekly Update Records process:
    - The new transaction may be submitted by pressing the "Enter" key.
    - The new transaction may be cancelled by pressing the "F3" key.
    - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.2 Delete Case

1. Type the letter 'D' in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press "Tab" to move to the next field):
    - Local Code – required
    - Social Security Number – required
    - Case Type – required
    - Amount – required; can use $0
    - Case ID – not required
    - Last Name – required
    - First Name – required
3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
    - The new transaction may be submitted by pressing the "Enter" key.
    - The new transaction may be cancelled by pressing the "F3" key.
    - Entering any character and pressing "Enter" revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.3 Local Code Change

1. Type the letter 'L' in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press "Tab" to move to the next field):
    - Local Code (new) – required

- Social Security Number – required
- Case Type – required
- Amount – required, not updated; can use $0
- Case ID – not required
- Last Name – required
- First Name – required

3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.4 Modify Arrearage Amount

1. Type the letter 'M' in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press "Tab" to move to the next field):
   - Local Code – required
   - Social Security Number – required
   - Case Type – required
   - Amount – required
   - Case ID – not required
   - Last Name – required
   - First Name – required
3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.5 Replace Exclusion Indicator(s)

1. Type the letter 'R' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press "Tab" to move to the next field):
   - Local Code – required
   - Social Security Number – required

- Case Type – required
- Amount – required, not updated; can use $0
- Case ID – not required
- Last Name – required
- First Name – required

3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Type in the desired exclusion indicator(s) for the case in the Exclusion Indicator field. If entering multiple exclusion indicators, separate them with either commas or spaces.
5. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" (Figure 6-7) screen.

6.3.2.6 State Payment

1. Type the letter 'S' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press "Tab" to move to the next field):
   - Processing Year – required; offset year for the State Payment
   - Local Code – required
   - Social Security Number – required
   - Case Type – required
   - Amount – required; accumulated amount
   - Case ID – not required
   - Last Name – required
   - First Name – required
3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" (Figure 6-7) screen.

6.3.2.7 Transfer for Administrative Review

1. Type the letter 'T' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press "Tab"

to move to the next field):

- Local Code – required
- Social Security Number – required
- Case Type – required
- Amount – required, not updated; can use $0
- Case ID – not required
- Last Name – required
- First Name – required
- Transfer State – required
- Transfer Local Code – not required

3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.8 Name Change

1. Type the letter 'B' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press "Tab" to move to the next field):
   - Local Code – not required
   - Social Security Number – required
   - Case Type – required
   - Amount – required, not updated; can use $0
   - Case ID – not required
   - Last Name – required
   - First Name – required
3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.9 Case ID Change

1. Type the letter 'C' in the Transaction Type field.

2. Enter the following data on the screen (if the field is not required, press "Tab" to move to the next field):
   - Local Code – not required
   - Social Security Number – required
   - Case Type – required
   - Amount – required, not updated; can use $0
   - Case ID – required
   - Last Name – required
   - First Name – not required
3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the "Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.2.10 Address Change

1. Type the letter 'Z' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press "Tab" to move to the next field):
   - Local Code – not required
   - Social Security Number – required
   - Case Type – required
   - Amount – required, not updated; can use $0
   - Case ID – not required
   - Last Name – required
   - First Name – not required
3. Press the "Enter" key. The "Enter Weekly Update Records – Part 2 of 2" screen (Figure 6-8) is displayed.
   - Obligor Address Line 1 – required
   - Obligor Address Line 2 – required
   - Obligor City – required
   - Obligor State –required
   - Obligor Zip Code –required
4. Press the "Enter" key again. The "Weekly Update Final Processing" screen (Figure 6-9) is displayed.
5. There are three options for completing the Weekly Update Records process:
   - The new transaction may be submitted by pressing the "Enter" key.
   - The new transaction may be cancelled by pressing the "F3" key.
   - Entering any character and pressing the "Enter" key revisits the data that has been entered for the transaction. You will be returned to the

"Enter Weekly Update Records – Part 1 of 2" screen (Figure 6-7).

6.3.3 UPLOAD FROM PC TO ACF MAINFRAME (OPTION 2)

This function enables states that enter data, off-line, into a PC-based system to transmit the data to the ACF Mainframe. The data file must have a .txt extension and must be in the Case Submission and Update Record Layout format (refer to Chart E-1, "Case Submission and Update Record Layout"). States should contact OCSE before using this option.

The "Upload Weekly Update Data" screen (Figure 6-10) allows a state to enter the name of the .txt file that is to be transmitted to the ACF Mainframe.

```
                    OFFICE OF CHILD SUPPORT ENFORCEMENT
                        FEDERAL OFFSET PROCESSING MENU            DATE - 02/02/2000
                         UPLOAD WEEKLY UPDATE DATA                TIME - 11:44

COMMAND = = =>          ___

      Please enter the following information:

      Name of the file on your PC to be transmitted:
     ===> ________________________________________

      Approximate number of records ===> _____ (Optional, for large files)



      Press ENTER to start file transfer or END / F3 to exit.
```

Figure 6-10: Upload Weekly Update Data

1. Enter the name of the .txt file you would like to transmit to OCSE for processing (e.g., C:\weekly\update.txt.). The file name is the name of the file created on the state's PC by the off-line data entry process.
2. Enter the total number of records on the file.
3. Press the "Enter" key to transmit the Case Submission and Update File to OCSE for processing.

6.3.4 MULTI-YEAR MASTER FILE (OPTION 3)

The "Query Multi-year Master File" screen (Figure 6-11) gives a state the option to view the transaction history for a case for a selected year. The transaction history can be queried up to seven years prior to the current year.

Enter an SSN along with a processing year for the summary and history information for that year.

```
            OFFICE OF CHILD SUPPORT ENFORCEMENT
              FEDERAL OFFSET PROCESSING MENU                    DATE-02/02/2002
                     PRIOR-YEAR QUERY                           TIME-11:46


COMMAND ===>

              Enter SSN   ===>
              and
              Enter Year  ===>
```

Figure 6-11: Query Prior-Year Master File

1. Enter the SSN.
2. Enter the prior year the state would like to query in the Processing Year field. The year is a two-digit year on this screen.
3. Press the "Enter" key to display the multi-year "Federal Offset Processing Menu – Prior Year Cases" screen (Figure 6-12), or press the "F3" key to cancel the query.

6.3.4.1 Federal Offset Processing Menu – Prior Year Case History

The "Federal Offset Processing Menu – Prior Year Cases" screen (Figure 6-12) provides prior year summary and history information for cases. Refer to Chart 6-1, "Federal Offset Processing Menu – Prior Year Cases", for a complete description of the fields on this screen.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT                          Rows 1 and 3 of 8
Page 1 of 2    FEDERAL OFFSET PROCESSING MENU                DATE - 02/21/2001
                 *Federal Tax Information*                   TIME - 11:44
 COMMAND ===>          (Enter any char for next screen)
  Process Year : 1997     *Name : JONES, TOM
  SSN : 111-11-1111        State:         Recertification:
  Case-id: 121212          Type : NAFDC        Local Code: 000

  Orig Arrear   : $11,627           Mod  Arrear: 11,627
  Ytd Coll ADM  :                Ytd Claim  ADM:
           TAX  :                           TAX:
  PO Notice Date:                State Payments:
  Incep Date    :                Joint Return  :
  Case Status   :                Transfer State:      Local:
  Deny Passport :                    Exclusions:
  SD Action Date:
  ---------------------------------------------------------------------------
  type                state  case                taxpd  adj.yr      trace
  -------              ---    -                  -----  ------      -----
 ADD       04/21/1997   XX    A       $1,230.00  1997
                                                     ADD ACCEPTED
 IRS OFF   07/06/1997   XX    A            $.00  1997               A45098997
                                                     TOM JONES
 DELETE    08/12/1997   XX    A            $.00  1997
                                                     DELETE ACCEPTED
 ADD       09/01/1997   XX    A       $2,500.00  1997
                                                     RECERTIFY ACCEPTED
```

Figure 6-12: Federal Offset Processing Menu – Prior Year Cases

CHART 6-1: FEDERAL OFFSET PROCESSING MENU PRIOR YEAR CASES	
Field Names	Field Description
Page X of X	"Page 1 of 2" indicates that there are two pages in this record – the case summary and the case history. Page "1 of 3" indicates the record contains a TANF case, a Non-TANF case, and a case history.
Row X of XX	Indicates that there is more to the history record than can be viewed on the screen.
Date/Time	Indicates the Date and Time the record was called up.
Command	At the command prompt, type any character and press the "Enter" key to get to the next page in the record.
Process Year	Contains the prior year requested.
Name	Name of the obligor. An asterisk next to the name indicates that the name has been changed.
SSN	Social Security Number of the obligor.
State	State that certified this case. States can only view their own cases.
Recertification	Indicates that the case is new for the processing year or was re-certified by the state: A – New case for the processing year Y – Case was re-certified S – Case was deleted and not sent to FMS
Case-id	ID given to this case by the state.
Type	Type of Case: AFDC – TANF NAFDC – Non-TANF
Local Code	County or local jurisdiction code.
Orig Arrear	Arrearage at the time the case was certified.
Mod Arrear	Current arrearage.
Ytd Coll ADM	Total year-to-date administrative collections for the prior year.

CHART 6-1: FEDERAL OFFSET PROCESSING MENU PRIOR YEAR CASES	
Field Names	Field Description
Ytd Coll TAX	Total year-to-date tax collections for the prior year.
Ytd Claim ADM	Total year-to-date administrative adjustments taken by FMS for the prior year.
Ytd Claim TAX	Total year-to-date tax adjustments taken by the IRS for the prior year.
PO Notice Date	The date the Pre-Offset Notice was sent to the obligor.
State Payments	Payments made by the state to the obligor.
Incep Date	The date the case was added to the OCSE Case Master File.
Joint Return	Indicates if the obligor filed a joint return with his/her current spouse: Y – Yes, the obligor has filed a joint return. Blank – No, the obligor has **NOT** filed a joint return.
Case Status	Indicates the current status of the case: Y – The case has been deleted from the OCSE Case Master File and is inactive. Blank – the case is currently active.
Transfer State	State the case was transferred to for administrative review.
Local	Local code for the transfer state.
Deny Passport	Indicates the obligor's status for the Passport Denial Program: S – OCSE submitted the obligor to DoS for passport denial based on a state's submittal. D – OCSE has forwarded a delete record to DoS; the obligor is eligible to receive their passport. C – The arrearage of the TANF and Non-TANF cases combined exceeded the $5,000 threshold. The Case was submitted to DoS for passport denial. X – The individual is excluded from the Passport Denial Program. They can receive a passport. N – The individual meets the criteria for the Passport Denial Program, but certain information is not available, such as date of birth. These cases cannot be forwarded to DoS. Blank – The individual is entitled to receive their passport.

CHART 6-1: FEDERAL OFFSET PROCESSING MENU PRIOR YEAR CASES	
Field Names	Field Description
Exclusions	Indicates the collection remedies from which the obligor is being excluded. A – The obligor is excluded from all Administrative Offsets. S – The obligor is excluded from Federal Salary Offset *(pre-set on all cases).* R – The obligor's Federal retirement entitlement is excluded from intercept. V – The obligor's vendor/misc. payments are excluded from intercept. F – The obligor is excluded from the MSFIDM program. P – The obligor is excluded from the Passport Denial Program. T – The obligor's Federal income tax is excluded from intercept.
SD Action Date	The date an action was taken on this case for the Passport Denial program.
The following fields will occur for each transaction type associated with the case:	
Type	Type of transaction that occurred. Examples are: ADM CLM – FMS made an administrative refund back to the taxpayer. ADM Off – An administrative payment was offset; the amount of the interception is listed to the right. Delete – Case was deleted from the OCSE Case Master file. IRS CLM – The IRS reversed a Federal tax offset. IRS Off – The IRS intercepted the obligor's Federal tax return; the amount of the interception is listed to the right, and the name of the person(s) is listed on the second line. Modify – The amount of the transaction and what occurred are listed to the right and the action taken is listed on the second line. Payment – The state made a payment back to the obligor; additional information is listed to the right, along with the amount. Reject – The record was rejected; the reason for the FMS rejection is listed to the right. If OCSE rejected the file, there will be no annotation.
(Date)	The date the transaction occurred is next to the transaction. The date on the state submission file will not exactly match the date on the OCSE or FMS file. The date listed on the screen is the date OCSE processed the transaction.

CHART 6-1: FEDERAL OFFSET PROCESSING MENU PRIOR YEAR CASES	
Field Names	Field Description
State	State that initiated a particular transaction or received an offset.
Case	The case will be listed as: A – AFDC (TANF) N – NonAFDC (Non-TANF)
(Amount)	Amount of the change to the arrearage balance based on the transaction type, or the amount of the offset.
Taxpd	Cycle that the individual transaction was processed, or the year the transaction occurred. For example, 9917 would indicate that the transaction was processed in the 17th cycle of 1999. For some transactions, only the year will be listed.
Adj. Yr.	Year of the adjustment. If the transaction is an IRS Offset, the name on the offset will appear on the second line for the transaction. If the transaction is Modify Arrearage Amount, the action taken for the modify transaction will be noted on the second line.
Trace	The trace number is returned by FMS as an identifier with a collection or adjustment.

6.3.5 QUERY CASE MASTER FILE (OPTION 4)

The "Query Case Master File" screen (Figure 6-13) gives a state the option to view the transaction history for a case for the current year.

```
                    OFFICE OF CHILD SUPPORT ENFORCEMENT
                        FEDERAL OFFSET PROCESSING MENU          DATE-08/13/1999
                       QUERY CASE MASTER FILE                   TIME-11:46


COMMAND = = =>          ___


      SSN                ===>  __________
```

Figure 6-13: Query Case Master File

1. Enter the SSN in the SSN field. The Command field can remain blank.
2. Press the "Enter" key to continue. The "Federal Offset Processing Menu – Current Year" screen (Figure 6-14) is displayed.
3. Press the "F3" key to cancel the query.

The "Federal Offset Processing Menu" screen provides current year summary and history information for cases. Refer to Chart 6-2, "Federal Offset Processing Menu – Current Year Cases", for a complete description of the fields on this screen.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT                          Rows 1 and 3 of 8
Page 1 of 2    FEDERAL OFFSET PROCESSING MENU                DATE - 02/21/2002
                 *Federal Tax Information*                   TIME - 11:44
 COMMAND ===>         (Enter any char for next screen)
  Process Year : 2002     *Name : JONES, TOM
  SSN : 111-11-1111        State:         Recertification:
  Case-id: 121212          Type : NAFDC        Local Code: 000

  Orig Arrear   : $11,627           Mod  Arrear: 11,627
  Ytd Coll ADM  :                Ytd Claim  ADM:
           TAX  :                            TAX:
  PO Notice Date:                State Payments:
  Incep Date    :                Joint Return  :
  Case Status   :                Transfer State:      Local:
  Deny Passport :                    Exclusions:
  SD Action Date:
  ---------------------------------------------------------------------------
  type                state  case                taxpd  adj.yr      trace
  -------              ---    -                  -----  ------      -----
 ADD       04/21/2002   XX    N       $1,230.00  2002
                                                     ADD ACCEPTED
 IRS OFF   07/06/2002   XX    N            $.00  2002               A45098997
                                                     TOM JONES
 DELETE    08/12/2002   XX    N            $.00  2002
                                                     ZERO BALANCE DELETE
 ADD       09/01/2002   XX    N       $2,500.00  2002
                                                     RECERTIFY ACCEPTED
```

Figure 6-14: Federal Offset Processing Menu – Current Year

CHART 6-2: FEDERAL OFFSET PROCESSING MENU CURRENT YEAR CASES	
Field Names	Field Description
Page X of X	"Page 1 of 2" indicates that there are two pages in this record – the case summary and the case history. Page "1 of 3" indicates the record contains a TANF case, a Non-TANF case, and a case history.
Row X of XX	Indicates that there is more to the history record than can be viewed on the screen.
Date/Time	Indicates the Date and Time the record was called up.
Command	At the command prompt, type any character and press the "Enter" key to get to the next page in the record.
Process Year	Contains the current year.
Name	Name of the obligor. An asterisk next to the name indicates that the name has been changed.
SSN	Social Security Number of the obligor.
State	State that certified this case. States can only view their own cases.
Recertification	Indicates that the case is new for the processing year or was re-certified by the state: A – New case for the processing year Y – Case was re-certified S – Case was deleted and not sent to FMS
Case-id	ID given to this case by the state.
Type	Type of Case: AFDC – TANF NAFDC – Non-TANF
Local Code	County or local jurisdiction code.
Orig Arrear	Arrearage at the time the case was certified.
Mod Arrear	Current arrearage.
Ytd Coll ADM	Total year-to-date administrative collections for the current year.
Ytd Coll TAX	Total year-to-date tax collections for the current year.

CHART 6-2: FEDERAL OFFSET PROCESSING MENU CURRENT YEAR CASES	
Field Names	Field Description
Ytd Claim ADM	Total year-to-date administrative adjustments taken by FMS for the current year.
Ytd Claim TAX	Total year-to-date tax adjustments taken by the IRS for the current year.
PO Notice Date	The date the Pre-Offset Notice was sent to the obligor.
State Payments	Payments made by the state to the obligor.
Incep Date	The date the case was added to the OCSE Case Master File.
Joint Return	Indicates if the obligor filed a joint return with his/her current spouse: Y – Yes, the obligor has filed a joint return. Blank – No, the obligor has **NOT** filed a joint return.
Case Status	Indicates the current status of the case: Y – The case has been deleted from the OCSE Case Master File and is inactive. Blank – the case is currently active.
Transfer State	State the case was transferred to for administrative review.
Local	Local code for the transfer state.
Deny Passport	Indicates the obligor's status for the Passport Denial Program: S – OCSE submitted the obligor to DoS for passport denial based on a state's submittal. D – OCSE has forwarded a delete record to DoS; the obligor is eligible to receive their passport. C – The arrearage of the TANF and Non-TANF cases combined exceeded the $5,000 threshold. The Case was submitted to DoS for passport denial. X – The individual is excluded from the Passport Denial Program. They can receive a passport. N – The individual meets the criteria for the Passport Denial Program, but certain information is not available, such as date of birth. These cases cannot be forwarded to DoS. Blank – The individual is entitled to receive their passport.
Exclusions	Indicates the collection remedies from which the obligor is being

CHART 6-2: FEDERAL OFFSET PROCESSING MENU CURRENT YEAR CASES	
Field Names	Field Description
	excluded. A – The obligor is excluded from all Administrative Offsets. S – The obligor is excluded from Federal Salary Offset *(pre-set on all cases)*. R – The obligor's Federal retirement entitlement is excluded from intercept. V – The obligor's vendor/misc. payments are excluded from intercept. F – The obligor is excluded from the MSFIDM program. P – The obligor is excluded from the Passport Denial Program. T – The obligor's Federal income tax is excluded from intercept.
SD Action Date	The date an action was taken on this case for the Passport Denial program.
The following fields will occur for each transaction type associated with the case:	
Type	Type of transaction that occurred. Examples are: ADM CLM – FMS made an administrative refund back to the taxpayer. ADM Off – An administrative payment was offset; the amount of the interception is listed to the right. Delete – Case was deleted from the OCSE Case Master file. IRS CLM – The IRS reversed a Federal tax offset. IRS Off – The IRS intercepted the obligor's Federal tax return; the amount of the interception is listed to the right, and the name of the person(s) is listed on the second line. Modify – The amount of the transaction and what occurred are listed to the right and the action taken is listed on the second line. Payment – The state made a payment back to the obligor; additional information is listed to the right, along with the amount. Reject – The record was rejected; the reason for the FMS rejection is listed to the right. If OCSE rejected the file, there will be no annotation.
(Date)	The date the transaction occurred is next to the transaction. The date on the state submission file will not exactly match the date on the OCSE or FMS file. The date listed on the screen is the date OCSE processed the transaction.
State	State that initiated a particular transaction or received an offset.
Case	The case will be listed as:

CHART 6-2: FEDERAL OFFSET PROCESSING MENU CURRENT YEAR CASES	
Field Names	Field Description
	A – AFDC (TANF) N – NonAFDC (Non-TANF)
(Amount)	Amount of the change to the arrearage balance based on the transaction type, or the amount of the offset.
Taxpd	Cycle that the individual transaction was processed, or the year the transaction occurred. For example, 9917 would indicate that the transaction was processed in the 17th cycle of 1999. For some transactions, only the year will be listed.
Adj. Yr.	Year of the adjustment. If the transaction is an IRS Offset, the name on the offset will appear on the second line for the transaction. If the transaction is Modify Arrearage Amount, the action taken for the modify transaction will be noted on the second line.
Trace	The trace number is returned by FMS as an identifier with a collection or adjustment.

6.3.6 UPDATE LOCAL CONTACT ADDRESSES (OPTION 5)

The "Local Address Update" screen (Figure 6-15) allows a state to add, modify and delete their State/Local Contact Phone and Address File information. This screen creates batch transactions in the State/Local Contact Phone and Address File format (refer to Chart E-3, "State/Local Contact Phone and Address Record Layout", for field descriptions and edit criteria). The batch transactions are processed periodically during the year. States may notify OCSE of changes to their State/Local Contact Phone and Address File via telephone or email to ensure that OCSE has received the file update, but this is not required. The Special Collections Unit will contact the state and assist with the correction of rejected address records.

```
                  OFFICE OF CHILD SUPPORT ENFORCEMENT
                     FEDERAL OFFSET PROCESSING MENU             DATE - 08/13/1999
                         LOCAL ADDRESS UPDATE                   TIME - 11:47

Enter new data for Add or State / Local Code for Modify and press ENTER
COMMAND = = =>

                          Option:    (A)dd,  (M)odify or (D)elete

                  State Code  ==>  __
                  Local Code  ==>  ___
                                  (999) 999-9999           9999

                      Phone1  ==>                    Ext  ==>
                      Phone2  ==>                    Ext  ==>                (Toll Free No.)

              Department Name ==>
                Address Line2 ==>
                        Line3 ==>
                        Line4 ==>
                        Line5 ==>

 Send Address to FMS?  = =>  Y  (Y/N)  (Add record to file going to FMS)
        Press ENTER to accept record / changes or END / F3 to exit.
```

Figure 6-15: Local Address Update

6.3.6.1 Add State and Local Contact

1. Type the letter 'A' in the Option field.
2. Enter the following data on the screen.
   - Local Code
   - Phone 1
   - Phone 1 Extension
   - Phone 2
   - Phone 2 Extension
   - Toll Free Number
   - Department Name
   - Address Line 2
   - Address Line 3

- Address Line 4
- Address Line 5
- Send Address to FMS?

3. Press the "Enter" key.
4. The state and Local Contact information will be added to a dataset that will be processed by OCSE and forwarded to FMS.

6.3.6.2 Modify State and Local Contact

1. Type the letter 'M' in the Option field.
2. Enter the Local Code in the Local Code field.
3. Press the "Enter" key.
4. The message, "Make any changes to record and press ENTER", appears on the bottom of the screen.
5. Type the new information on the screen and press the "Enter" key to add the modified data to a dataset that will be processed by OCSE and forwarded to FMS.

6.3.6.3 Delete State and Local Contact

1. Type the letter 'D' in the Option field.
2. Enter the Local Code in the Local Code field.
3. Press the "Enter" key.
4. The existing data for the local code is displayed on the screen and the message, "Do you want to delete this record? (Y/N)", appears at the bottom of the screen.
5. Enter the letter 'N' in the Command field, and press the "Enter" key to cancel the delete request.
6. Enter the letter 'Y' in the Command field, and press the "Enter" key to add the delete request to a dataset that will be processed by OCSE and forwarded to FMS.

6.3.7 BROWSE FEDERAL OFFSET BULLETIN (OPTION 6)

The "Federal Offset Bulletin" screen (Figure 6-16) is an electronic message system used to communicate important messages, problems, or changes to state online users. The Bulletin may be viewed at any time by selecting the FO Bulletin (Option 6) on the "Federal Offset Processing Menu" screen (Figure 6-6). The Bulletin is also automatically displayed after the "Welcome" screen (Figure 6-4) when entering the system. Press the "Enter" key to return to the "Federal Offset Processing Menu" screen (Figure 6-6).

```
                OFFICE OF CHILD SUPPORT ENFORCEMENT      DATE - 08/13/1999
                  FEDERAL OFFSET PROCESSING MENU         TIME -  11:47

 COMMAND = = =>  _______  (END/PF3=Exit;  UP/PF7=Scroll Up;  DOWN/PF8=Scroll Down)


****************************** Top of Data ******************************
********************** FEDERAL OFFSET BULLETIN *************************

WELCOME TO THE FEDERAL OFFSET BULLETIN, THIS FEATURE WILL ALLOW US TO RELAY INFORMATION TO YOU
ONLINE. WE WILL LET YOU KNOW ABOUT THE NEW FUNCTIONS AVAILABLE, NEWS, AND OTHER IMPORTANT
ITEMS.

              Please direct any questions regarding tax offset to the
                       Special Collection Unit at
                                  (202) 401-9389
                          *****************


 End of Bulletin,  Press ENTER to continue  ------------------------------
  ************************** Bottom of Data ******************************
```

Figure 6-16: Federal Offset Bulletin

PART 7.0

TRANSMITTING FILES

7.1 CONNECT:Direct

The Administration for Children and Families (ACF) has a formal agreement with the Social Security Administration (SSA) that allows states to send and receive data through SSA's existing network. State agencies transmit their case data and local address data to OCSE through the network. OCSE transmits the following to the states through the network:

1. Rejected Case Submission and Update File
2. Unaccountable Missing Address File
3. Collection and Adjustment File
4. Collection and Adjustment Reports

Each state has one data center within the network, and there are three data center types:

1. Hub
2. Spoke
3. Type 4 Spoke

Each state has a copy of CONNECT:Direct, the protocol software that allows data centers within the network and across networks to send and receive large amounts of data using a mainframe-to-mainframe data exchange. The basic element of CONNECT:Direct is a file transfer process.

State agencies transmit their case files and local address files to the Federal Offset Program (FOP) via CONNECT:Direct. The records must be in the appropriate record format. Refer to Appendix E, "Input Record Specifications", and Appendix F, "Output Record Specifications", for the record layout requirements and field descriptions.

To initiate the transfer of data using CONNECT:Direct, a state must initiate predefined processes that consist of single 'COPY' statements or combinations of multiple statements separated by conditional logic. Processes can trigger transfers at a requested time under predetermined criteria. Six different activities may be specified in a process:

1. Move files among systems
2. Submit jobs
3. Execute programs
4. Submit other processes
5. Build and resolve symbolic values
6. Alter the sequence of process execution through conditional logic

CONNECT:Direct has a checkpoint/restart feature. It eliminates the need to retransmit an entire file in the event of a transmission failure. If a transfer error occurs, the software automatically restarts transmission at the most recent checkpoint. CONNECT:Direct also automatically generates online statistics for security, auditing, and accounting purposes. This

allows states to determine the usage of network resources and to determine how to improve network efficiency.

States must take the following steps to begin using the CONNECT:Direct network to transmit FOP data:

1. Identify the data center that is connected to the SSA CONNECT:Direct network.
2. Identify the person responsible for creating the CONNECT:Direct process to transmit data.
3. Determine the data center's CONNECT:Direct type (Hub, Spoke or Type-4 Spoke).
4. Distribute the appropriate CONNECT:Direct form and sample Job Control Language (JCL) to the CONNECT:Direct contact. Complete this form and submit it to the Federal technical liaison. Federal programmers use the information on this form to create the CONNECT:Direct processes. The sample JCL provides instructions to the programmer and supplies examples of how to create the necessary CONNECT:Direct process to submit Federal Offset data.
5. Create the CONNECT:Direct processes JCL necessary to submit data to the FOP.
6. Contact the technical liaison to schedule a test to determine the success of submitting data to and receiving data from the FOP. A list of the technical liaisons and how to contact them is available through the EFPLS Information Line or from OCSE's World Wide Web site (refer to Chart D-2, "Technical Assistance").

7.1.1 SAMPLE DATA TRANSFER REQUEST FORM

Figure 7-1, "Data Transfer Request Form", is a sample of the SSA CONNECT:Direct Registration Form. The instructions for completing the form are given in Section 7.1.2, "Data Transfer Request Form Instructions". This form must be completed for each data set that will be transmitted between the user and SSA.

DATA TRANSFER REQUEST

04/98

TO: DCOPC/BSPIB/UIT
FROM: _____
DATE: _____

Requestor's Name	Phone Number	Fax Number	Component

REASON FOR REQUEST: NEW FILE: _____ CHANGE: _____

DATA FLOW: INCOMING DATA: _____ OUTGOING DATA: _____

IMPLEMENTATION DATE (Allow a 3 week lead time): _____

DATA TRANSFER METHOD:
CONNECT:Direct: _____ BDTU: _____

External CONNECT:Direct users submitting this request must provide their BatchID/UserID and the name and phone number of the ID owner.

BatchID/UserID: _____ **Owner Name:** _____

Owner Phone Number: _____ **Owner Fax Number:** _____

FILE CREATION
COMPLEX: PPF1_____ MISF _____
SITE NAME: _____
DATA SET NAME: _____
SIZE IN BYTES: _____
CREATING JOB NAME (if SSA application): _____

FILE DESTINATION
COMPLEX: PPF1_____ MISF _____
SITE NAME: _____
SERVER ADDRESS: Ring Number: _____ Device Number: _____
DATA SET NAME: _____

Figure 7-1: Data Transfer Request Form

7.1.2 DATA TRANSFER REQUEST FORM INSTRUCTIONS

Provide the information below in the appropriate blanks on the form.

Requestor Information:

Name:	Provide the name of the person requesting the action.
Phone Number:	Provide the telephone number of the person requesting the action.
Fax Number:	Provide the fax number of the person requesting the action.
Component:	Provide the requestor's SSA component or agency equivalent.

Reason For Request: Check the appropriate response. This should be NEW FILE or CHANGE only.

Data Flow: Indicate whether the file is incoming or outgoing. An incoming file is sent from a user to SSA. An outgoing file is sent from SSA to a user.

Implementation Date: Provide the expected date that the files are to be used in the production environment. ***Please allow three weeks lead time. Lead time is needed for setup and testing (when applicable).***

Data Transfer Method: Indicate which file transfer product will be used to move data to and from SSA – select **CONNECT:Direct**. SSA recommends Point-of-Entry access method to allow proper security access to the Data Center. External users who are submitting the request form must include and identify the BatchID or UserID that will be used to submit their processes. Provide the name, telephone and fax number of the ID owner for contact purposes.

CHART 7-1: FILE CREATION	
Complex	Provide the Complex where the file is generated. If the request is from an external user (i.e., State or Federal agency or outside user), that user must provide the Site Name.
Site Name	If the request is from an external user (i.e., State or Federal agency or outside user), that user must provide the Site Name. This is the user's CONNECT:Direct Node Name.
Data Set Name	Provide the exact Data Set Name being transferred.
Size in Bytes	Provide the *total file* Size in Bytes – not the record length of the file. This number should be the estimated total amount of space the file will require.
Creating Job Name	If the requestor is an internal user, the name of the application creating the file must be provided. External users need only provide their Site Name or CONNECT:Direct Node Name.

CHART 7-2: FILE DESTINATION	
Complex	Provide the Complex that will receive the file. If the receiving site is outside SSA, provide the Site Name and/or Server Address.
Site Name	If the receiving site is outside SSA, provide the Site Name. This is the user's CONNECT:Direct Node Name.
Server Address	If the receiving site is outside SSA, provide the address. The Server Address must include the Ring Number and Device Number.
Ring Number	Provide the Ring Number of the file server that will receive the file.
Device Name	Provide the Device Number.
Data Set Name	Provide the exact Data Set Name that the receiving site will receive.
Special Instructions	Explain any special transmission or handling requirements (e.g., job or task triggering, special device address or name, DMBATCH use… etc.).
AFTS FileWatcher Control Information	If the AFTS file uses the FileWatcher utility, provide the necessary parameters for all statements needed for the file. The Scheduling Analyst Team will code the statements for the rule file.

7.1.3 SAMPLE JCL FOR CONNECT:Direct

Figure 7-2, "Sample JCL for CONNECT:Direct", which follows, displays sample JCL that states may use to build the job that will transmit FOP data files to the SSA Data Center. Substitute the actual values for the CONNECT:Direct data set names. Other information may require modification to conform to each data center environment.

SAMPLE JCL

```
        //JOBSEND   JOB
        (OCSE,XYX),'FCRXMIT',CLASS=E,MSGCLASS=T,NOTIFY=XYX
//*
        //DMBATCH    EXEC
                PGM=DMBATCH,REGION=1M,PARM=(YYSLYNN)
//STEPLIB      DD     DISP=SHR,DSN=SYS3.NDM.STAND.LOADLIB
//DMNETMPA     DD     DISP=SHR,DSN=SYS3.NDM.STAND.NETMAP
//DMPUBLIB     DD     DISP=SHR,DSN=SYS3.NDM.STAND.PROCESS.LIB
//DMMSGFIL     DD     DISP=SHR,DSN=SYS3.NDM.STAND.MSG
//DMPRINT      DD     SYSOUT=*
//SYSPRINT     DD     SYSOUT=*
//NDMCMDS      DD     SYSOUT=*
//SYSUDUMP     DD     SYSOUT=*
//SYSIN        DD     *
  SIGNON
  SUBMIT     PROC=SENDUPDI NOTIFY=XYX
        &RUNDATE=990820
  SIGNOFF
/*
//
```

Place the following process, SENDUPDI, into the Partitioned Data Set (PDS) library referenced by the above DMPUBLIB DD statement. Substitute the agency or state name where the *Snn* appears. Substitute the CONNECT:Direct Node Name for PNODE= .

```
SENDFCR    PROCESS            PNODE=NDM.SGA.Snn
SNODE=NDM.SSA.MISF
*
        STEP1        SUBMIT       DSN=NDMNCC.Snn.PROCESS.LIB(TAXUPDI)
        -
```

Figure 7-2: Sample JCL For CONNECT:Direct

7.1.4 CONNECT:Direct TECHNICAL SUPPORT

States can receive technical support regarding the CONNECT:Direct process and protocols. These resources include a telephone number that an agency can call to receive assistance for technical questions or problems, and a Web site (refer to Chart D-2, "Technical Assistance").

7.1.5 TRANSMISSION SITE

Each state must have only one CONNECT:Direct Transmission Site. All transactions for a state must be submitted from the same site. States that have chosen to house their Federal Offset data in a location that is different from this CONNECT:Direct site must ensure that their transmission comes from one CONNECT:Direct site.

PART 8.0

COMPUTER SECURITY AND CONFIDENTIALITY OF DATA

8.1 Overview

Computer security and confidentiality of data are important considerations for State IV-D Agency personnel who use the Federal Offset Program (FOP). Liability for violation of security and confidentiality requirements can be substantial, including imposition of penalties and fines against individuals under some circumstances.

Federal law establishes general rules regulating the safeguarding of information handled by State IV-D Agencies. Though these general rules are applicable to the FOP, there are also specific rules governing computer security and confidentiality of data. Among other things, these rules specify:

- where Federal Offset data is maintained,
- how Federal Offset data is transmitted, and
- the source of a Federal payment subject to offset.

Part 8 highlights the key security and confidentiality considerations that affect FOP users. It begins by describing the general rules that protect all information handled by State IV-D Agencies, including Federal Offset information.

Part 8 then summarizes the specific rules that apply when Federal Offset data is maintained in a IV-D agency's statewide automated system. Next, it examines special considerations that arise when Federal Offset data is transmitted between a State IV-D Agency and OCSE, or between two or more State IV-D Agencies. Finally, Part 8 concludes by examining safeguarding provisions that apply when a Federal income tax refund is offset.

8.2 General Safeguarding Requirements

Federal law requires that the State IV-D Agency have in effect safeguards, applicable to all confidential information handled by the State agency, designed to protect the privacy rights of the parties. To the extent that data used in the FOP is confidential information, State IV-D Agencies must apply these safeguards to the FOP. In pertinent part, these safeguards include the following:

- Safeguards against unauthorized use or disclosure of information relating to proceedings or actions to establish paternity, or to establish, modify, or enforce support, or to make or enforce a child custody determination.
- Prohibitions against the release of information on the whereabouts of one party or the child to another party against whom a protective order with respect to the former party or the child has been entered.
- Prohibitions against the release of information on the whereabouts of one party or the child to another person, if the state has reason to believe that the release of information to that person may result in physical or emotional harm to the party or the child.

8.3 Computer Security and Confidentiality Requirements Related to the Statewide Automated System

Case information submitted to OCSE for offset is typically maintained in the statewide Automated System required pursuant to Federal law. Thus, the safeguards governing data in the automated system apply to data used by the State IV-D Agency for purposes of the FOP.

Federal law requires the State IV-D Agency to have in effect safeguards on the integrity, accuracy, completeness, access to, and use of data in the automated system. As described in more detail below, these safeguards must include policies restricting access, systems controls, training and information, and penalties:

- **Policies Restricting Access.** The State IV-D Agency must have written policies concerning access to data by State agency personnel and sharing of data with other persons. These policies must permit access to, and use of, data only to the extent necessary to carry out the State IV-D Program, and must specify the data which may be used for particular program purposes and the personnel permitted access to such data.
- **Systems Controls.** The State IV-D Agency must have systems controls such as passwords or blocking fields to ensure strict adherence to the written policies described immediately above.
- **Monitoring of Access.** The State IV-D Agency must routinely monitor access to and use of the automated system, through methods such as audit trails and feedback mechanisms, to guard against and properly identify unauthorized access or use.
- **Training and Information.** The State IV-D Agency must have procedures to ensure that all personnel (including state and local agency staff and contractors) who may have access to, or who may be required to use confidential program data, are informed of applicable requirements and penalties (including those in section 6103 of the Internal Revenue Code of 1986), and are adequately trained in security procedures.
- **Penalties.** The State IV-D Agency must have administrative penalties (up to and including dismissal from employment) for unauthorized access to, or disclosure of, confidential data.

In addition, FOP users must ensure that they comply with Federal regulations pertaining to automated systems, as well as the computer security and data confidentiality requirements set forth in the OCSE publication, *Automated Systems for Child Support Enforcement: A Guide for states*.

8.4 Computer Security and Confidentiality Requirements That Apply to the Transmission of Data

When submitting a case to the FOP, a State IV-D Agency may transmit the required data to Financial Management Service (FMS) via OCSE by using CONNECT:Direct or the FOP Online System. OCSE returns Federal Offset data and payments to the State IV-D Agency via CONNECT:Direct.

If a State IV-D Agency is exchanging Federal Offset data with another State IV-D Agency, interstate communication may occur by one of two available methods. The preferred mode of data exchange is CSENet 2000. States may also exchange Federal Offset data using the interstate transmittal forms approved by OCSE, the topic of OCSE Action Transmittal 97-06.

Both the exchange of Federal Offset data between a State IV-D Agency and OCSE and the exchange of Federal Offset data between a State IV-D Agency and the IV-D Agency of another state are governed by the general rules relating to safeguarding data handled by the IV-D Agency, described in Section 8.2, "General Safeguarding Requirements". For data exchanges via CSENet 2000, the *CSENet Interface Guidance Document* provides further detail about this method for exchanging Federal Offset data.

In addition, however, special rules may apply if the information received by the state pertains to the offset of a Federal income tax refund. These special rules are described in Section 8.5, "Computer Security and Confidentiality Requirements That Apply in Cases of Federal Income Tax Refund Offset".

8.5 Computer Security and Confidentiality Requirements That Apply in Cases of Federal Income Tax Refund Offset

If the Federal payment subject to offset for the purpose of collecting delinquent child support obligations is a Federal income tax refund, the offset is subject to special computer security and confidentiality requirements. These requirements are set forth in section 6103 of the Internal Revenue Code of 1986 and the Internal Revenue Service's (IRS's) Publication 1075, *Tax Information Security Guidelines for Federal, State and Local Agencies*, revised June 2000.

APPENDICES

A. ACRONYMS LIST

ABA (Number)	American Banker's Association Number
ACF	Administration for Children and Families
ACH	Automated Clearinghouse Network
AFDC	Aid to Families with Dependent Children (replaced by the TANF program)
C:D	CONNECT:Direct
CCPA	Consumer Credit Protection Act
DCIA	Debt Collection Improvement Act
DCL	Dear Colleague Letter
DHHS	Department of Health and Human Services
DoS	Department of State
DoT	Department of Treasury
EFT	Electronic Funds Transfer
FCR	Federal Case Registry
FIDM	Financial Institution Data Match
FMS	Financial Management Service
FO Bulletin	Federal Offset Bulletin
FOP	Federal Offset Program
FSA	Family Support Act
IRC	Internal Review Code
IRS	Internal Revenue Service
IV-D	Title IV-D of the Social Security Act of 1975; a.k.a. Child Support Enforcement
IV-E	Foster Care and Adoption Assistance
JCL	Job Control Language
MSFI	Multistate Financial Institution
MSFIDM	Multistate Financial Institution Data Match
NCP	Non-Custodial Parent
NDNH	National Directory of New Hires
NIH	National Institute of Health
OCSE	Office of Child Support Enforcement
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
PSC	Program Support Center
SSA	Social Security Administration
SSN	Social Security Number
TANF	Temporary Assistance for Needy Families (formerly referred to as Aid to Families with Dependent Children (AFDC), Title IV-A of the Social Security Act of 1975)
TOP	Treasury Offset Program

B. GLOSSARY OF TERMS

ACCRUAL The sum of child support payments that is due or overdue.

ACTION TRANSMITTAL A document sent out as needed, which instructs state child support programs about the actions they must take to comply with Federal laws. This has its basis in Federal law and regulations.

ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) The agency in the Department of Health and Human Services (DHHS) that houses the Office of Child Support Enforcement (OCSE).

ADMINISTRATIVE OFFSET The process of withholding all or part of funds paid by the Federal government to a person or entity that owes an outstanding delinquent nontax debt to the government, and applying the funds to reduce or satisfy the debt.

ADJUSTMENT See REVERSALS.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) The former entitlement program that made public assistance payments on behalf of children who did not have the financial support of one of their parents by reason of death, disability, or continued absence from the home. This is known in many states as Aid to Dependent Children (ADC). It was replaced by Temporary Assistance for Needy Families (TANF) under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).

ARREARAGE The past due, unpaid child support owed by a Non-custodial Parent (NCP). If the parent has arrearages, s/he is said to be “in arrears”.

ASSIGNMENT OF SUPPORT RIGHTS The legal procedure by which a person receiving public assistance agrees to turn over to the state any right to child support, including arrearages, paid by the Non-custodial Parent (NCP) in exchange for receipt of a cash assistance grant and other benefits. States can then use a portion of said child support to defray or recoup the public assistance expenditure.

CASE A Child Support Enforcement Case, or a Non IV-D Support Order that is registered in the Federal Case Registry (FCR) with at least one Custodial Party, Non-custodial Parent (NCP), or putative father.

CHILD SUPPORT The financial support paid by a parent to help support a child or children of whom they do not have custody. Child support can be entered into voluntarily or can be ordered by a court or a properly empowered administrative agency, depending on each state’s laws.

CHILD SUPPORT ENFORCEMENT (CSE) AGENCY The agency in each state that locates Non-custodial Parents (NCP) or putative fathers, establishes, enforces, and modifies child support, and collects and distributes child support money.

CLAIM See REVERSALS.

CLIENT A term often used to refer to the recipient of a Temporary Assistance to Needy Families (TANF) grant or IV-D services.

COLLECTION The process of receiving amounts owed to the Federal government, such as payment of a debt.

CONDITIONALLY REQUIRED A reference to a file data element whose presence and value depend on the values in one or more other fields. For example, in the Federal Offset Program (FOP) Case Submission and Update Record Layout, the Local Code Field is conditionally required because it is only used for Transaction Type 'L'.

CONNECT:Direct (C:D) The software used by the Social Security Administration (SSA) to support the closed network for data transmission.

COURT ORDER A legally binding edict issued by a court of law. It is issued by a magistrate, judge, or properly empowered administrative officer. A court order related to child support can dictate how often, how much, and what kind of support a Non-custodial Parent (NCP) is to pay, how long he or she is to pay it, and whether an employer must withhold support from their wages.

CUSTODIAL PARTY (CP) The person who has primary care, custody, and control over a child.

DATA ELEMENT The smallest item of meaningful information in data files processed by the Federal Offset Program (FOP), such as Submitting State Code, Social Security Number (SSN), or Case Type Indicator.

DELINQUENT Failing to pay an obligation or debt when due.

DEPENDENT A child who is under the care of someone else. Most children who are eligible to receive child support must be dependents. A child ceases to be a dependent when they reach the "age of emancipation" as determined by state law, but depending on the state's provisions, may remain eligible for child support for a period after they are emancipated.

DUE PROCESS In the context of debt collection, the meeting of legal requirements before taking an adverse action.

EDIT The process of validating a given value in a field.

ELECTRONIC FUNDS TRANSFER (EFT) The process by which money is transmitted

electronically from one bank account to another.

FEDERAL CASE REGISTRY (FCR) A national registry of information on cases and persons for which State IV-D Agencies are providing services, and, on Non IV-D orders, on persons involved in support orders that were established or modified on or after October 1, 1998.

FEDERAL TAX REFUND OFFSET Reducing a debtor's Federal tax refund by the amount of legally enforceable debt owed for past due child support.

FEDERAL OFFSET PROGRAM (FOP) The program that collects past due child support from Non-custodial Parents (NCPs) through the interception of their Federal income tax refund, or an administrative payment such as Federal retirement benefits. This program also incorporates the Passport Denial Program, which denies U.S. passports at the time of application.

FEDERAL TAX REFUND OFFSET PROGRAM The program that collects past due child support amounts from Non-custodial Parents (NCPs) through the interception of their Federal income tax refund.

FINANCIAL MANAGEMENT SERVICE (FMS) A bureau of the Department of Treasury (DoT) and is the U.S. Government's financial manager, central disburser, and collections agent, as well as its accountant, reporter of financial information and collector of delinquent Federal debt.

FOSTER CARE AGENCY The single and separate organizational unit in a state that has the responsibility for administering or supervising the administration of the state plan under Title IV-E of the Act. When this agency has care, custody, and control of a child, there will not be a Custodial Party. See also CUSTODIAL PARTY.

INCOME As defined by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, income is any periodic form of payment to an individual, regardless of source, including wages, salaries, commissions, bonuses, workers' compensation, disability, pension, or retirement program payments and interest.

INTERCEPT A method of securing child support by taking a portion of non-wage payments made to a Non-custodial Parent (NCP). Non-wage payments that are subject to interception include Federal tax refunds, state tax refunds, unemployment benefits, and disability benefits.

INTERSTATE CASES Cases in which a dependent child and the Non-custodial Parent (NCP) live in different states, or where two or more states are involved in some case activity, such as enforcement.

IV-A CASE A case in which a state is providing public assistance under the State's IV-A program, which is funded under Title IV-A of the Social Security Act. These cases are

currently referred to as Temporary Assistance to Needy Families (TANF) cases.

IV-D CASE A case in which a state is currently providing child support services as directed by the State's IV-D Program which is authorized by Title IV-D of the Social Security Act. Payments are generally collected and distributed, data is matched for location and enforcement purposes, etc. A IV-D case is comprised of:

- a dependent child or children;
- a custodial party who may be a caretaker relative or other custodian, including an entity such as a foster care agency; and
- a Non-custodial Parent (NCP), whose paternity has been legally established, or a putative father, whose paternity has not been legally established.

IV-E CASE (Foster Care and Adoption Assistance) A case in which a state is currently providing benefits or services for foster care maintenance under the State's IV-E Program authorized under Title IV-E of the Social Security Act. These cases are eligible for IV-D services.

MEDICAL SUPPORT A form of child support in which medical or dental insurance coverage is paid for by the Non-custodial Parent (NCP). Depending on the court order, medical support can be an NCP's sole financial obligation, or it can be one of several obligations, including child and/or spousal support.

MULTISTATE FINANCIAL INSTITUTION DATA MATCH (MSFIDM) The process created by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 by which delinquent child support obligors are matched with accounts held in Financial Institutions that do business in more than one state. States submit data to the Office of Child Support Enforcement (OCSE) about Non-custodial Parents (NCPs) and their arrearage amount, and indicate whether an NCP should be submitted for MSFIDM.

NATIONAL DIRECTORY OF NEW HIRES (NDNH) – This data store contains new hire, quarterly wage and unemployment information. The W$ and UI contain home addresses.

NON-CUSTODIAL PARENT (NCP) The parent who does not have primary care, custody or control of a child, and has a duty to support the child.

NON-VERIFIABLE SSN A social security number, the validity of which can not be established due to insufficient name information provided by the submitting state.

OBLIGATED A term meaning that a Non-custodial Parent (NCP) is required to meet the financial terms of a court or administrative order.

OBLIGATION The amount of money to be paid as support by a Non-custodial Parent (NCP). This can take the form of financial support for a child, medical support, or spousal support. An obligation is a recurring, ongoing obligation, not a one-time debt such as an assessment.

OBLIGEE The person, state agency, or other institution to which child support is owed, also referred to as Custodial Party when the money is owed to the person with primary custody of a child.

OBLIGOR The person who is obliged to pay child support, also referred to as a Non-custodial Parent (NCP).

OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE) The Federal agency responsible for the administration of the child support program. Created by Title IV-D of the Social Security Act in 1975, OCSE is responsible for the development of child support policy, oversight, evaluation, and audits of state child support enforcement programs; and providing technical assistance and training to the state program staff. OCSE operates the Federal Parent Locator Service (FPLS), which includes the National Directory of New Hires (NDNH) and the Federal Case Registry (FCR). OCSE is part of the Administration for Children and Families (ACF), which is within the Department of Health and Human Services (DHHS).

OFFSET The process of reducing funds paid by the Federal government to an obligor and applying the funds toward the balance of the delinquent debt. Also, the amount of money intercepted from an obligor's state or Federal income tax refund, or from an administrative payment such as Federal retirement benefits, in order to satisfy a child support debt.

ORDER See SUPPORT ORDER.

PASSPORT DENIAL PROGRAM A program created by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 that is operated under the auspices of the Federal Tax Refund Offset Program. Under the Passport Denial Program, obligors with child support arrearages of $5,000 or more that are submitted to OCSE for Federal Tax Refund Offset are forwarded to the U.S. Department of State (DoS), which refuses to issue a passport upon application.

PATERNITY The legal determination of fatherhood. Paternity must be established before child or medical support can be ordered.

PAYEE A person or organization in whose name child support money is paid.

PAYOR A person who makes a payment, usually the Non-custodial Parent (NCP) or someone acting on his or her behalf, or a Custodial Party who is repaying a receivable.

PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT OF 1996 (PRWORA) The legislation that provides a number of requirements for employers, public licensing agencies, financial institutions, as well as state and Federal child support agencies, to assist in the location of Non-custodial Parents (NCPs) and in the establishment, enforcement, and collection of child support.

PRE-OFFSET NOTICE A written notification sent to a Non-custodial Parent (NCP) advising the NCP that his or her case is being submitted to Financial Management Service

(FMS) for collection of unpaid child support from their Federal income tax refund or from an administrative payment program.

PROGRAM SUPPORT CENTER Forwards funds on behalf of the Office of Child Support Enforcement (OCSE) to the state or states that submitted an obligor for offset.

PUBLIC ASSISTANCE Benefits that are granted by state or Federal programs to aid eligible recipients. Applicants for certain types of public assistance are automatically referred to their State IV-D agency to identify and locate a Non-custodial Parent (NCP), establish paternity, and/or obtain child support payments.

PUTATIVE FATHER A putative father is the person that a child's mother believes to be the father of the child but who has not yet been legally declared to be the father.

REVIEW AND ADJUSTMENT The process in which current financial information is obtained from both parties in a child support case and evaluated to decide if the support needs to be adjusted.

REVERSAL An action taken by Financial Management Service (FMS) to take back monies sent to states through the Federal Tax Offset Program, for cases that were certified in the year 1999 and afterward; or an action taken by the Internal Revenue Service (IRS) for cases that were certified prior to 1999. Reversals are not performed due to child support issues. The following are instances when money would be returned to FMS by processing a reversal:

- An Injured Spouse Claim is filed.
- A taxpayer's tax filing is reworked, and it is determined that the amount of the refund was incorrect.
- Additional money being refunded to the taxpayer was returned to FMS because of an incorrect address or closed bank account. FMS recalls all money until a new address or account is identified.

SPOUSAL SUPPORT Court ordered support of a spouse or ex-spouse, also referred to as maintenance or alimony.

STATE When used in this document, state refers to one of the fifty states, the District of Columbia, and the territories that interface with the Federal Tax Refund Offset Program i.e., Puerto Rico, Guam, and the United States Virgin Islands.

STATE PAYMENT A refund to a taxpayer due to an erroneous offset.

SUPPORT ORDER A judgement, decree, or order, whether temporary, final, or subject to modification, issued by a court or an administrative agency of a competent jurisdiction, for the support and maintenance of a child or the parent with whom a child is living. Support orders can incorporate the payment of arrearages, the provision of monetary support, the provision of health care, and the reimbursement of costs, fees, and interest.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) Time-limited public assistance payments made to poor families, based on Title IV-A of the Social Security Act. TANF replaced Aid to Families with Dependent Children (AFDC) when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was signed into law in 1996.

TITLE IV-A A public assistance program of the Social Security Act, formerly known as Aid to Families with Dependent Children (AFDC), and currently known as Temporary Assistance for Needy Families (TANF).

TITLE IV-B The part of the Social Security Act that contains the requirements of the Federal Child and Family Services programs.

TITLE IV-E The foster care program of the Social Security Act, which is operated in each state in accordance with the Code of Federal Regulations and operated under an approved State Plan. See also IV-E CASE.

TRANSFER STATE The state with the Order that a case is being transferred to.

TREASURY OFFSET PROGRAM The debt Matching and payment offset program that uses payment and debt data received from Federal and state agencies to collect delinquent debts from payments disbursed by the Department of Treasury.

UNIFORM INTERSTATE FAMILY SUPPORT ACT and UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT Laws enacted at the state level, which provide mechanisms for establishing and enforcing support obligations when the Non-custodial Parent (NCP) or putative father lives in one state and the Custodial Party and child(ren) live in another state.

UPDATE An addition or change to a debtor's record.

C. DATA DICTIONARY

Appendix 'C' includes the data definitions for the data fields contained in the FOP record layouts (refer to Appendix E, "Input Record Specifications", and Appendix F, "Output Record Specifications").

The data fields are listed in alphabetic order. The following information is provided for each data field:

1. **Name** – The name of the field is provided as it appears on the record layout.
2. **Type** – Indicates if the field is an input field, output field or both.
3. **Record(s)** – Indicates the input and/or output record(s) that the field can be found on.
4. **Length** – The size of the field on the record layout.
5. **Format** – Indicates if the field is alphabetic, numeric or alphanumeric.
6. **Values** – The acceptable values for the field.
7. **Description** – A narrative explanation of the field.

Name: Type: Records: Length: Format: Values: Description:	ACCUMULATED PAYMENT AMOUNT Input and output fields • Case Submission And Update Record (length 8) • Rejected Case Submission and Update Record (length 8) 8 Numeric, 9(8) Numbers 0 through 9 The total dollar amount, in whole dollars only, that the state has paid for the year specified.
Name: Type: Record: Length: Format: Values: Description:	ADJUSTMENT AMOUNT Output field Collection and Adjustment Record 11 Numeric, S9(9)V99 Numbers 0 through 9 The dollar amount of the adjustment made.
Name: Type: Record: Length: Format: Values: Description:	ADJUSTMENT YEAR Output field Collection and Adjustment Record 4 Numeric, CCYY Numbers 0 through 9 The adjustment year in which the offset originated.
Name: Type: Records: Length: Format: Values: Description:	ARREARAGE AMOUNT Input and output fields • Case Submission And Update Record (length 8) • Rejected Case Submission and Update Record (length 8) • Unaccountable Missing Address Record (length 11) 8 or 11 Numeric, 9(8) or 9(11) Numbers 0 through 9 The dollar amount, in whole dollars only, that the obligor is in arrears.

Name: Type: Records: Length: Format: Values: Description:	CASE ID Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 15 Alphanumeric Letters A through Z, numbers 0 through 9, special characters or spaces The identification number for the case submitted. The field is used by the states only.
Name: Type: Records: Length: Format: Values: Description:	CASE TYPE INDICATOR Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 1 Alphabetic A TANF N Non-TANF Indicates if the case type is TANF or Non-TANF.
Name: Type: Record: Length: Format: Values: Description:	CERTIFIED ARREARAGE AMOUNT Output field Collection and Adjustment Record 11 Numeric, S9(9)V99 Numbers 0 through 9 The arrearage amount at the time of the certification.
Name: Type: Record: Length: Format: Values: Description:	COLLECTION AMOUNT Output field Collection and Adjustment Record 11 Numeric, S9(9)V99 Numbers 0 through 9 The dollar amount of the offset collected.

Name: Type: Record: Length: Format: Values: Description:	CORRECTED SSN Output field Unaccountable Missing Address Record 9 Alphanumeric Numbers 0 through 9 or spaces A valid corrected SSN for error code 31 or spaces for error codes 18, 19 or 20.
Name: Type: Records: Length: Format: Values: Description:	DATE ISSUED Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 8 Alphanumeric, CCYYMMDD Numbers 0 through 9 The date the Pre-Offset Notice was mailed.
Name: Type: Records: Length: Format: Values: Description:	EXCLUSION INDICATOR(S) Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 40 Alphabetic ADM Exclude all Administrative Offsets (RET, SAL,VEN) RET Exclude Federal Retirement VEN Exclude Vendor Payment/Miscellaneous SAL Exclude Federal Salary (*pre-set on all cases*) TAX Exclude Tax Refund Offset PAS Exclude Passport Denial FIN Exclude Multistate Financial Institution Data Match (MSFIDM) Spaces Remove all existing exclusion indicators. Indicates specific programs from which the case will be excluded.
Name: Type: Record: Length: Format: Values: Description:	EXTENSION 1 Input field State/Local Contact Phone And Address Record 4 Numeric Numbers 0 through 9 The extension to Telephone Number 1 (i.e., 1234).

Name: Type: Record: Length: Format: Values: Description:	EXTENSION 2 Input field State/Local Contact Phone And Address Record 4 Numeric Numbers 0 through 9 The extension to Telephone Number 2 (i.e., 1234).
Name: Type: Records: Length: Format: Values: Description:	LOCAL CODE Input and output fields • Case Submission and Update Record • State/Local Contact Phone and Address Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 3 Alphanumeric Numbers 0 through 9, or spaces A valid three-digit numeric code for county or other local jurisdictions.
Name: Type: Record: Length: Format: Values: Description:	NAME CONTROL Output field Unaccountable Missing Address Record 4 Alphabetic Letters A through Z The first four characters of the obligor's last name.
Name: Type: Record: Length: Format: Values: Description:	NON-TANF ACCEPTED Output field Rejected Case Submission and Update Control Record 9 Numeric Numbers 0 through 9 The total number of Non-TANF records accepted by OCSE that were on the Case Submission and Update File.
Name: Type: Record: Length: Format: Values: Description:	NON-TANF REJECTED Output field Rejected Case Submission and Update Control Record 9 Numeric Numbers 0 through 9 The total number of Non-TANF records rejected by OCSE that were on the Case Submission and Update File.

Name: Type: Records: Length: Format: Values: Description:	OBLIGOR ADDRESS LINE 1 Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 30 Alphanumeric Letters A through Z, numbers 0 through 9, spaces The first address line of the obligor's mailing address.
Name: Type: Records: Length: Format: Values: Description:	OBLIGOR ADDRESS LINE 2 Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 30 Alphanumeric Letters A through Z, numbers 0 through 9, spaces The second address line of the obligor's mailing address.
Name: Type: Records: Length: Format: Values: Description:	OBLIGOR CITY Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 25 Alphabetic Letters A through Z, spaces The city of the obligor's mailing address.
Name: Type: Records: Length: Format: Values: Description:	OBLIGOR FIRST NAME Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 15 Alphabetic Letters A through Z, spaces The obligor's first name.

Name: Type: Records: Length: Format: Values: Description:	OBLIGOR LAST NAME Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 20 Alphabetic Letters A through Z, hyphen (-), spaces The obligor's last name.
Name: Type: Records: Length: Format: Values: Description:	OBLIGOR STATE Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 2 Alphabetic Letters A through Z The state of the obligor's mailing address.
Name: Type: Records: Length: Format: Values: Description:	OBLIGOR ZIP CODE Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 9 Numeric Numbers 0 through 9, spaces The Zip Code of the obligor's mailing address. The Zip Code is broken into two parts. The first five positions contain the high-level postal Zip Code. The last four positions further define the postal location.

Name: Type: Record: Length: Format: Values: Description:	OCSE LAST NAME Output Field Rejected Case Submission and Update Record 4 Alphabetic Letters A through Z, hyphen (-), spaces First four characters of the obligor's last name as stored by OCSE.

Name: Type: Record: Length: Format: Values: Description:	OFFSET TYPE Output field Collection and Adjustment Record 3 Alphabetic ADM Administrative Offsets (RET, SAL,VEN) RET Federal Retirement VEN Vendor Payment/Miscellaneous SAL Federal Salary (pre-set on all cases) TAX Tax Refund Offset Identifies the type of offset or adjustment that was applied to the obligor.
Name: Type: Record: Length: Format: Values: Description:	OFFSET YEAR Output field Collection and Adjustment Record 4 Numeric, CCYY Numbers 0 through 9 The current processing year.
Name: Type: Record: Length: Format: Values: Description:	PAYMENT CITY AND STATE Output field Collection and Adjustment Record 25 Alphabetic Letters A through Z, spaces The payment city and state as sent to OCSE on the FMS Payment Record.
Name: Type: Record: Length: Format: Values: Description:	PAYMENT NAME Output field Collection and Adjustment Record 35 Alphabetic Letters A through Z, spaces The name as sent to OCSE on the FMS Payment Record. May contain both obligor and/or non-obligor name(s).
Name: Type: Record: Length: Format: Values: Description:	PAYMENT STREET ADDRESS Output field Collection and Adjustment Record 35 Alphanumeric Letters A through Z, numbers 0 through 9, spaces The payment street address as sent to OCSE on the FMS Payment Record.

Name: Type: Record: Length: Format: Values: Description:	PAYMENT ZIP CODE Output field Collection and Adjustment Record 9 Numeric Numbers 0 through 9, spaces The Payment Zip Code as sent to OCSE on the FMS Payment Record.
Name: Type: Records: Length: Format: Values: Description:	PROCESS YEAR Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 4 Alphanumeric, CCYY Numbers 0 through 9, or spaces The year the tax refund or administrative payment was offset when reporting State Payments.
Name: Type: Record: Length: Format: Values: Description:	REJECT CONTROL Output field Rejected Case Submission and Update Control Record 3 Alphabetic CTL The constant ‘CTL’ identifies the record as the Reject Control Record.
Name: Type: Record: Length: Format: Values: Description:	REJECTED ERROR CODES Output field Rejected Case Submission and Update Record 12 Alphanumeric Two-digit error codes, as defined in Chart G-1, “Rejected Case Submission and Update Error Codes”. A two-digit error code. Up to six error codes can be listed.
Name: Type: Record: Length: Format: Values: Description:	RETURN INDICATOR Output field Collection and Adjustment Record 1 Alphabetic ‘Y’ = Yes, ‘N’ = No Identifies if the return is a joint return or not a joint return.

Name: Type: Records: Length: Format: Values: Description:	SSN Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 9 Numeric Numbers 0 through 9 The Social Security Number of the person certified for the case.
Name: Type: Record: Length: Format: Values: Description:	STATE AGENCY ADDRESS LINE 1 Input field State/Local Contact Phone And Address Record 35 Alphanumeric Letters A through Z, numbers 0 through 9, spaces Street address information of the state agency.
Name: Type: Record: Length: Format: Values: Description:	STATE AGENCY ADDRESS LINE 2 Input field State/Local Contact Phone And Address Record 35 Alphanumeric Letters A through Z, numbers 0 through 9, spaces Additional street address information of the state agency, if necessary.
Name: Type: Record: Length: Format: Values: Description:	STATE AGENCY ADDRESS LINE 3 Input field State/Local Contact Phone And Address Record 35 Alphanumeric Letters A through Z, numbers 0 through 9, spaces Additional street address information of the state agency, if necessary.
Name: Type: Record: Length: Format: Values: Description:	STATE AGENCY ADDRESS LINE 4 Input field State/Local Contact Phone And Address Record 35 Alphanumeric Letters A through Z, numbers 0 through 9, spaces The city, state and zip code of the state agency.

Name: Type: Record: Length: Format: Values: Description:	STATE AGENCY NAME Input field State/Local Contact Phone And Address Record 35 Alphanumeric Letters A through Z, numbers 0 through 9, spaces The name of the contact office (e.g., Bureau of Child Support Enforcement).
Name: Type: Records: Length: Format: Values: Description:	SUBMITTING STATE CODE Input and output fields • Case Submission And Update Record • State/Local Contact Phone And Address Record • Rejected Case Submission and Update Record • Rejected Case Submission and Update Control Record • Unaccountable Missing Address Record • Collection and Adjustment Record • Collection and Adjustment Control Record 2 Alphabetic Letters A through Z A valid two-character alphabetic postal abbreviation for the state submitting the case.
Name: Type: Record: Length: Format: Values: Description:	TANF ACCEPTED Output field Rejected Case Submission and Update Control Record 9 Numeric, 9(9) Numbers 0 through 9 The total number of TANF records accepted by OCSE that were on the Case Submission and Update File.
Name: Type: Record: Length: Format: Values: Description:	TANF REJECTED Output field Rejected Case Submission and Update Control Record 9 Numeric, 9(9) Numbers 0 through 9 The total number of TANF records rejected by OCSE that were on the Case Submission and Update File.

Name: Type: Record: Length: Format: Values: Description:	TELEPHONE NUMBER 1 Input field State/Local Contact Phone And Address Record 14 Alphanumeric, (999) 999-9999 Numbers 0 through 9, spaces, hyphens, parenthesis The area code and phone number of the state or local agency contact (i.e., (301) 555-1212).
Name: Type: Record: Length: Format: Values: Description:	TELEPHONE NUMBER 2 Input field State/Local Contact Phone And Address Record 14 Alphanumeric, (999) 999-9999 Numbers 0 through 9, spaces, hyphens, parenthesis The In-state toll-free or collect number that will be designated on the Pre-Offset Notice (i.e., (800) 555-1212).
Name: Type: Record: Length: Format: Values: Description:	TOTAL ADJUSTMENT AMOUNT Output field Collection and Adjustment Control Record 11 Numeric, S9(9)V99 Numbers 0 though 9 The accumulated adjustment amount for the period.
Name: Type: Record: Length: Format: Values: Description:	TOTAL ADJUSTMENTS Output field Collection and Adjustment Control Record 15 Numeric, 9(15) Numbers 0 though 9 The total number of adjustments that were processed for the period.
Name: Type: Record: Length: Format: Values: Description:	TOTAL CERTIFIED ARREARAGE AMOUNT Output field Collection and Adjustment Control Record 11 Numeric, 9(11) Numbers 0 though 9 The original certified arrearage amount for the case.

Name: Type: Record: Length: Format: Values: Description:	TOTAL COLLECTION AMOUNT Output field Collection and Adjustment Control Record 11 Numeric, S9(9)V99 Numbers 0 though 9 The accumulated collection amount for the period.
Name: Type: Record: Length: Format: Values: Description:	TOTAL COLLECTIONS Output field Collection and Adjustment Control Record 15 Numeric, 9(15) Numbers 0 though 9 The total number of collections that were processed for the period.
Name: Type: Record: Length: Format: Values: Description:	TOTAL CONTROL Output field Collection and Adjustment Control Record 9 Alphabetic TOTAL The constant value 'TOTAL' identifies the record as the Collection and Adjustment Control Record.
Name: Type: Record: Length: Format: Values: Description:	TOTAL NET AMOUNT Output field Collection and Adjustment Control Record 11 Numeric, S9(9)V99 Numbers 0 though 9 The total offset amount collected for the period.

Name: Type: Records: Length: Format: Values: Description:	TRANSACTION TYPE Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record 1 Alphabetic A Add Case B Name Change C Case ID Change D Delete Case L Local Code Change M Modify Arrearage Amount R Replace Exclusion Indicator(s) S State Payment T Transfer for Administrative Review Z Address Change A code to identify the type of transaction being submitted.
Name: Type: Records: Length: Format: Values: Description:	TRANSFER LOCAL CODE Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 3 Alphanumeric Letters A through Z, numbers 0 through 9, or spaces Identifies a Local Code of the state that the case is being transferred to for administrative review.
Name: Type: Records: Length: Format: Values: Description:	TRANSFER STATE CODE Input and output fields • Case Submission And Update Record • Rejected Case Submission and Update Record • Unaccountable Missing Address Record • Collection and Adjustment Record 2 Alphabetic Letters A through Z Identifies the state that the case is being transferred to for administrative review.

Name:	UNACCOUNTABLE ERROR CODE
Type:	Output field
Record:	Unaccountable Missing Address Record
Length:	2
Format:	Alphanumeric
Values:	18, 19, 20, 31
Description:	An error code identifying the reason that an address could not be found for the Case Submission and Update Record. The record is unaccountable.

D. TECHNICAL AND PROGRAM ASSISTANCE

State agencies are directed to call OCSE with any questions or problems that arise concerning the Federal Income Tax Refund Offset Program, the Administrative Offset Program, the Passport Denial Program, or MSFIDM. State and local agencies should not refer obligors with questions to OCSE.

OCSE provides states with technical support to assist them in complying with FOP requirements. States can contact the individuals listed in Chart D-1, "Program Assistance for Federal Offset", to learn more about submitting and maintaining cases. States can use the contact information in Chart D-2, "Technical Assistance", for questions and technical support concerning sending and receiving files. Chart D-3, "Useful WEB Sites", provides states with the URL addresses for frequently used WEB sites.

CHART D-1: PROGRAM ASSISTANCE FOR FEDERAL OFFSET

Area of Technical Assistance	Telephone Number	Mailing/E-mail Address
OCSE Special Collections Unit	202.401.9389 202.401.5553 (FAX)	370 L'Enfant Promenade, SW 2nd Floor West Washington, DC 20447 scollections@acf.hhs.gov
Passport Services/Research & Liaison Branch		1111 19th St, Suite 200 Washington, DC 20524-1705

CHART D-2: TECHNICAL ASSISTANCE

Area of Technical Assistance	Telephone Number	E-mail Address
CONNECT:Direct Gary Sullivan	410.966.0931 410.966.7784 (FAX)	gasullivan@acf.hhs.gov
SimPC Abe Klugman Joan O'Connor	410.965.5635 410.966.7784 (FAX) 202.690.5375 202.401.5647 (FAX)	aklugman@acf.hhs.gov joconnor@acf.hhs.gov
IRS Hotline	800.829.1040	
Treasury Offset Program Call Center	800.304.3107	

CHART D-3: USEFUL WEB SITES	
Resource	How to Contact Resource
Federal Law and Code	http://uscode.house.gov/usc.htm
Federal Information Processing Standard (FIPS) Codes	http://www.itl.nist.gov
Child Support Enforcement Home Page	http://www.acf. hhs.gov/programs/cse
General Passport Information	http://www.travel.state.gov/passport_services.html
Major Passport Agencies	http://www.travel.state.gov/agencies_list.html
Passports and Child Support	http://www.travel.state.gov/child_support.html
Injured Spouse Claim and Allocation Form information (Form 8379)	http://www.irs.ustreas.gov/prod/forms_pubs/formpub.html
Social Security Administration current SSN High Digit	http://www.ssa.gov/foia/highgroup.htm
Worldwide Geographic Location Codes	http://www.gsa.gov; select the "Public Information' link, under "Pages" select the "Geographic Locator Codes" link
National Passport Information Center	http://www.travel.state.gov/npicinfo.html 1-900-225-5674 • 1-900: Automated information is 55 cents per minute. • 1-900: Operator assisted calls are $1.50 per minute. (Operators are available 8:30 a.m. to 5:30 p.m., Eastern Time, Monday – Friday, except Federal holidays; you must speak with an operator to check the status of a pending passport application. Also, please note that the 1-900-225-5674 phone number will not work with certain cell phones.) 1-888-362-8668 (credit card users with Visa, MasterCard, Amex) • 1-888: flat rate is $5.50/per call TDD - 1-900-225-7778 (for the hearing impaired) TDD - 1-888-498-3648 (for the hearing impaired)

CHART D-3: USEFUL WEB SITES	
Resource	How to Contact Resource
Two Parent Consent Law	http://www.travel.state.gov/two-parent.html
Children's Passport Issuance Alert Program (CPIAP)	http://www.travel.state.gov/pia_program.html
Office of Children's Issues	http://www.travel.state.gov/children's_issues.html Department of State Office of Children's Issues (CA/OCS/CI) 2201 C Street, N.W. SA-22, Room 2100 Washington, D.C. 20520-4818 Phone: (202) 736-7000 Fax: (202) 312-9743
FMS Program Information	http://www.fms.treas.gov
IRS	http://www.irs.gov

E. INPUT RECORD SPECIFICATIONS

This appendix consists of the following charts:

E-1 Case Submission and Update Record Layout
E-2 Case Submission and Update Control Record Layout
E-3 State/Local Contact Phone and Address Record Layout

These charts show the detailed record layouts that are accepted by the FOP.

Each record layout in this appendix provides the following information:

1. Name
2. Location
3. Length
4. Type (alphabetic = A, numeric = N, or alphanumeric = A/N)
5. Comments

The Comments column in the charts provides edit information and indicates whether the field is required for a specific transaction. Comments also provide an explanation of the field and its relationship to other fields or records where appropriate. Additional information regarding each field may be found in Appendix C, “Data Dictionary”.

The data transmitted to OCSE must comply with the following requirements:

1. All data must be in EBCDIC format.
2. All alphabetic data must be in upper case.
3. All alphabetic and alphanumeric data must be left justified and space filled.
4. All numeric data must be right justified and zero-filled.
5. All dates must be in the CCYY format.
6. All Filler fields must be filled with spaces.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	**Required – Key Data** • 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. • For Transaction Types 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' and '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.
Local Code	3-5	3	A/N	**Optional** 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. • For Transaction Type 'A' (Add/Recertify Case), the local code submitted is compared against the 's Local Code 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. • For Transaction Type 'L', if the local code 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 submitted is compared against the 's Local Code File. If the local code is not found, the transaction will be rejected. • For all other Transaction Types ('B', 'C', 'M', 'S', 'R', 'D', 'Z' and 'T'), the local code, if present, will not be updated at OCSE or FMS. Refer to Section 2.2.1.1, "State/Local Contact Phone and Address File", for information on keeping local codes and addresses up to date at OCSE.
SSN	6-14	9	N	**Required – Key Data**

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
				This field is required for all Transaction Types. This field must be numeric, must be greater than zero, and must contain a valid SSN. • For Transaction Type 'A' (Add/Recertify Case) the SSN is verified using an SSA-defined range check that automatically validates the *area* portion of the SSN (the first three positions of the SSN) against the current high digit being used for *area*. In addition, the *group* portion of the SSN (the fourth and fifth positions of the SSN) is compared against the *area* to ensure that the *group* number was issued with the particular *area* number. To verify the current high digits for *area* and *group* issued by SSA, refer to Chart D-3, "Useful Web Sites". • For Transaction Types 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' and '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.
Case ID	15-29	15	A/N	**Conditionally Required** This field is used for Transaction Types '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. • For Transaction Type '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. • For Transaction Type 'C' (Change Case ID), this field is required. The new Case ID will overwrite the existing Case ID without performing any edits. • For all other Transaction Types ('B', 'L', 'M', 'R', 'S', 'T', 'Z' and 'D'), the Case ID, if present, will not be updated at OCSE.
Obligor Last Name	30-49	20	A	**Required** This field is required for all Transaction Types. The first four positions of this field must contain an alphabetic character. No embedded spaces or special characters, except a hyphen, can be embedded within the first four positions.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
				• For Transaction Types 'A' (Add Case) and 'B' (Name Change), the last name is stored on the OCSE Case Master File after the last name passes the edit check above. • For Transaction Types 'C', 'L', 'M', 'R', 'S', 'T', 'Z' and 'D', the first 4 characters submitted must match the first 4 characters 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. • For Transaction Type 'A' (Recertify Case), if the first 4 characters of the last name do not match against the OCSE Case Master File, the name is processed as a name change. Refer to Section 2.2.4.4, "Name Processing", for more details on name processing.
Obligor First Name	50-64	15	A	**Conditionally Required** This field is required for Transaction Types 'A' and 'B'. The first position of this field must contain an alphabetic character. • For Transaction Types 'A' (Add Case) and 'B' (Name Change), the first name is stored on the OCSE Case Master File after the first character passes the edit check above. • For Transaction Type 'A' (Recertify Case), the first character must pass the edit above. The obligor first name is not matched against the first name stored on the OCSE Case Master File. • For all other Transaction Types ('C', 'L', 'M', 'R', 'S', 'T', 'Z' and 'D'), the obligor first name, if present, will not be updated at OCSE or FMS. Refer to Section 2.2.4.4, "Name Processing", for more details on name processing.
Arrearage Amount (Accumulated Payment Amount)	65-72	8	N	**Conditionally Required** This field is required for Transaction Types 'A', 'M' and 'S'. This field must contain a numeric amount in whole dollars only. Decimal points, dollar signs,

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
				commas, or plus/minus signs are not valid (e.g., $1,500.00 = 00001500). • For Transaction Type '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. • For Transaction Type 'D', this field is not required. However, the existing arrearage amount will be zeroed out. • For Transaction Type 'M', the arrearage amount is the current amount owed by the obligor. If the arrearage amount is equal to zero, the case will be flagged as deleted. • For Transaction Type '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. • For all other Transaction Types ('B', 'C', 'L', 'R', 'Z' and 'T'), the arrearage amount, if present, will not be updated at OCSE or FMS.
Transaction Type	73	1	A	**Required** This field must contain a valid Transaction Type code. Valid codes for this field are: A Add/Recertify Case B Name Change C Case ID Change D Delete Case L Local Code Change M Modify Arrearage Amount R Replace Exclusion Indicator(s) S State Payment T Transfer for Administrative Review Z Address Change
Case Type Indicator	74	1	A	**Required - Key Data** • This field is required for all Transaction Types. This field must contain one

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
				of the following valid case type codes: A TANF N Non-TANF • For Transaction Types 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' and '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.
Transfer State Code	75-76	2	A	**Conditionally Required** • For Transaction Type '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. • For all other Transaction Types ('A', 'B', 'C', 'D', 'L', 'M', 'S', 'Z' and 'R'), this field, if present, will not be updated at OCSE.
Transfer Local Code	77-79	3	A/N	**Optional** • For Transaction Type 'T', this field should contain a three-position, alpha-numeric local code for the transfer state. If present, this field is stored on the OCSE Case Master File. • For all other Transaction Types ('A', 'B', 'C', 'D', 'L', 'M', 'S', 'Z' and 'R'), this field, if present, will not be updated at OCSE.
Process Year	80-83	4	A/N	**Conditionally Required** • For Transaction Type 'S', this field must be in CCYY format, and must contain the year the tax refund or administrative payment was offset. The date must fall within the previous seven years of the current year. • For all other Transaction Types ('A', 'B', 'C', 'D', 'L', 'M', 'R', 'Z' and 'T'), this field, if present, will not be updated at OCSE.
Obligor Address Line 1	84-113	30	A/N	**Conditionally Required** • For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains the first address line of the obligor's mailing address. If this line is

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
				blank, the Obligor Address Line 2 Field will be checked for an address (refer to Section 2.2.4.2, "Address Processing for Notices", for information regarding address processing). • For Transaction Type 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces. • For Transaction Type 'A' (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the submitted address. • For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.
Obligor Address Line 2	114-143	30	A/N	**Optional** • For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field may contain the second address line for the obligor. Refer to Section 2.2.4.2, "Address Processing for Notices", for information regarding address processing. • For Transaction Type 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces. • For Transaction Type 'A' (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the submitted address. • For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Obligor City	144-168	25	A	**Conditionally Required** • For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains the city of the obligor's mailing address (refer to Section 2.2.4.2, "Address Processing for Notices", for information regarding address processing). • For Transaction Type 'Z' (Address Change), Obligor City is required. • For Transaction Type 'A' (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the submitted address. • For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.
Obligor State	169-170	2	A	**Conditionally Required** • For Transaction Types 'A' (Add Case) and '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 2.2.4.2, "Address Processing for Notices", for information regarding address processing). • For Transaction Type 'Z' (Address Change), Obligor State is required. • For Transaction Type 'A' (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the submitted address. • For all other Transaction Types ('B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T'), the address, if present, will not be updated at OCSE or FMS.
Obligor Zip Code	171-179	9	N	**Conditionally Required** • For Transaction Types 'A' (Add Case) and 'Z' (Address Change), this field contains a 5 or 9 digit zip code (refer to Section 2.2.4.2, "Address Processing for Notices", for information regarding address processing). • For Transaction Type 'Z' (Address Change), Obligor Zip Code is required. • For Transaction Type 'A' (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
				submitted address. • For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’ and ‘T’), the address, if present, will not be updated at OCSE or FMS.
Date Issued	180-187	8	A/N	**Conditionally Required** For Transaction Type ‘A’ (Add/Recertify Case), if the state issues their own Pre-Offset Notices, this field is required. The date must be in CCYYMMDD format. This field indicates the date the Pre-Offset Notice was mailed. If OCSE issues the Pre-Offset Notices, OCSE will fill in the date. • For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’, ‘T’ and ‘Z’), the date issued, if present, will not be updated at OCSE or FMS.
Exclusion Indicator(s)	188-227	40	A	**Optional** • For Transaction Types ‘A’ (Add/Recertify Case) and ‘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 on all cases) TAX Exclude Tax Refund Offset PASExclude Passport Denial FIN Exclude Multistate Financial Institution Data Match Space Remove all existing exclusion indicators • For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ and ‘T’), this field, if present, will not be updated at OCSE or FMS.
Filler	228-245	18	A/N	Space filled.

CHART E-2: CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	Should contain a valid, 2 character, alphabetic state abbreviation code for the submitting state.
Control	3-5	3	A	Must contain the value 'CTL' to indicate that this is the control record for the file.
Total TANF Records	6-14	9	N	Should contain the total number of TANF records on the Case Submission and Update File.
Total Non-TANF Records	15-23	9	N	Should contain the total number of Non-TANF records on the Case Submission and Update File.
Total TANF Amount	24-34	11	N	Should contain the total arrearage amount for TANF records on the Case Submission and Update File.
Total Non-TANF Amount	35-45	11	N	Should contain the total arrearage amount for Non-TANF records on the Case Submission and Update File.
Filler	46-245	200	A/N	Space Filled.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	**Required - Key Data** 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.
Local Code	3-5	3	A/N	**Required Key Data** This field must be numeric. • If the local code is equal to '000', the state contact information will be updated. • If the local code is other than '000' and the local code is found on the OCSE State/Local Contact Phone and Address File, the local contact information will be updated. • If the local code is other than '000' and the local code does not match the OCSE file, the local contact information will be added.
Telephone Number 1	6-19	14	A/N	**Required** This field must contain the state or local contact telephone number. The area code must be surrounded by parentheses, with a space after the right parenthesis. The first three digits of the telephone number are followed by a dash, and the last four digits of the telephone number fill the remainder of the field (e.g., (301) 555-1212).
Extension 1	20-23	4	N	**Optional** If used, this field must be numeric, and contains the extension to Telephone Number 1.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Telephone Number 2	24-37	14	A/N	**Optional** If used, this field should contain the in-state toll-free telephone number, and will be designated as such on the Pre-Offset Notice. The area code must be surrounded by parentheses with a space after the right parenthesis. The first three digits of the telephone number are followed by a dash, and the last four digits of the telephone number fill the remainder of the field (e.g., (800) 555-1212).
Extension 2	38-41	4	N	**Optional** If used, this field must be numeric, and contains the extension to Telephone Number 2.
State Agency Name	42-76	35	A/N	**Required** This field must contain the name of the contact office (e.g., Bureau of Child Support Enforcement). A reference to “Child Support” or “Family Support” must be included in this field. Do not reference the ‘IRS’, ‘FMS’, or specific names of contact persons in any of the State Agency Name or Address Fields.
State Agency Address Line 1	77-111	35	A/N	**Conditionally Required** This field is required if address lines 2 and 3 are spaces.
State Agency Address Line 2	112-146	35	A/N	**Conditionally Required** This field is required if address lines 1 and 3 are spaces.
State Agency Address Line 3	147-181	35	A/N	**Conditionally Required** This field is required if address lines 1 and 2 are spaces.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
State Agency Address Line 4	182-216	35	A/N	**Required** This field must contain the fourth address line for the state agency name (e.g., state, city and zip code).
Filler	217-220	4	A/N	Space Filled.

F. OUTPUT RECORD SPECIFICATIONS

This appendix consists of the following charts:

F-1 Rejected Case Submission and Update Record Layout
F-2 Rejected Case Submission and Update Control Record Layout
F-3 Unaccountable Missing Address Record Layout
F-4 Collection and Adjustment Record Layout
F-5 Collection and Adjustment Control Record Layout
F-6 Case Reconciliation Record Layout
F-7 Case Reconciliation Control Record Layout

Each chart gives a detailed description of the output records on the files created by the FOP. Each record layout in this section provides the following information:

1. Name
2. Location
3. Length
4. Type (alphabetic =A, numeric = N or alphanumeric = A/N)
5. Comments

The Comments column in the charts provides an explanation of each field in the record layout and its relationship to other fields or records. Additional information regarding the fields may be found in Appendix C, “Data Dictionary”.

The output files are transmitted to the states using SSA’s network and the CONNECT:Direct protocol. Additional information regarding CONNECT:Direct and the process for transmission of data may be found in Section 7.1, “CONNECT:Direct”.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	N	This field contains the Social Security Number sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case ID that was submitted to OCSE on the Case Submission and Update Record.
Obligor Last Name	30-49	20	A	This field contains the obligor last name sent to OCSE by the state on the Case Submission and Update Record.
Obligor First Name	50-64	15	A	This field contains the obligor first name sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-72	8	N	This field contains the arrearage amount sent to OCSE by the state on the Case Submission and Update Record.
Transaction Type	73	1	A	This field contains the transaction type sent to OCSE by the state on the Case Submission and Update Record.
Case Type Indicator	74	1	A	This field contains the case type indicator sent to OCSE by the state on the Case Submission and Update Record.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Transfer State Code	75-76	2	A	This field contains the transfer state code sent to OCSE by the state on the Case Submission and Update Record.
Transfer Local Code	77-79	3	A/N	This field contains the transfer local code sent to OCSE by the state on the Case Submission and Update Record.
Process Year	80-83	4	A/N	This field contains the process year sent to OCSE by the state on the Case Submission and Update Record.
Obligor Address Line1	84-113	30	A/N	This field contains the obligor address line 1 sent to OCSE by the state on the Case Submission and Update Record.
Obligor Address Line2	114-143	30	A/N	This field contains the obligor address line 2 sent to OCSE by the state on the Case Submission and Update Record.
Obligor City	144-168	25	A	This field contains the obligor city sent to OCSE by the state on the Case Submission and Update Record.
Obligor State	169-170	2	A	This field contains the obligor state sent to OCSE by the state on the Case Submission and Update Record.
Obligor Zip Code	171-179	9	N	This field contains the obligor zip code sent to OCSE by the state on the Case Submission and Update Record.
Date Issued	180-187	8	A/N	This field contains the date issued sent to OCSE by the state on the Case Submission and Update Record.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Exclusion Indicator(s)	188-227	40	A	This field contains the exclusion indicator(s) sent to OCSE by the state on the Case Submission and Update Record.
Rejected Error Codes	228-239	12	A/N	This field contains up to six two-digit error codes. These codes are reported consecutively with no commas or spaces. Refer to Chart G-1, "Rejected Case Submission and Update Error Codes", for a complete list of possible rejected error codes.
OCSE Last Name	240-243	4	A/N	When a case is rejected with error code 17, this field contains the first four characters of the Obligor Last Name as stored on the OCSE Case Master file for this case. The OCSE Last Name can be used to correct the Obligor Last Name at the state when a case is rejected with an Error Code of 17, "Last Name Does Not Match OCSE Last Name". Refer to Chart G-1, "Rejected Case Submission and Update Error Codes", for a complete description of Error Code 17.
Filler	244-245	2	A/N	Space filled.

CHART F-2: REJECTED CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
Reject Control	3-5	3	A	This is a constant field and contains 'CTL' to identify this record as the Reject Control Record.
TANF Accepted	6-14	9	N	This field contains the total number of TANF records accepted by OCSE that were on the Case Submission and Update Record.
TANF Rejected	15-23	9	N	This field contains the total number of TANF records rejected by OCSE that were on the Case Submission and Update Record.
Non-TANF Accepted	24-32	9	N	This field contains the total number of Non-TANF records accepted by OCSE that were on the Case Submission and Update Record.
Non-TANF Rejected	33-41	9	N	This field contains the total number of Non-TANF records rejected by OCSE that were on the Case Submission and Update Record.
Filler	42-245	204	A	Space filled.

CHART F-3: UNACCOUNTABLE MISSING ADDRESS RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	A	This field contains the Social Security Number that was sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case identification that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Last Name	30-49	20	A	This field contains the obligor last name that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor First Name	50-64	15	A	This field contains the obligor first name that was sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-75	11	N	This field contains the arrearage amount that was sent to OCSE by the state on the Case Submission and Update Record.
Unaccountable Error Code	76-77	2	A	This field contains one two-digit error code identifying the reason the Case Address is unaccountable. Refer to Chart G-2, “Unaccountable Missing Address Error Codes”, for a complete list of possible error codes and explanations.

CHART F-3: UNACCOUNTABLE MISSING ADDRESS RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Name Control	78-81	4	A	This field contains the first four characters of the obligor last name sent to OCSE on the Case Submission and Update Record.
Case Type Indicator	82	1	A/N	This field contains the case type indicator sent to OCSE by the state on the Case Submission and Update Record.
Transfer State Code	83-84	2	A	This field contains the transfer state code sent to OCSE by the state on the Case Submission and Update Record.
Transfer Local Code	85-87	3	A/N	This field contains the transfer local code sent to OCSE by the state on the Case Submission and Update Record.
Corrected SSN	88-96	9	A/N	If the unaccountable error code is 31, this field will contain a corrected Social Security Number received from SSA. If the unaccountable error code is 20, this field will be spaces.
Filler	97-108	12	A	Space filled.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation sent to OCSE by the state and stored on the OCSE Case Master File.
Local Code	3-5	3	A/N	This field contains the local code sent to OCSE by the state and stored on the OCSE Case Master File.
SSN	6-14	9	N	This field contains the Social Security Number sent to OCSE by the state and stored on the OCSE Case Master File.
Case ID	15-29	15	A/N	This field contains the case identification sent to OCSE by the state and stored on the OCSE Case Master File.
Obligor Last Name	30-49	20	A	This field contains the obligor last name sent to OCSE by the state and stored on the OCSE Case Master File.
Obligor First Name	50-64	15	A	This field contains the obligor first name sent to OCSE by the state and stored on the OCSE Case Master File.
Certified Arrearage Amount	65-75	11	N	This field contains the arrearage amount as stored on the OCSE Case Master File at the time of certification. The certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Collection Amount	76-86	11	N	This field contains the amount of the offset, as sent to OCSE on the FMS Weekly Collection Record. The collection amount is a signed positive numeric amount with two decimal places assumed. If the Collection Amount Field contains a value greater than zero, the adjustment amount will equal zero.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Adjustment Amount	87-97	11	N	This field contains the amount of the adjustment, as sent to OCSE on the FMS Weekly Collection Record. The adjustment amount is a signed positive numeric amount with two decimal places assumed. If the adjustment amount contains a value greater than zero, the collection amount will equal zero.
Adjustment Year	98-101	4	N	This field contains the year the offset originated, as sent to OCSE on the FMS Weekly Collection Record. The adjustment year is in the CCYY format. If the adjustment amount is greater than zero, this field contains a valid year. If the collection amount is greater than zero this field is zero filled.
Offset Year	102-105	4	N	This field contains the current processing year in the CCYY format.
Return Indicator	106	1	A	This field contains the return indicator, as sent to OCSE on the FMS Weekly Collection Record. The return indicator identifies whether or not this is a joint return. This field will equal 'Y' for a joint return and will equal 'N' if not a joint return.
Case Type Indicator	107	1	A	This field contains the case type indicator sent to OCSE by the state and stored on the OCSE Case Master File.
Transfer State Code	108-109	2	A	This field contains the transfer state code sent to OCSE by the state, and stored on the OCSE Case Master File.
Transfer Local Code	110-112	3	A/N	This field contains the transfer local code sent to OCSE by the state, and stored on the OCSE Case Master File.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Payment Name	113-147	35	A	If the collection amount is greater than zero, this field contains the name on the FMS Payment Record. If the return indicator is equal to 'Y', this field may contain both obligor and/or non-obligor name(s). If the adjustment amount is greater than zero, this field contains spaces.
Payment Street Address	148-182	35	A/N	If the collection amount is greater than zero, this field contains the payment street address sent to OCSE on the FMS Weekly Collection Record. If the adjustment amount is greater than zero, this field contains spaces.
Payment City and State	183-207	25	A	If the collection amount is greater than zero, this field contains the payment city and state sent to OCSE on the FMS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Payment Zip Code	208-216	9	N	If the collection amount is greater than zero, this field contains the payment zip code sent to OCSE on the FMS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Offset Type	217-219	3	A	This field identifies the type of offset or adjustment that applied. Valid values are: RET Federal Retirement VEN Vendor Payment/Miscellaneous SAL Federal Salary (*pre-set on all cases*) TAX Tax Refund Offset
Filler	220-240	21	A/N	Space filled.

CHART F-5: COLLECTION AND ADJUSTMENT CONTROL RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE and stored on the OCSE Case Master File.
Filler	3-5	3	A/N	Space Filled.
Total Control	6-14	9	A/N	This field is a constant field and will contain 'TOTAL' to identify this record as the Collection and Adjustment Control Record.
Filler	15-34	20	A/N	Space Filled.
Total Adjustments	35-49	15	N	This field contains the total number of adjustments that were processed.
Total Collections	50-64	15	N	This field contains the total number of collections that were processed.
Total Certified Arrearage Amount	65-75	11	N	This field is an accumulation of the certified arrearage amounts that were processed. The total certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Total Collection Amount	76-86	11	N	This field is an accumulation of the collection amounts that were processed. The total collection amount is a signed positive numeric amount with two decimal places assumed.
Total Adjustment Amount	87-97	11	N	This field is an accumulation of the adjustment amounts that were processed. The total adjustment amount is a signed positive numeric amount with two decimal places assumed.

CHART F-5: COLLECTION AND ADJUSTMENT CONTROL RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Total Net Amount	98-108	11	N	This field contains the total collection amount minus the total adjusted amount. The total net amount is a signed positive numeric amount with two decimal places assumed.
Filler	109-240	132	A/N	Space filled.

CHART F-6: CASE RECONCILIATION RECORD LAYOUT				
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 Reconciliation Detail Record.
Submitting State Code	4-5	2	A	This field will contain a valid state code for the state requesting the Reconciliation File. The state code will contain a valid two-character alphabetic postal abbreviation.
Local Code	6-8	3	A/N	This field will contain the most recent local code submitted by the state and accepted for the case.
SSN	9-17	9	N	This field will contain the Social Security Number submitted for the obligor.
Case ID	18-32	15	A/N	This field will contain the case identification submitted by the state for the case. This field will contain spaces if a case identification was not submitted by the state.
Obligor Last Name	33-52	20	A	This field will contain 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	This field will contain the first name of the obligor. It will contain at least one alphabetic character and be uppercase. (Note: the Federal Offset System only stores ten positions of the obligor's first name, therefore the information provided for the Case Reconciliation File may be less than the name the state provided when certifying the case.)

CHART F-6: CASE RECONCILIATION RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Current Arrearage Amount	63-70	8	N	This field will contain the current arrearage amount for the case. The value will be the amount certified by the state net of any Tax or Administrative Offsets or modifications. This field will contain the amount in whole dollars only.
Case Type Indicator	71	1	A	This field will contain one of the following codes to indicate the type of case: A TANF N Non-TANF
Last Pre-Offset Notice Date	72-79	8	A/N	This field will contain the date the most recent Pre-Offset Notice was sent in CCYYMMDD format. If OCSE issues the notice for the state, this is the date the Pre-Offset Notice was sent by OCSE. If the state issues the notice, this is the date issued provided by the state on the Add Case transaction or annual submittal process transaction.
Pre-Offset Notice Hold Indicator	80	1	A	This field will contain one of the following values to indicate if the case is active at FMS: H The case is on hold pending the Pre-Offset Notice hold period. Space The case has either been sent to FMS or is FIDM-only.

CHART F-6: CASE RECONCILIATION RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Department of State Action Indicator	81	1	A	This field will contain one of the following codes to indicate the action taken with DoS for the case: S OCSE submitted the obligor to DoS for passport denial when the arrearage amount went over the $5,000 threshold. D OCSE previously submitted the obligor to DoS for passport denial, but has now forwarded a Delete Record to DoS. C The combined arrearages for eligible TANF and Non-TANF cases for the same submitting state went over the $5,000 threshold. OCSE submitted the obligor to DoS for passport denial. X The obligor has been manually excluded from the Passport Denial Program as a result of a Notice of Withdrawal of Passport Denial form provided to OCSE by a state.
Department of State Action Indicator **(Continued)**	81	1	A	N The obligor meets the criteria for the Passport Denial Program, but certain information is missing from the submitted record and is unavailable from SSA. Cases cannot be forwarded to DoS unless the date of birth, place of birth, and gender designation are included. R OCSE submitted the obligor to DoS for passport denial, but DoS rejected the case for one of the following reasons: invalid name code or country code, duplicate Add Case transaction, or the record was not found. These cases will be corrected by OCSE if possible and re-submitted to DoS. Space The obligor is eligible to receive their passport based on one of the following conditions: the current arrearage amount is less than the $5,000 threshold, or the Passport Denial exclusion indicator was set prior to the arrearage amount going over $5,000, or the case was submitted with the Passport Denial exclusion indicator set when the arrearage amount was over $5,000.

CHART F-6: CASE RECONCILIATION RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Administrative Offset Exclusion Indicator	82-84	3	A	This field will contain one of the following values as 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 will contain one of the following values as sent by the state: RET Exclude Federal Retirement Space Exclusion indicator does not apply
Vendor Payments Exclusion Indicator	88-90	3	A	This field will contain one of the following values as 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 will contain one of the following values as sent by the state: SAL Exclude Federal Salary (*pre-set on all cases*) Space Exclusion indicator does not apply
Tax Refund Offset Exclusion Indicator	94-96	3	A	This field will contain one of the following values as 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 will contain one of the following values as 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 will contain one of the following values as sent by the state: FIN Exclude MSFIDM Space Exclusion indicator does not apply

CHART F-6: CASE RECONCILIATION RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Filler	103-245	143	A/N	This field is reserved for future use and will contain spaces.

CHART F-7: CASE RECONCILIATION CONTROL RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'RCT' to identify this record as the Federal Offset Reconciliation Control Totals Record.
Submitting State Code	4-5	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
TANF Cases Returned	6-14	9	N	This field will contain a count of the total detail records on the file for TANF cases.
Non-TANF Cases Returned	15-23	9	N	This field will contain a count of the total detail records on the file for Non-TANF cases.
Total Cases Returned	24-32	9	N	This field will contain a count of the total number detailed records on the file.
Extract Date	33-40	8	A/N	Contains the date the reconciliation data was extracted from the OCSE Case Master file.
Filler	41-245	205	A	This field is reserved for future use and will contain spaces.

G. ERROR CODES AND EXPLANATIONS

This appendix consists of the following charts:

G-1 Rejected Case Submission and Update Error Codes
G-2 Unaccountable Missing Address Error Codes

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
01	**Invalid Submitting State Code** The State code for the submitting State was not a standard State abbreviation. Refer to Appendix H, "State and Territory Abbreviations; Country Codes", for a list of valid country codes.	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
02	**Invalid SSN** The Social Security Number contained blanks, non-numeric digits, all zeros, or may have been outside the SSA-defined range. Refer to Chart E-1, "Case Submission and Update Record Layout", for specific edit criteria.	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
03	**Invalid Last Name** The first four characters of the last name contained embedded spaces or special characters other than a hyphen; or the last name was all spaces.	A (Add Case), B
04	**Invalid First Name** The first position of the first name contained a space.	A (Add Case), B
05	**Invalid Arrearage Amount** For Transaction Type 'A', the arrearage amount was not numeric, contained special characters (e.g., dollar sign, plus or minus sign, or decimal point), or was less than $25 dollars. For Transaction Type 'M', the arrearage amount was not numeric, contained special characters, or was equal to the arrearage amount on the OCSE Case Master File. For Transaction Type 'S', the accumulated payment amount was not numeric or contained special characters.	A (Add/Recertify), M, S
06	**Case Already Exists for an Add** The State tried to add a new case that was already active on the OCSE Case Master File.	A (Add Case)

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
07	**Invalid Transaction Type** The transaction type submitted on the Case Submission and Update Record was not equal to ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’ or ‘Z’.	N/A
08	**Duplicate Transaction Request Exists for Same Cycle** More than one weekly update transaction containing the same transaction type, submitting State code, SSN, and case type indicator was submitted for processing in the same weekly processing cycle.	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
09	**Invalid Case Type Indicator** The case type indicator was not equal to 'A' (TANF) or ‘N’ (non-TANF).	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
11	**Invalid State Payment Amount** The accumulated payment amount submitted on the Case Submission and Update Record was equal to the year-to-date accumulated payment amount on the OCSE Case Master File.	S
12	**Record Not Found on the OCSE Case Master File** The key fields of the submitted case (SSN, State Code, Case Type) did not match a case on the OCSE Case Master File. For Transaction Type ‘S’, the key fields and the process year submitted did not match a case on the OCSE Case Master File for the specified processing year.	B, C, D, L, M, R, S, T, Z
17	**Last Name Does Not Match OCSE Last Name** The first 4 characters of the submitted obligor last name did not match the first 4 characters of the last name on the OCSE Case Master File or on a name change transaction in the same cycle for the submitted State Code, SSN, and case type indicator.	C, D, L, M, R, S, T, Z

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
19	**FMS Cannot Decrease a Debt with an Existing Balance of Zero** The balance for a case at FMS was equal to zero. An offset may have occurred at FMS that is still pending at OCSE. It is recommended that the State review their Collection and Adjustment File to evaluate all transactions associated with the case.	M
23	**Invalid Transfer State Code** The State code for the transfer State was not valid. Refer to Appendix H, "State and Territory Abbreviations; Country Codes", for a list of valid State codes.	T
26	**Invalid Processing Year for State Payment** The processing year submitted on a State Payment transaction was equal to spaces or was more than 7 years older than the current year.	S
29	**Invalid Local Code** If the submitted local code was not spaces, it was not found on the State's Local Code File.	L
32	**Invalid Date Issued** The Pre-Offset Notice Date Issued Field was not in the CCYYMMDD format, contained spaces, was not numeric, or did not contain a valid date. This error code applies only to States that send their own Pre-Offset Notices.	A (Add/Recertify)
33	**Invalid Exclusion Indicator(s)** The Exclusion Indicator field on the Case Submission and Update Record contained an invalid value.	A (Add/Recertify), R
34	**State Payment Transaction Submitted, but No Offset Payment Found for the Offset Year** A State Payment transaction was submitted for a case that never received an offset during the processing year specified.	S

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
35	**State Payment Amount Exceeds Offset** A current year State Payment was issued for more money than was offset.	S
38	**Case Was Previously Deleted** An attempt was made to update or delete a case that was already flagged as deleted.	B, C, D, L, M, R, T, Z
39	**Invalid Transaction for FIDM-Only Case** An attempt was made to switch a case from FIDM-Only to non-FIDM-Only, or from a non-FIDM-Only to a FIDM-Only without first deleting the original case. The original case must first be deleted, then re-added in the next processing cycle with the desired exclusion indicator(s) set.	R
40	**Incomplete Address** All address fields (Address Line 1, Address Line 2, State, City and Zip) contain spaces.	Z

CHART G-2: UNACCOUNTABLE MISSING ADDRESS ERROR CODES	
Error Code	Error Message and Explanation
20	The SSN was not found on the IRS taxpayer master file. As a result, it was not possible to obtain an address for the case. OCSE forwarded the SSN and the name to SSA. SSA was unable to find a corrected SSN for the case.
31	The SSN was not found on the IRS taxpayer master file. As a result, it was not possible to obtain an address for the case. OCSE forwarded the name and SSN to SSA. SSA found a corrected SSN for the name. The corrected SSN is being returned.

H. STATE AND TERRITORY ABBREVIATIONS; COUNTRY CODES

This appendix consists of the following charts:

H-1 State and Territory Abbreviations
H-2 FMS Country Codes

The state, territory and country codes listed in these charts are compliant with U.S Postal Service codes. State and territory abbreviations are displayed alphabetically.

Country code information is displayed two ways to facilitate easy lookup. The first two columns present countries and associated codes, sorted alphabetically by codes. The third and fourth columns present the same information, sorted alphabetically by country names.

CHART H-1: STATE AND TERRITORY ABBREVIATIONS			
State Name	Abbreviation	State Name	Abbreviation
Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
America Samoa	AS	New Hampshire	NH
Arizona	AZ	New Jersey	NJ
Arkansas	AR	New Mexico	NM
		New York	NY
California	CA	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CT		
		Ohio	OH
Delaware	DE	Oklahoma	OK
District of Columbia	DC	Oregon	OR
Florida	FL	Pennsylvania	PA
		Puerto Rico	PR
Georgia	GA		
Guam	GU	Rhode Island	RI
Hawaii	HI	South Carolina	SC
		South Dakota	SD
Idaho	ID		
Illinois	IL	Tennessee	TN
Indiana	IN	Texas	TX
Iowa	IA		
		Utah	UT
Kansas	KS		
Kentucky	KY	Vermont	VT
		Virgin Islands	VI
Louisiana	LA	Virginia	VA
Maine	ME	Washington	WA
Maryland	MD	Washington, DC	DC
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		
Missouri	MO		
Montana	MT		

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
AD	Andorra	Afghanistan	AF
AE	United Arab Emirates	Albania	AL
AF	Afghanistan	Algeria	DZ
AG	Antigua and Barbuda	Andorra	AD
AI	Anguilla	Angola	AO
AL	Albania	Anguilla	AI
AM	Armenia	Antigua and Barbuda	AG
AN	Netherlands Antilles	Argentina	AR
AO	Angola	Armenia	AM
AR	Argentina	Aruba	AW
AT	Austria	Australia	AU
AU	Australia	Austria	AT
AW	Aruba	Azerbaijan	AZ
AZ	Azerbaijan	Bahamas	BS
BA	Bosnia and Herzegovina	Bahrain	BH
BB	Barbados	Bangladesh	BD
BD	Bangladesh	Barbados	BB
BE	Belgium	Belarus	BY
BF	Burkina Faso	Belgium	BE
BG	Bulgaria	Belize	BZ
BH	Bahrain	Benin	BJ
BI	Burundi	Bermuda	BM
BJ	Benin	Bhutan	BT
BM	Bermuda	Bolivia	BO
BN	Brunei Darussalam	Bosnia and Herzegovina	BA
BO	Bolivia	Botswana	BW
BR	Brazil	Brazil	BR
BS	Bahamas	British Indian Ocean Territory	IO
BT	Bhutan	Brunei Darussalam	BN
BW	Botswana	Bulgaria	BG
BY	Belarus	Burkina Faso	BF
BZ	Belize	Burundi	BI
CA	Canada	Cambodia	KH
CD	Congo, Dem. Republic of	Cameroon	CM
CF	Central African Rep	Canada	CA

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
CG	Congo	Cape Verde	CV
CH	Switzerland	Cayman Islands	KY
CI	Cote d'Ivoire	Central African Rep	CF
CK	Cook Islands	Chad	TD
CL	Chile	Chile	CL
CM	Cameroon	China	CN
CN	China	Colombia	CO
CO	Colombia	Comoros	KM
CR	Costa Rica	Congo	CG
CU	Cuba	Congo, Dem. Republic of	CD
CV	Cape Verde	Cook Islands	CK
CY	Cyprus	Costa Rica	CR
CZ	Czech Republic	Cote d'Ivoire	CI
DE	Germany	Croatia	HR
DJ	Djibouti	Cuba	CU
DK	Denmark	Cyprus	CY
DM	Dominica	Czech Republic	CZ
DO	Dominican Republic	Dem. People's Rep of Korea	KP
DZ	Algeria	Denmark	DK
EC	Ecuador	Djibouti	DJ
EE	Estonia	Dominica	DM
EG	Egypt	Dominican Republic	DO
ER	Eritrea	East Timor	TP
ES	Spain	Ecuador	EC
ET	Ethiopia	Egypt	EG
FI	Finland	El Salvador	SV
FJ	Fiji	Equatorial Guinea	GQ
FK	Falkland Islands (Malvinas)	Eritrea	ER
FM	Micronesia, Federated States of	Estonia	EE
FO	Faroe Islands	Ethiopia	ET
FR	France	Falkland Islands (Malvinas)	FK
GA	Gabon	Faroe Islands	FO
GB	Great Britain	Fiji	FJ
GD	Grenada	Finland	FI
GE	Georgia	France	FR
GF	French Guiana	French Guiana	GF
GH	Ghana	French Polynesia	PF

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
GI	Gibraltar	French Southern Territories	TF
GL	Greenland	Gabon	GA
GM	Gambia	Gambia	GM
GN	Guinea	Georgia	GE
GP	Guadeloupe	Germany	DE
GQ	Equatorial Guinea	Ghana	GH
GR	Greece	Gibraltar	GI
GT	Guatemala	Great Britain	GB
GW	Guinea-Bissau	Greece	GR
GY	Guyana	Greenland	GL
HK	Hong Kong, China	Grenada	GD
HN	Honduras	Guadeloupe	GP
HR	Croatia	Guatemala	GT
HT	Haiti	Guinea	GN
HU	Hungary	Guinea-Bissau	GW
ID	Indonesia	Guyana	GY
IE	Ireland	Haiti	HT
IL	Israel	Honduras	HN
IN	India	Hong Kong, China	HK
IO	British Indian Ocean Territory	Hungary	HU
IQ	Iraq	Iceland	IS
IR	Iran, Islamic Republic of	India	IN
IS	Iceland	Indonesia	ID
IT	Italy	Iran, Islamic Republic of	IR
JM	Jamaica	Iraq	IQ
JO	Jordan	Ireland	IE
JP	Japan	Israel	IL
KE	Kenya	Italy	IT
KG	Kyrgyzstan	Jamaica	JM
KH	Cambodia	Japan	JP
KI	Kiribati	Jordan	JO
KM	Comoros	Kazakhstan	KZ
KN	Saint Kitts and Nevis	Kenya	KE
KP	Dem. People's Rep of Korea	Kiribati	KI
KR	Korea	Korea	KR
KW	Kuwait	Kuwait	KW
KY	Cayman Islands	Kyrgyzstan	KG

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
KZ	Kazakhstan	Lao, People's Dem. Republic	LA
LA	Lao, People's Dem. Republic	Latvia	LV
LB	Lebanon	Lebanon	LB
LC	Saint Lucia	Lesotho	LS
LI	Liechtenstein	Liberia	LR
LK	Sri Lanka	Libyan Jamahiriya	LY
LR	Liberia	Liechtenstein	LI
LS	Lesotho	Lithuania	LT
LT	Lithuania	Luxembourg	LU
LU	Luxembourg	Macau	MO
LV	Latvia	Madagascar	MG
LY	Libyan Jamahiriya	Malawi	MW
MA	Morocco	Malaysia	MY
MC	Monaco	Maldives	MV
MD	Moldova, Republic of	Mali	ML
MG	Madagascar	Malta	MT
MH	Marshall Islands	Marshall Islands	MH
MK	The former Yugoslav Republic of Macedonia	Martinique	MQ
ML	Mali	Mauritania	MR
MM	Myanmar	Mauritius	MU
MN	Mongolia	Mayotte, Territorial Community of	YT
MO	Macau	Mexico	MX
MP	Northern Mariana Islands	Micronesia, Federated States of	FM
MQ	Martinique	Moldova, Republic of	MD
MR	Mauritania	Monaco	MC
MS	Montserrat	Mongolia	MN
MT	Malta	Montserrat	MS
MU	Mauritius	Morocco	MA
MV	Maldives	Mozambique	MZ
MW	Malawi	Myanmar	MM
MX	Mexico	Namibia	NA
MY	Malaysia	Nauru	NR
MZ	Mozambique	Nepal	NP

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
NA	Namibia	Netherlands	NL
NC	New Caledonia	Netherlands Antilles	AN
NE	Niger	New Caledonia	NC
NF	Norfolk Island	New Zealand	NZ
NG	Nigeria	Nicaragua	NI
NI	Nicaragua	Niger	NE
NL	Netherlands	Nigeria	NG
NO	Norway	Niue	NU
NP	Nepal	Norfolk Island	NF
NR	Nauru	Northern Mariana Islands	MP
NU	Niue	Norway	NO
NZ	New Zealand	Oman	OM
OM	Oman	Pakistan	PK
PA	Panama (Rep)	Palau	PW
PE	Peru	Panama (Rep)	PA
PF	French Polynesia	Papua New Guinea	PG
PG	Papua New Guinea	Paraguay	PY
PH	Philippines	Peru	PE
PK	Pakistan	Philippines	PH
PL	Poland (Rep)	Pitcairn, Henderson, Ducie and Oeno Islands	PN
PM	Territorial Community of St Pierre and Miquelon	Poland (Rep)	PL
PN	Pitcairn, Henderson, Ducie and Oeno Islands	Portugal	PT
PT	Portugal	Qatar	QA
PW	Palau	Reunion	RE
PY	Paraguay	Romania	RO
QA	Qatar	Russian Federation	RU
RE	Reunion	Rwanda	RW
RO	Romania	Saint Helena	SH
RU	Russian Federation	Saint Kitts and Nevis	KN
RW	Rwanda	Saint Lucia	LC
SA	Saudi Arabia	Saint Vincent and the Grenadines	VC
SB	Solomon Islands	Samoa	WS
SC	Seychelles	San Marino	SM

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
SD	Sudan	Sao Tome and Principe	ST
SE	Sweden	Saudi Arabia	SA
SG	Singapore	Senegal	SN
SH	Saint Helena	Seychelles	SC
SI	Slovenia	Sierra Leone	SL
SK	Slovakia	Singapore	SG
SL	Sierra Leone	Slovakia	SK
SM	San Marino	Slovenia	SI
SN	Senegal	Solomon Islands	SB
SO	Somalia	Somalia	SO
SR	Suriname	South Africa	ZA
ST	Sao Tome and Principe	Spain	ES
SV	El Salvador	Sri Lanka	LK
SY	Syrian Arab Rep	Sudan	SD
SZ	Swaziland	Suriname	SR
TC	Turks and Caicos Islands	Swaziland	SZ
TD	Chad	Sweden	SE
TF	French Southern Territories	Switzerland	CH
TG	Togo	Syrian Arab Rep	SY
TH	Thailand	Tajikistan	TJ
TJ	Tajikistan	Tanzania, United Republic of	TZ
TK	Tokelau	Territorial Community of St Pierre and Miquelon	PM
TM	Turkmenistan	Thailand	TH
TN	Tunisia	The former Yugoslav Republic of Macedonia	MK
TO	Tonga (including Niuafo'ou)	Togo	TG
TP	East Timor	Tokelau	TK
TR	Turkey	Tonga (including Niuafo'ou)	TO
TT	Trinidad and Tobago	Trinidad and Tobago	TT
TV	Tuvalu	Tunisia	TN
TZ	Tanzania, United Republic of	Turkey	TR
UA	Ukraine	Turkmenistan	TM
UG	Uganda	Turks and Caicos Islands	TC
US	United States of America	Tuvalu	TV

CHART H-2: FMS COUNTRY CODES			
Code *(Sorted by Code)*	Country	Country *(Sorted by Country)*	Code
UY	Uruguay	Uganda	UG
UZ	Uzbekistan	Ukraine	UA
VA	Vatican	United Arab Emirates	AE
VC	Saint Vincent and the Grenadines	United States of America	US
VE	Venezuela	Unknown Foreign Country	XX
VG	Virgin Islands (British)	Uruguay	UY
VN	Vietnam	Uzbekistan	UZ
VU	Vanuatu	Vanuatu	VU
WF	Wallis and Futuna Islands	Vatican	VA
WS	Samoa	Venezuela	VE
YE	Yemen	Vietnam	VN
YT	Mayotte, Territorial Community of	Virgin Islands (British)	VG
YU	Yugoslavia	Wallis and Futuna Islands	WF
ZA	South Africa	Yemen	YE
ZM	Zambia	Yugoslavia	YU
ZW	Zimbabwe	Zambia	ZM
XX	Unknown Foreign Country	Zimbabwe	ZW

I. LETTERS AND NOTICES

This appendix includes the following examples:

- I.1 Annual Certification Letter (completed by the State and sent to OCSE)
- I.2 OCSE Pre-Offset Notice (completed by OCSE and sent to the obligor)
- I.3 FMS Offset Notice (completed by FMS and sent to the obligor)
- I.4 Bankruptcy Notification Letter
- I.5 Bankruptcy Dismissal Letter

States are required to submit the Annual Certification Letter OCSE for all cases submitted to the Federal Offset Program. The Certification Letter is completed by the State IV-D Director and certifies that every request for collection or Passport Denial will meet the Federal requirements for Federal Income Tax Refund Offset, Administrative Offset, and request for U.S. Passport Denial. The Certification Letter gives each State the option to print their own Pre-Offset Notices or have OCSE print Pre-Offset Notices on behalf of the State. Information that is necessary for the Pre-Offset Notices and Offset Notices is included in the letter. The Certification Letter also contains a section for indicating the number of days the State would like OCSE to hold new cases before mailing Pre-Offset Notices.

The OCSE Pre-Offset Notice informs the obligor that an offset *may* occur. If a State requests that OCSE mail Pre-Offset Notices to obligors, a Pre-Offset Notice will be sent for all new or recertified cases for that State. This option may be changed at any time by submitting a new Certification Letter informing OCSE. The Pre-Offset Notice contains the State and Local Child Support Agency addresses and the obligor address, SSN, Case Number, Local ID, and the certified arrearage amount that may be collected. The Pre-Offset Notice explains the Federal Tax Refund Offset, Administrative Offset, Passport Denial regulations, and the procedures the obligor can take to contest proposed offset remedies.

The FMS Offset Notice is issued by FMS to inform an obligor that an offset *has* occurred, and that all or part of their Federal Payment was applied to the debt owed. The Federal agency collecting the debt and the reason the debt was collected are listed on the FMS Offset Notice. Instructions are provided to the obligor if they wish to contest the debt collected.

The Bankruptcy Notification Letter is issued by OCSE to the States to inform them of obligor(s) who have filed for bankruptcy.

I.1 Annual Certification Letter

Use State Letterhead

Date:

Office of Child Support Enforcement
Department of Health and Human Services
Special Collections
370 L'Enfant Promenade, S.W., 2nd Floor
Washington, D.C. 20447

From: _____, _____, _____
State IV-D Director Title Jurisdiction

Subject: Request for Collection of Delinquent Child and/or Spousal Support by Financial Management Service (FMS) through the Federal Tax Refund Offset process and/or the Federal Administrative Offset process and Request for Denial of Passport Applications

I certify that every request for collection meets the following requirements:

1. (A) For Federal Tax Refund Offset assistance cases, the amount of the delinquency under a court or administrative order for child and/or spousal support is not less than $150, has been delinquent for three (3) months or longer, and has been assigned to the State.

   (B) For Federal Tax Refund Offset non-assistance cases, the amount of the delinquency under a court or administrative order for child support is not less than $500, the child is a "qualified child" under section 464 of the Social Security Act (the Act) and the State is enforcing the order under section 454(4)(A)(ii) of the Act.

   (C) For Administrative Offset cases, the amount of the delinquency under a court or administrative order for support (for a child and the parent with whom the child is living) is not less than $25 and there has been an assignment of the support rights to the State or the State is enforcing the order under section 454(4)(A)(ii) of the Act.

2. This agency has verified the accuracy of the arrears, has a copy of the order and any modifications, has a copy of the payment record or an affidavit signed by the custodial parent attesting to the amount of support owed and has, in non-assistance cases, the custodial parent's current address.

3. We request that OCSE mail Pre-Offset Notices to the obligors. _____Yes _____No

The Paperwork Reduction Act of 1995
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. This information collection is expected to take .4 hours per response. OMB control number: 0970-0161, Expiration date 4/30/2004.

_____ Mail notices on all cases _____ Mail notices only on new cases

4. The Pre-Offset Notice that we will issue to the obligor meets the requirements set forth in the regulations, or the address information provided for the non-custodial parent for the notice that OCSE will issue has been verified.

I certify that every request for passport denial meets the following requirements:

1. The amount of the arrearage of child support owed by the individual exceeds $5000.

2. This agency has verified the accuracy of the arrears, has a copy of the order and any modifications, and has a copy of the payment record or an affidavit signed by the custodial parent attesting to the amount of support owed.

3. This agency certifies that the notice we will issue the obligor meets the requirements set forth in section 454(31) of the Act, or that the address information provided for the non-custodial parent for the notice that OCSE will issue has been verified.

Information for Pre-Offset and/or Offset Notice:

OCSE Issues Pre-Offset Notice:

State Return Address/ State Contact Address to be used: _____ Yes _____ No
Local Return Address/ Local Contact Address to be used: _____ Yes _____ No
State Return Address/ Local Contact Address to be used: _____ Yes _____ No

Offset Notice address for all States:

State Contact Address to be used: _____ Yes _____ No
Local Contact Addresses to be used: _____ Yes _____ No

State IV-D Address:
All States must provide a State address, whether or not Local addresses are used.

_____
_____
_____
Telephone Number: (_____) _____ - _____

How long does your State want OCSE to hold new cases from the Pre-Offset Notice date

The Paperwork Reduction Act of 1995
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. This information collection is expected to take .4 hours per response. OMB control number: 0970-0161, Expiration date 4/30/2004.

before OCSE forwards the new cases to the Treasury Financial Management Services?

Choose one of the following:

30 days from the Pre-Offset Notice date: _____

45 days from the Pre-Offset Notice date: _____

60 days from the Pre-Offset Notice date: _____

90 days from the Pre-Offset Notice date: _____

Signature of IV-D Director or Designee _____

Agency Contact _____

Agency Contact's Phone Number _____

Agency Contact's E-Mail Address _____

The Paperwork Reduction Act of 1995
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. This information collection is expected to take .4 hours per response. OMB control number: 0970-0161, Expiration date 4/30/2004.

I.2 OCSE Pre-Offset Notice

CHILD SUPPORT ENFORCEMENT DIVISION
DEPARTMENT OF REVENUE MS 01550
550 W 7TH AVE 4TH FL
ANCHORAGE AK 99501-6699
INSTATE (800) 478-3300

CHILD SUPPORT ENFORCEMENT DIVISION
W 7TH AVE 4TH FL
ANCHORAGE AK 99501-6699
PHONE(S): (907) 269-6900

CURRENT DATE

** CONTACT ADDRESS ABOVE **

MR AND/OR MS JOHN DOE
3331 ANYSTREET BLVD
ANYTOWN USA 99999-0123

SSN	CASE NUMBER	LOCAL ID	PAST DUE AMOUNT CLAIMED
992-12-3456	33331Z97RN1	001	$520 (NON-TANF)

The agency identified above has determined that you owe past-due child and/or spousal support. Our records show that you owe at least the amount shown above. If your case was submitted to the United States Department of the Treasury for collection in the past, this amount is subject to collection at any time by Administrative Offset and/or Federal Tax Refund Offset. If your case has not already been submitted to the United States Department of the Treasury and you do not pay in full within 30 days from the date of this notice, this amount will be referred for collection by Administrative Offset and/or Federal Tax Refund Offset. Under Administrative Offset (31 U.S.C.3716), certain Federal payments that might otherwise be paid to you will be intercepted, either in whole or in part, to pay past-due child and/or spousal support. Under Federal Tax Refund Offset (42 U.S.C.664;26 U.S.C.6402), any Federal income tax refund to which you may be entitled will be intercepted to satisfy your debt.

If you owe arrearages of child support in an amount exceeding $5,000, the agency identified above will certify your debt to the State Department pursuant to 42 USC 654(31). Once you are certified, the Secretary of State will refuse to issue a passport to you, and may revoke, restrict or limit a passport that was previously issued. The amount of your past-due support will also be reported to consumer reporting agencies.

Your debt will remain subject to collection by Federal Tax Refund Offset and/or Administrative Offset until it is paid in full. Important: If you owe current support, any further arrears accruing due to payments missed may be added to your debt and will be subject to collection by Federal Tax Refund Offset and/or Administrative Offset now or in the future without further notice. To determine additional amounts owed or the total amount past-due which the agency has submitted for collection, you may contact us at the address or phone number listed above.

You have a right to contest our determination that this amount of past-due support is owed, and you may request an administrative review. To request an administrative review you must contact us at the address or phone number listed above within 30 days of the date of this notice. If your support order was not issued in our state, we can conduct the review or, if you prefer, the review can be conducted in the state that issued the support order. If you request, we will contact that state within 10 days after we receive your request and you will be notified of the time and place of your administrative review by the state which issued the order. All requests for administrative review must be made by contacting the agency identified above.

If you are married, filing a joint income tax return, and you incurred this debt separately from your spouse, who has no legal responsibility for the debt and who has income and withholding and/or estimated tax payments, your spouse may be entitled to receive his or her portion of any joint Federal Tax Refund. If your spouse meets these criteria, he or she may receive his or her portion of the joint refund by filing a Form 8379 - Injured Spouse Claim and Allocation. Form 8379 should be attached to the top of the Form 1040 or 1040A when you file, or

filed according to other instructions as indicated on the Form 8379.

I.3 FMS Offset Notice

Department of the Treasury
Financial Management Service
P.O. Box 1696
Birmingham, AL 35201-1686

THIS IS NOT A BILL **PLEASE RETAIN FOR YOUR RECORDS**

{Date}

{Name/Address}

Dear {Debtor Name}

As authorized by Federal Law, we applied all or part of your Federal payment to a debt you owe. The government agency (or agencies) collecting your debt is listed below.

AGENCY:
{*Creditor Agency Name/phone/address*}

TIN Num:
Debt Trace Num:
Acct Num:

Amount this Creditor:

Creditor: Site:

PURPOSE: {*Child Support*}
Amount: {*Amount sent to the Creditor Agency*}

The Agency has previously sent notice to you at the last address known to the Agency. That notice explained the amount and type of debt you owe, the rights available to you, and that the Agency intended to collect the debt by intercepting any Federal payments made to you, including tax refunds. **If you believe your payment was reduced in error or have questions about this debt, you must contact the Agency at the address and telephone number shown above.** The U.S. Department of the Treasury's Financial Management Service cannot resolve issues regarding debts with other agencies.

We will forward the money taken from your Federal payment to the Agency to be applied to your debt balance; however, the Agency may not receive the funds for several weeks after the payment date. If you intend to contact the Creditor Agency immediately, please have this notice available.

{Signature}
{Title}
Debt Management Services
(800) 304-3107

PAYMENT SUMMARY
PAYEE NAME: **PAYMENT TYPE:**
PAYMENT BEFORE REDUCTION: **PAYMENT DATE:**
TOTAL AMOUNT OF THIS REDUCTION:
PAYING FEDERAL AGENCY {Paying Federal Agency} ***If the paying agency is IRS tax refund include*:**
(See Insert on Tax Refund Offsets for Additional Information).

I.4 Bankruptcy Notification Letter

(Date)

(Name
Address
City, ST Zipcode)

Dear (___):

The Federal Office of Child Support Enforcement (OCSE) received notification from the Financial Management Service (FMS) that an obligor(s) from your state is involved in bankruptcy proceedings (see attachments). If the bankruptcy filing occurred within the last year, FMS has inactivated the case. OCSE has set the Tax and Administrative offset exclusion indicators for these cases at FMS; previously existing exclusion indicators have also been maintained. Once it has been confirmed that the exclusion indicators are properly set at FMS, OCSE will reactivate the case.

Should a state become aware of any bankruptcy case outside of this notification process, they should immediately initiate an update for that case to exclude it from Tax and/or Administrative offsets.

Once the obligor completes the bankruptcy process, it is the responsibility of the state to submit a transaction to reset the exclusion indicators appropriate for the case. If OCSE sends Pre-Offset Notices for your state, and a year has passed since the obligor filed bankruptcy, OCSE strongly encourages that the case be deleted and resubmitted so that a new Pre-Offset Notice can be issued.

If you have any questions, please call Rebecca Hamil, Bankruptcy Monitor at (202) 690-5378.

Sincerely,

Roy W. Nix
Chief, Special Collections

I.5 Bankruptcy Dismissal Letter

(Date)

(Name
Address
City, ST Zipcode)

Dear (___):

The Federal Office of Child Support Enforcement (OCSE) received the attached documentation from the Financial Management Service (FMS) regarding an obligor(s) from your state who is being discharged/dismissed from bankruptcy proceedings.

This notice is provided for informational purposes only. The case status has not been updated by OCSE, nor has OCSE taken any action to reset exclusion indicators. Once the discharge/dismissal process is complete, it is the responsibility of the state to submit a transaction to reset the appropriate exclusion indicators and/or reactivate the case.

If OCSE sends Pre-Offset Notices for your state, and a year has passed since the obligor filed bankruptcy, OCSE strongly encourages that the case be deleted and resubmitted so that a new Pre-Offset Notice can be issued.

If you have any questions, please call Rebecca Hamil, Bankruptcy Monitor at (202) 690-5378.

Sincerely,

Roy W. Nix
Chief, Special Collections

Obligors From Your State Who Have Filed Bankruptcy

NAME	SSN	EXCLUSION INDICATORS SET	NOTES

J. SAMPLE REPORTS

This appendix consists of the Collection Reports that are sent to the States:

J.1 Federal Offset Collections Technical Content Correspondence (TCC)
J.2 OCSE Federal Offset Net Check Amount Report
J.3 Dear Colleague Collection Report
J.4 Statement of Service Fee Report
J.5 Name Discrepancy Report
J.6 Federal Offset Fee Reimbursement TCC
J.7 Federal Offset Fee Reimbursement Report

J.1 Federal Offset Collections Technical Content Correspondence (TCC)

TO ALL FEDERAL OFFSET COORDINATORS

RE: Federal Offset Collections Report for OCSE Cycle 2002-10

Dear Coordinators:

Enclosed is the Federal Offset Collections Report for OCSE Cycle 2002-10. This report represents Federal tax refund and/or administrative offsets, less the current fees of $11.65 per Federal tax offset and $13.20 per administrative offset, and any adjustments/reversals made during this period for the 1995 through 2001 processing years.

The net collections total for OCSE cycle 2002-10 as of June 10, 2002, based on 9,999,999 offsets is $9,999,999,999. The year-to-date total for 9,999,999,999 offsets is $9,999,999,999. This compares to 9,999,999,999 offsets for $9,999,999,999 during the same time period last year.
An electronic version of this report, along with additional detailed reports for your state, has been sent to your State via CONNECT:Direct (C:D).

The funds were transferred through the Automated Clearing House (ACH) on June 20, 2002. If you have any questions regarding the transfer of collections to your state's account, please contact Elvis Davis or Cathy Lin at the Program Support Center (formerly known as Public Health Services). They can be reached at (301) 443-9560 or (301) 443-3309 respectively.

If you have any questions concerning your state's collections reports, please contact the Special Collections Unit at (202) 401-9389, ext. 6, or via email at scollections@acf.hhs.gov.

Sincerely,

Sherri Z. Heller, Ed.D.
Commissioner
Office of Child Support Enforcement

Enclosure

cc:
State IV-D Directors
Regional Program Managers
Executive Staff

J.2 OCSE Federal Offset Net Check Amount Report

OCSE FEDERAL OFFSET NET CHECK AMOUNT REPORT
FOR XX/XX/XX - XX/XX/XX OCSE CYCLE XXXX-XX XX/XX/XX

STATE	OFFSETS	COLLECTIONS	ADJUSTMENTS	ADJUSTMENT AMT	SERVICE FEE	NET CHECK AMT
XX	55	47,284.07	9	9,066.48	409.75	37,807.84
XX	233	190,813.94	34	39,602.80	1,793.20	149,417.94
XX	136	135,059.14	23	21,326.53	1,019.40	112,713.21
XX	183	223,822.42	37	37,170.00	1,392.80	185,259.62
XX	1,936	2,040,634.19	392	392,856.67	14,444.90	1,633,332.62
XX	153	152,283.34	30	32,770.29	1,139.85	118,373.20
XX	153	202,496.21	31	46,669.48	1,175.50	154,651.23
XX	86	37,825.82	10	9,026.82	724.40	28,074.60
XX	33	30,782.01	4	2,136.01	248.95	28,397.05
XX	583	560,252.24	105	115,596.72	4,343.35	440,312.17
XX	391	357,770.52	33	37,203.76	2,912.95	317,653.81
XX	80	54,123.54	27	37,731.43	640.95	15,751.16
XX	164	171,331.01	39	47,559.71	1,234.20	122,537.10
XX	93	90,071.81	7	4,676.40	723.85	84,671.56
XX	405	361,758.07	31	29,322.62	3,116.45	329,319.00
///						
///						
///						
XX	22	11,862.61	4	6,233.35	168.55	5,460.71
XX	82	58,134.71	9	7,132.30	610.90	50,391.51
XX	37	23,468.85	6	9,004.43	283.40	14,181.02
XX	255	239,825.09	32	32,289.03	1,981.90	205,554.16
XX	1,078	1,152,908.52	146	123,505.51	8,031.10	1,021,371.91
XX	70	68,089.42	13	17,868.52	521.50	49,699.40
XX	190	161,876.94	39	30,898.23	1,415.50	129,563.21
XX	7	8,356.94	2	4,214.03	52.15	4,090.76
XX	20	13,450.99	6	5,729.50	149.00	7,572.49
XX	324	327,642.38	51	51,158.69	2,413.80	274,069.89
XX	246	220,778.58	53	54,777.72	1,832.70	164,168.16
XX	72	60,897.80	18	19,171.45	536.40	41,189.95
XX	41	42,659.10	10	10,885.65	314.75	31,458.70
TOTAL	12,178	12,063,217.65	2,044	2,172,013.79	91,375.55	9,799,828.31

J.3 Dear Colleague Collection Report

DEAR COLLEAGUE

THE OFFICE OF CHILD SUPPORT ENFORCEMENT IS PLEASED TO FORWARD THE FOLLOWING
COLLECTION INFORMATION TO YOU. THE APPROPRIATE SERVICE FEES ARE BEING DEDUCTED
FROM THE TOTAL COLLECTIONS.

STATE: XXXXXXX

FOR PERIOD: XX/XX/XX - XX/XX/XX
OCSE CYCLE: XXXX-XX

		TOTAL		TANF		NON-TANF	
			TAX	ADM	TAX	ADM
TOTAL OFFSETS:		84	50	4	28	2
AMOUNT COLLECTED:		$91,090.84	$58,286.01	$531.12	$31,637.63	$600.08
SERVICE FEE:		$635.10	$372.50	$36.00	$108.60	$18.00
TOTAL ADJUSTMENTS:		22	16	0	6	0
AMOUNT ADJUSTED:		$14,815.75	$12,107.21	$.00	$2,708.54	$.00
NET CHECK AMOUNT:		$75,639.99	$45,806.30	$495.12	$28,756.49	$582.08
PY 2002 ADJUSTMENTS:	22	$14,815.75	$12,107.21	$0.00	$2,708.54	$0.00
PY 2001 ADJUSTMENTS:	0	$0.00	$0.00	$0.00	$0.00	$0.00
PY 2000 ADJUSTMENTS:	0	$0.00	$0.00	$0.00	$0.00	$0.00
PY 1999 ADJUSTMENTS:	0	$0.00	$0.00	$0.00	$0.00	$0.00
PY 1998/Prior Adj. :	0	$0.00	$0.00	$0.00	$0.00	$0.00

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OCSE
SPECIAL COLLECTIONS UNIT AT (202) 401-9389.

J.4 Statement of Service Fee Report

```
                 DEPARTMENT OF HEALTH AND HUMAN SERVICES
                   OFFICE OF CHILD SUPPORT ENFORCEMENT
                          STATEMENT OF SERVICE FEE

*********************************************************************
* NAME OF STATE                   *    FOR PERIOD XX/XX/XX - XX/XX/XX *
* XXXXXXXXXXXXXXXXX               *    OCSE CYCLE XXXX-XX             *
*********************************************************************
* ORGANIZATION-PROVIDING SERVICE         *    KIND OF SERVICE        *
* OFFICE OF CHILD SUPPORT ENFORCEMENT    *    FEDERAL OFFSET         *
*********************************************************************
* ORGANIZATION                                                      *
*                  CHILD SUPPORT ENFORCEMENT                        *
*                  DIV OF SOC SERVICES                              *
*                  XXXXXXXXXXXXXXXXXXXXXX                           *
*                  XXXXXXXXXXXXXXXXXXXXXX                           *
*                  XXXXXXXXXXXXXXXXXXXXXX                           *
*********************************************************************
* DESCRIPTION OF SERVICE FEE                                        *
* SEE MONTHLY COLLECTION REPORT:  XXXXXXXX    OCSE CYCLE XXXX-XX     *
*                                                                   *
*       78 CASES TAX OFFSET   $$.$$  EACH          $$$$.$$          *
*        6 CASES ADM OFFSET   $$.$$  EACH           $$$.$$          *
*                                                 ----------        *
*  TOTAL DEDUCTED FROM COLLECTIONS                 $$$$.$$          *
*                                                                   *
*                                                                   *
*********************************************************************
* PLEASE NOTE:  IF YOU HAVE ANY QUESTIONS REGARDING THIS SERVICE FEE, *
*   REFER TO:   OFFICE OF CHILD SUPPORT ENFORCEMENT                 *
*               370 LENFANT PROMENADE, S.W.                         *
*               WASHINGTON, D.C.  20447                             *
*               ATTN:  SPECIAL COLLECTIONS UNIT                     *
*               (202)  401-9389                                     *
*********************************************************************
* STATEMENT PREPARED :  XX/XX/XXXX                                  *
*                                                                   *
*     PLEASE KEEP A COPY OF THIS STATEMENT FOR YOUR RECORDS         *
*                                                                   *
*********************************************************************
```

J.5 Name Discrepancy Report

OFFICE OF CHILD SUPPORT ENFORCEMENT FEDERAL OFFSET NAME DISCREPANCY REPORT
STATE XX COLLECTION FOR PERIOD XX/XX/XX - XX/XX/XX OCSE CYCLE XXXX-XX

SOC-SEC-NO	CASE TYPE	LOCAL	CASE ID	OFF/ADJ	AMOUNT	REPORTED LAST NAME	IRS REPORTED LAST NAME
999-99-9999	N	020	04299739	OFF	$1,580.00	STEVENS	DOE, JOHN & JANE
999-99-9999	N	020	04107401	OFF	$371.00	JOHNSON	DRONE, ANTON & TANYA JANE
999-99-9999	A	020	04009341	OFF	$597.00	PHILLIPS	PRATER, RALPH & RUBY T
999-99-9999	N	020	04327771	OFF	$3,584.00	LANDER	MOOR, SUSAN C
999-99-9999	A	020	04038470	OFF	$734.00	HINDSON	CASH, BERNARD
999-99-9999	N	020	04398763	OFF	$975.00	RINDLER	MARETZ, LARRY & SANDRA
999-99-9999	N	020	04282348	OFF	$658.00	LAROSA	BUND, ARNON & CARA
999-99-9999	N	020	14283847	OFF	$2,293.00	ZORTOUCHE	STEED, PARKER & NINA

J.6 Federal Offset Fee Reimbursement Technical Content Correspondence

TO: ALL FEDERAL OFFSET COORDINATORS

RE: Federal Offset Fee Reimbursement for Third Quarter 2002

Dear Federal Offset Coordinators:

Enclosed is a summary report of Federal Offset Fee Reimbursements (formerly known as "Full Reversal Fee Reimbursement") for the third quarter of Processing Year (PY) 2002. An offset fee is reimbursed when 1) a reversal is equal to the original offset amount, 2) multiple partial reversals equal the original offset amount, or 3) the partial reversal(s) plus the offset fee exceeds the original offset amount. The Federal Office of Child Support Enforcement (OCSE) reimburses eligible offset fees to states on a quarterly basis.

The Federal Offset Fee Reimbursement detail report that lists SSN, name, and case ID for each eligible, reimbursed offset fee for your state, was sent to states via CONNECT:Direct on December 6, 2002. *(Please note that summary data, including your state's Quarterly Total Disbursement Amount, is now included at the bottom of the report.)* The corresponding service fees were returned by transfer of funds through the Automated Clearing House (ACH) on December 12, 2002. If you have any questions about this process or the enclosed report, please contact the Special Collections Unit at (202) 401-9389 or scollections@acf.hhs.gov.

Thank you for your continued support and cooperation as we work to improve the lives of our nation's children.

Sincerely,

Donna J. Bonar
Associate Commissioner
For Office of Automation and Program Operations
Office of Child Support Enforcement

Enclosure

cc: State IV-D Directors
Regional Program Managers
ACF Regional Administrators

STATE	CY TAX REV (*1)	CY TAX FEES (*2)	CY ADM REV (*3)	CY ADM FEES (*4)	PY01 TAX REV (*5)	PY01 TAX FEES (*6)	PY01 ADM REV (*7)	PY01 ADM FEES (*8)	PY00 TAX REV (*9)	PY00 TAX FEES (*10)	PY00 ADM REV (*11)	PY00 ADM FEES (*12)	PY99 TAX REV (*13)	PY99 TAX FEES (*14)	PY99 ADM REV (*15)	PY99 ADM FEES (*16)	AMOUNT OWED TO STATES (*17)
XX	29	$337.85	1	$13.20	1	$10.20	0	$0.00	1	$8.10	0	$0.00	0	$0.00	0	$0.00	$369.35
XX	90	$1,048.50	0	$0.00	7	$71.40	0	$0.00	2	$16.20	0	$0.00	0	$0.00	0	$0.00	$1,136.10
XX	79	$920.35	0	$0.00	4	$40.80	0	$0.00	0	$0.00	0	$0.00	1	$7.45	0	$0.00	$968.60
XX	76	$885.40	0	$0.00	2	$20.40	0	$0.00	0	$0.00	0	$0.00	1	$7.45	0	$0.00	$913.25
XX	591	$6,885.15	3	$39.60	49	$499.80	0	$0.00	13	$105.30	0	$0.00	7	$52.15	0	$0.00	$7,582.00
XX	87	$1,013.55	1	$13.20	5	$51.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$1,077.75
XX	118	$1,374.70	1	$13.20	5	$51.00	0	$0.00	3	$24.30	0	$0.00	0	$0.00	0	$0.00	$1,463.20
XX	12	$139.80	1	$13.20	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$153.00
XX	19	$221.35	0	$0.00	2	$20.40	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$241.75
XX	33	$384.45	0	$0.00	1	$10.20	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$394.65
XX	133	$1,549.45	0	$0.00	9	$91.80	0	$0.00	3	$24.30	0	$0.00	1	$7.45	0	$0.00	$1,673.00
XX	8	$93.20	0	$0.00	1	$10.20	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$103.40
XX	20	$233.00	0	$0.00	1	$10.20	0	$0.00	3	$24.30	0	$0.00	0	$0.00	0	$0.00	$267.50
XX	332	$3,867.80	0	$0.00	22	$224.40	0	$0.00	6	$48.60	0	$0.00	4	$29.80	0	$0.00	$4,170.60
XX	485	$5,650.25	0	$0.00	36	$367.20	0	$0.00	4	$32.40	0	$0.00	2	$14.90	0	$0.00	$6,064.75
/ / /																	
/ / /																	
/ / /																	
XX	36	$419.40	0	$0.00	3	$30.60	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$450.00
XX	18	$209.70	0	$0.00	2	$20.40	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$230.10
XX	47	$547.55	0	$0.00	3	$30.60	0	$0.00	3	$24.30	0	$0.00	1	$7.45	0	$0.00	$609.90
XX	16	$186.40	0	$0.00	1	$10.20	0	$0.00	0	$0.00	0	$0.00	1	$7.45	0	$0.00	$204.05
XX	106	$1,234.90	0	$0.00	11	$112.20	0	$0.00	3	$24.30	0	$0.00	2	$14.90	0	$0.00	$1,386.30
XX	212	$2,469.80	0	$0.00	17	$173.40	0	$0.00	6	$48.60	0	$0.00	6	$44.70	0	$0.00	$2,736.50
XX	61	$710.65	0	$0.00	1	$10.20	0	$0.00	2	$16.20	0	$0.00	0	$0.00	0	$0.00	$737.05
XX	129	$1,502.85	0	$0.00	12	$122.40	0	$0.00	1	$8.10	0	$0.00	1	$7.45	0	$0.00	$1,640.80
XX	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$0.00
XX	20	$233.00	0	$0.00	1	$10.20	0	$0.00	1	$8.10	0	$0.00	0	$0.00	0	$0.00	$251.30
XX	121	$1,409.65	1	$13.20	9	$91.80	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$1,514.65
XX	137	$1,596.05	0	$0.00	5	$51.00	0	$0.00	1	$8.10	0	$0.00	0	$0.00	0	$0.00	$1,655.15
XX	110	$1,281.50	0	$0.00	2	$20.40	0	$0.00	2	$16.20	0	$0.00	0	$0.00	0	$0.00	$1,318.10
XX	32	$372.80	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	$372.80
TOTAL	6,284	$73,208.60	16	$211.20	381	$3,886.20	0	$0.00	87	$704.70	0	$0.00	34	$253.30	0	$0.00	$78,264.00

NOTES:
CY = 2002 program year; PY01 = 2001 program year; PY00 = 2000 program year; PY99 = 1999 program year

An offset fee is reimbursed when 1) a reversal is equal to the original offset amount, 2) multiple partial reversals equal the original offset amount, or 3) the partial reversal(s) plus the offset fee exceeds the original offset amount. Fees are reimbursed for reversals on PY99, PY00, PY01 and CY offsets only.

*1 - Number of CY offset fee reimbursements for tax offsets.
*2 - Total amount of CY offset fee reimbursements for tax offsets; $11.65 per offset.
*3 - Number of CY offset fee reimbursements for administrative offsets.
*4 - Total amount of CY offset fee reimbursements for administrative offsets; $13.20 per offset.
*5 - Number of PY01 offset fee reimbursements for tax offsets.
*6 - Total amount of PY01 offset fee reimbursements for tax offsets; $10.20 per offset.
*7 - Number of PY01 offset fee reimbursements for administrative offsets.
*8 - Total amount of PY01 offset fee reimbursements for administrative offsets; $11.75 per offset.
*9 - Number of PY00 offset fee reimbursements for tax offsets.
*10 - Total amount of PY00 offset fee reimbursements for tax offsets; $8.10 per offset.
*11 - Number of PY00 offset fee reimbursements for administrative offsets.
*12 - Total amount of PY00 offset fee reimbursements for administrative offsets; $9.65 per offset.
*13 - Number of PY99 offset fee reimbursements for tax offsets.
*14 - Total amount of PY99 offset fee reimbursements for tax offsets; $7.45 per offset.
*15 - Number of PY99 offset fee reimbursements for administrative offsets.
*16 - Total amount of PY99 offset fee reimbursements for administrative offsets; $9.00 per offset.
*17 - Total amount owed to States for third quarter 2002 offset fee reimbursements.

J.7 Federal Offset Fee Reimbursement Report

```
DATE: 04/01/2003                OFFICE OF CHILD SUPPORT ENFORCEMENT                    PAGE  1
                                          FEDERAL OFFSET
                                  FEE REIMBURSEMENT REPORT FOR XX

SSN        CASE   CASE              NAME                                OFFSET  OFFSET      FEE
           TYPE    ID                                                   YEAR    TYPE     AMOUNT

555666771   A     111222333444551   SMITH, JOSEPH                       2001    ADM       11.75
555666771   A     111222333444551   SMITH, JOSEPH                       2000    TAX        8.10
555666771   N     111222333444551   SMITH, JOSEPH                       2002    ADM       13.20
555666771   N     111222333444551   SMITH, JOSEPH                       2002    TAX       11.65
655666772   A     111222333444552   JONES, ROBERT                       1999    TAX        7.45

SUBTOTAL FOR LOCAL CODE   020     5        52.15

444555661   A     222333444555662   MITCHELL, JEFFREY                   2002    ADM       13.20
644555662   N     222333444555661   PIERCE, DAVID                       2001    TAX       10.20

SUBTOTAL FOR LOCAL CODE   023     2        23.40

333444552   A     21133355577993    JAMES, WALTER                       2000    TAX        8.10
733444554   N     11133355577991    MOORE, ANN                          2001    ADM       11.75
833444551   A     01122244466671    ANDERSON, WILLIAM                   2002    TAX       11.65

SUBTOTAL FOR LOCAL CODE   026     3        31.50


QUARTERLY TOTAL FOR TAX           6        57.15

QUARTERLY TOTAL FOR ADM           4        49.90

QUARTERLY TOTAL DISBURSEMENT     10       107.05
```

Current Year (CY) = XXXX program year; Prior Year (PY) = XXXX program year

A FMS fee is only reimbursed on a full reversal. A full reversal can be one reversal equaling the original offset or multiple reversals equaling the original offset.

Fees are reimbursed for adjustments made to PY XXXX and PY XXXX offsets only.

[1]Number of CY full reversals for tax offsets.
[2]Total amount of CY fee reversals for tax offsets. $$.$$ per offset.
[3]Number of CY full fee reversals for administrative offsets.
[4]Total amount of CY fee reversals for administrative offsets. $$.$$ per offset.

K. PASSPORT LETTERS, FORMS AND INFORMATION

This appendix consists of the following:

K.1 Passport Denial Letter
K.2 Notice of Withdrawal of Passport Denial Form
K.3 Passport Issuance Tracking Letter

K.1 Passport Denial Letter

United States Department of State
Portsmouth Consular Center

National Passport Center
31 Rochester Avenue
Portsmouth, New Hampshire 03801-2900
1-900-225-5674

August 29, 2000

Name

Address

Dear Mr. *Name,*

This is in reference to the passport application you mailed on August 4, 2000. The Department of State has determined that you are ineligible to receive a passport. This determination is based on Section 51.70(a)(8) of Title 22 of the Code of Federal Regulations and the certification of the Secretary of Health and Human Services that you are in arrears of child support in excess of $5,000.00.

51.70 - Denial of Passports

(a) A passport, except for direct return to the United States, shall not be issued in any case in which:
(8) The applicant has been certified by the Secretary of Health and Human Services as transmitted from a state agency to be in arrears of child support in an amount exceeding $5,000.00.

Neither this passport agency nor the Department of State has information concerning your child support obligation. A list of state child support enforcement agencies and their phone numbers is attached to this letter for your use.

This decision is not appealable with the Department of State. You may receive a passport once the Secretary of Health and Human Services has certified to the Secretary of State that you have satisfied the child support arrearage.

To Customer: If you have any questions regarding this letter or your passport application, contact the National Passport Information Center at 900-225-5674 (TDD: 900-225-7778), or 888-362-8668 (TDD: 888-498-3648) with a major credit card. Customer Service Representatives are available Monday – Friday, 8:30 a.m. to 5:30 p.m., ET, excluding Federal holidays. Also, for a wealth of passport and travel information, including where to apply, visit us at http://travel.state.gov.

This application is denied unless you adequately address the requirements stated above for issuance of a passport. If we do not receive a response within ninety (90) days, your application will be filed without further action.

PLEASE RETURN THIS LETTER WITH YOUR REPLY. THANK YOU.

Attachment:
List of State Child Support Enforcement Agency Telephone Numbers.

To Customer: If you have any questions regarding this letter or your passport application, contact the National Passport Information Center at 900-225-5674 (TDD: 900-225-7778), or 888-362-8668 (TDD: 888-498-3648) with a major credit card. Customer Service Representatives are available Monday – Friday, 8:30 a.m. to 5:30 p.m., ET, excluding Federal holidays. Also, for a wealth of passport and travel information, including where to apply, visit us at http://travel.state.gov.

K.2 Notice of Withdrawal of Passport Denial Form

(SAMPLE – MUST USE STATE LETTERHEAD)

EMERGENCY
NOTICE OF WITHDRAWAL OF PASSPORT DENIAL

(Current Date)

OFFICE OF CHILD SUPPORT ENFORCEMENT

Special Collections Unit, 2nd Floor
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
FAX: (202) 401-5553

RE: (Name of Obligor)
SSN: (Social Security Number)
DOB: (Date of Birth)
POB: (Place of Birth)
Telephone No: (Obligor's Telephone Number)
Major Passport Agency: The specific passport agency is located in the upper right hand corner of the Department of State (DoS) passport application denial letter. A list of passport agencies can be found at http://travel.state.gov/agencies_list.html

The state requests that the above named individual be released from the Passport Denial Program remedy for the following reason:

☐ Life or Death Situation: The documentation verifying the legitimacy of this situation is attached.

☐ Mistaken Identity: The above named individual has never had a child support case submitted to the Office of Child Support Enforcement (OCSE). The DoS passport application denial letter must be attached along with his/her SSN, date of birth, place of birth and a contact phone number.

☐ Other: (Provide explanation and corresponding documentation.)

_____
_____
_____
_____

The obligor made the following arrangement(s):

☐ Lump Sum Payment $_____

☐ Withholding Order Established $_____ per _____ (month / week)

☐ Withholding Order Increase $_____ per _____ (month / week)

☐ Payment Plan $_____ per _____ (month / week)

☐ Other, please explain

_____

_____

The applicant is aware that this action should not be construed as a satisfaction of the child support debt nor withdrawal of other applicable enforcement actions. The applicant is also aware that this form will not be accepted (either in person or by mail) by the passport agency as proof that he/she has been withdrawn from the Passport Denial Program. In addition, after OCSE has lifted the hold on the applicant's passport, the applicant is aware that the passport agency will not automatically release the passport until the applicant has notified them, either in person, by a representative, or by phone, that his/her case has been cleared.

I certify the information provided above and request that this applicant's eligibility for issuance of a passport be restored.

_____ _____

IV-D Director, or Designee Telephone Number

_____

Email Address

K.3 Passport Issuance Tracking Letter

(SAMPLE – USE STATE LETTERHEAD)

PASSPORT ISSUANCE TRACKING

Passport Services/Research & Liaison Branch
1112 19th St, Suite 200
Washington, DC 20524-1705

RE: **NAME**: Date
SSN:
DOB:
SEX: Male/Female
POB:

(Provide a brief explanation why this information is needed such as:)

The above named individual owes more than $_____ in back child support and has a court hearing on _____. Please provide the date the passport was issued to support this court action.

Please send the requested information to:

Jane Smith
Child Support Office
2468 Street B, Suite 559
Anywhere, ST 12345

If you need any additional information, you can contact _____ at _____.
(name of contact person)
(phone number)

Sincerely,

_____
Authorized Representative
Child Support Enforcement Office

L. PY2003 COLLECTIONS SCHEDULE

This appendix consists of the following:

L.1 PY2003 Federal Offset Collections Schedule

This schedule provides important dates for collections processing in PY2003. Information is provided regarding cutoff dates for OCSE processing of collections, estimated dates when the collection files will be transmitted to the States, and estimated dates when funds will be transferred to the appropriate State banks. A cycle number is also provided, which will be displayed on the collection reports for identification purposes.

L.1 PY2003 Federal Offset Collections Schedule

FMS Offset Date Ranges[1]	OCSE Process Date[2]	OCSE File to State (Estimated)	Transfer of Funds (Estimated)	OCSE Cycle Number[3]
1/1/03 – 1/15/03	1/20/03*	1/24/03	1/30/03	**2003-01A**
1/16/03 – 1/29/03	2/3/03	2/7/03	2/13/03	**2003-01B**
1/30/03 – 2/12/03	2/17/03*	2/21/03	2/27/03	2003-02
2/13/03 – 2/26/03	3/3/03	3/7/03	3/13/03	2003-03
2/27/03 – 3/12/03	3/17/03	3/21/03	3/27/03	2003-04
3/13/03 – 3/26/03	3/31/03	4/4/03	4/10/03	2003-05
3/27/03 – 4/9/03	4/14/03	4/18/03	4/24/03	2003-06
4/10/03 – 4/23/03	4/28/03	5/2/03	5/8/03	2003-07
4/24/03 – 5/7/03	5/12/03	5/16/03	5/22/03	2003-08
5/8/03 – 5/21/03	5/26/03*	5/30/03	6/5/03	2003-09
5/22/03 – 6/4/03	6/9/03	6/13/03	6/19/03	2003-10
6/5/03 – 6/18/03	6/23/03	6/27/03	7/3/03	2003-11
6/19/03 – 7/2/03	7/7/03	7/11/03	7/17/03	2003-12
7/3/03 – 7/16/03	7/21/03	7/25/03	7/31/03	2003-13
7/17/03 – 7/30/03	8/4/03	8/8/03	8/14/03	2003-14
7/31/03 – 8/13/03	8/18/03	8/22/03	8/28/03	2003-15
8/14/03 – 8/27/03	9/1/03*	9/5/03	9/11/03	2003-16
8/28/03 – 9/10/03	9/15/03	9/19/03	9/25/03	2003-17
9/11/03 – 9/24/03	9/29/03	10/3/03	10/9/03	2003-18
9/25/03 – 10/8/03	10/13/03*	10/17/03	10/23/03	2003-19

* Denotes a Federal holiday, which may cause a change in the processing schedule for that week. Refer to the Federal Offset Program User Guide, Section 2.2.2, "Weekly Update Processing Cycle".

1. These ranges correspond with dates FMS processes the offset and sends the Offset Notice.
2. These dates are on the OCSE Collection and Adjustment File that is sent to the States.
3. The OCSE Cycle Number will appear on the collection reports only; it is not stored on the state's detailed collection file.

FMS Offset Date Ranges[1]	OCSE Process Date[2]	OCSE File to State (Estimated)	Transfer of Funds (Estimated)	OCSE Cycle Number[3]
10/9/03 – 10/22/03	10/27/03	10/31/03	11/6/03	2003-20
10/23/03 – 11/5/03	11/10/03*	11/14/03	11/20/03	2003-21
11/6/03 – 11/19/03	11/24/03	11/28/03	12/04/03	2003-22
11/20/03 – 12/3/03	12/8/03	12/12/03	12/18/03	2003-23
12/4/03 – 12/17/03	12/22/03	12/26/03	12/31/03	2003-24
12/18/03 – 12/31/03	1/5/04	1/9/04	1/15/04	2003-25

* Denotes a Federal holiday, which may cause a change in the processing schedule for that week. Refer to the Federal Offset Program User Guide, Section 2.2.2, "Weekly Update Processing Cycle".

1. These ranges correspond with dates FMS processes the offset and sends the Offset Notice.
2. These are the dates on the OCSE Collection and Adjustment File that is sent to the States.
3. The OCSE Cycle Number will appear on the collection reports only; it is not stored on the state's detailed collection file.