

D. OVERVIEW

The Transaction Functional Matrix (TFM) is a comprehensive document that contains descriptions of transaction usage, required data, and data blocks identified as essential for conducting electronic interstate case processing. The Federal Office of Child Support Enforcement (OCSE) supported states' efforts in developing the TFM. Additional suggestions and discussion items arising from the *Good Manners Guide* and the *Interface Guidance Document* were incorporated into the matrix.

A TFM Work Group, consisting of state representatives, OCSE, and the CSENet 2000 team reviewed and discussed issues raised to develop standardized business usage for transactions. The work group determined the elements contained in the TFM, transaction descriptions, usage of transactions, and data blocks identified as essential to conduct business and process CSENet data, as well as recommendations for future software enhancements.

Later, during the Phase II Work Group discussions, states requested a resource tool that could be used to assist them with their programming efforts. This section of the TFM has been finalized in response to that request. Any suggestions considered to be enhancements or changes to the original meaning of the transactions will be considered for inclusion.

The states also recommended the inclusion of all valid transactions in each section. To meet this request, the transactions previously identified by the TFM Work Group for deletion from the Valid Transactions Table have been added to the end of this section. Finally, as suggested by the states, information provided for these transactions is limited to Function, Action, and Reason codes only. Recommended alternative transaction usage is provided to assist states.

D.1 Document Layout

The matrix consists of six main parts:

- Function code,
- Action code,
- Reason code,
- Description/Business usage,
- Required data blocks and elements, and
- Data element description and usage.

D.1.1 FUNCTION CODE

The Function code (also known by its field name, Functional-Type-Code) refers to the child support business activity the transaction supports. Examples of Function codes are Quick Locate (LO1) and Enforcement (ENF).

D.1.2 ACTION CODE

The Action code describes the kind of transaction. Examples include a Request and Response (also known as provision of information). All Request and Updates with the same Reason code have been consolidated in the TFM with the distinction on use provided in the Business Usage Recommendation section.

D.1.3 REASON CODE

The Reason code (also known by its field name, Action-Reason-Code) provides further definition of the business activity the transaction communicates. For example, an Enforcement Acknowledgment (ENF A) may use the Reason code of AADIN to inform the other state that additional information is necessary to proceed with their request. (Note: Not all transactions require a Reason code, such as a Quick Locate Request, LO1 R).

D.1.4 DESCRIPTION/BUSINESS USAGE

Defines a specific transaction by the combination of Function, Action, and Reason codes and provides the business activity and usage for the transaction.

D.1.4.1 Sent by Initiating or Responding Jurisdiction

Recommends whether the initiating (IJ) or responding jurisdiction (RJ) generates the transaction. The following standard definitions are used:

- IJ is the state where the custodial party (CP) resides; and
- RJ is the state where the noncustodial parent (NCP) resides.

D.1.4.2 Recommended Action by Receiving State

Describes type of follow-up activity a state may initiate upon receiving the transaction.

D.1.4.3 Recommended Business Usage

Describes specific recommendations and/or clarifications of data usage.

D.1.5 REQUIRED DATA BLOCKS AND ELEMENTS

Lists data blocks and elements that are currently required for transmitting transactions. Shaded areas identify data blocks recommended as essential to conduct business and automate transaction processing. These recommendations do not replace the requirements presented in Appendix C: *Data Block Record Layout*.

D.1.6 DATA ELEMENT DESCRIPTION AND USAGE

Includes values and/or a description of the specific data element.

D.2 Summary of Assumptions

To ensure standardization, the TFM Work Group recommended specific business usage and general practices that should be used when interpreting and applying TFM recommendations. The following are the assumptions made by the TFM Work Group for transaction usage:

1. Enforcement transactions are used to establish a two-state process when enforcing an existing order.
2. When sending Request transactions (except LO1 and CSI) states should provide all available data to assist the receiving state.
3. Given that some IV-D offices carry generic caseloads, the Contact Name and related fields in the Case data block may contain an entity rather than a person's name.
4. States should use a full range of valid transactions for the business usage as indicated for each. This assists all states' ability to standardize and increase automated processing.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	R		<p>Quick Locate Request</p> <p>Sent by Initiating State: This transaction is used to request locate information on an NCP from another state.</p> <p>Action by Receiving State: Initiate search for address and employer information. A IV-D case does not need to be initiated.</p> <p>Business Usage Recommendation: Provide all available information about the NCP to assist the other state. Provide either the NCP SSN or DOB.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	R
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				CASE-ID	Your Case ID
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type except Non IV-D
				CASE-STATUS	Fill as appropriate
CONTACT-NAME-LAST	Your State Contact				
CONTACT-NAME-FIRST	Your State Contact				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	R			CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
LO1	P	LSOTH	Quick Locate Response, Other Information Found Sent by Responding State: This transaction indicates that other information concerning the NCP has been found. Action by Receiving State: Process pursuant to state procedures. Business Usage Recommendation: Provide either the NCP SSN or DOB.	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSOTH
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSOTH	<p>NCP LOCATE DATA BLOCK</p> <p>A Residential, Mailing Address or Employer must be provided.</p> <p>When an address is present, the Confirmed-Indicator and Effective-Date must be present.</p> <p>When the Employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. must be present.</p> <p>The three wage-related fields for each employer must be either all filled or all blank.</p>	PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	NCP Street Address
				RESIDENTIAL-CITY	NCP City
				RESIDENTIAL-STATE	NCP State
				RESIDENTIAL-ZIP-1	NCP Zip Code

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSOTH		RESIDENTIAL-EFFECTIVE DATE	Required if Residential Address Entered
				CONFIRMED-IND	Fill as appropriate
LO1	P	LICEM	Quick Locate Response, Employer Found But Not Confirmed Sent by Responding State: This transaction indicates that an Employer has been found but has not been confirmed. Action by Receiving State: Process pursuant to state procedures. Business Usage Recommendation: Provide either the NCP SSN or DOB.	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LICEM
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
COLLECTION-DATA-IND	=0 (Numeric)				
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LICEM	<p>NCP LOCATE DATA BLOCK</p> <p>The three wage-related fields for each employer must be either all filled or all blank.</p> <p>When the Employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. Must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				NCP LOCATE DATA BLOCK	
				EMPLOYER-NAME	Employer Name
				EMPLOYER-ADDRESS-LINE 1	Employer Street Address
				EMPLOYER-CITY	Employer City
				EMPLOYER-STATE	Employer State
				EMPLOYER-ZIP-1	Employer Zip Code
				EMPLOYER-PHONE-NUM	Employer Telephone Number
EMPLOYER-EFFECTIVE-DATE	Required if Employer entered				
EMPLOYER-CONFIRMED-IND	=N				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSALL	<p>Quick Locate Response, Both an Address and Employer Located and Confirmed</p> <p>Sent by Responding State: This transaction indicates that an address and an employer have been found and confirmed.</p> <p>Action by Receiving State: Process pursuant to state procedures and update case information.</p> <p>Business Usage Recommendation: Provide either the NCP SSN or DOB. Provide either Residential or Mailing Address and Employer.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSALL
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type
CASE-STATUS	=O (Alpha)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSALL	<p>NCP LOCATE DATA BLOCK</p> <p>The three wage-related fields for each employer must be either all filled or all blank.</p> <p>When an address is present, the Confirmed-Indicator and Effective-Date must be present.</p> <p>When the Employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. Must be present.</p>	CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	NCP Street Address
				RESIDENTIAL-CITY	NCP City
				RESIDENTIAL-STATE	NCP State
				RESIDENTIAL-ZIP-1	NCP Zip Code
				RESIDENTIAL-EFFECTIVE-DATE	Required if Residential address entered
				CONFIRMED-IND	=Y
				EMPLOYER-NAME	Employer Name
				EMPLOYER -ADDRESS-LINE 1	Employer Street Address
				EMPLOYER-CITY	Employer City
				EMPLOYER -STATE	Employer State
				EMPLOYER -ZIP-1	Employer Zip Code
				EMPLOYER-PHONE-NUM	Employer Telephone Number
EMPLOYER -EFFECTIVE-DATE	Required if Employer entered				
EMPLOYER CONFIRMED-IND	=N				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSEMP	<p>Quick Locate Response, Employer Located and Confirmed</p> <p>Sent by Responding State: This transaction notifies the other state that an Employer has been found and confirmed.</p> <p>Action by Receiving State: Process pursuant to state procedures and update case information.</p> <p>Business Usage Recommendation: Provide either the NCP SSN or DOB.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSEMP
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

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Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSEMP	<p>NCP LOCATE DATA BLOCK</p> <p>The three wage-related fields for each employer must be either all filled or all blank.</p> <p>When the Employer is present, the Employer-Effective-Date and Employer-Confirmed-Ind. must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				NCP LOCATE DATA BLOCK	
				EMPLOYER-NAME	Employer Name
				EMPLOYER -ADDRESS-LINE 1	Employer Street Address
				EMPLOYER-CITY	Employer City
				EMPLOYER -STATE	Employer State
				EMPLOYER -ZIP-1	Employer Zip Code
				EMPLOYER-PHONE-NUM	Employer Telephone Number
				EMPLOYER -EFFECTIVE-DATE	Required if Employer entered
				EMPLOYER CONFIRMED-IND	=Y

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LICAD	<p>Quick Locate Response, Address Located but Not Confirmed</p> <p>Sent by Responding State: This transaction notifies the other state that an address for the NCP has been found but has not been confirmed.</p> <p>Action by Receiving State: Process pursuant to state procedures.</p> <p>Business Usage Recommendation: Provide either the NCP SSN or DOB. Provide either the NCP Mailing or Residential address.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LICAD
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LICAD	<p style="text-align: center;">NCP LOCATE DATA BLOCK</p> <p>When an address is present, the Confirmed-Indicator and Effective-Date must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	NCP Street Address
				RESIDENTIAL-CITY	NCP City
				RESIDENTIAL-STATE	NCP State
				RESIDENTIAL-ZIP-1	NCP Zip Code
				RESIDENTIAL-EFFECTIVE-DATE	Required if Residential address entered
				CONFIRMED-IND	=N

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSADR	<p>Quick Locate Response, Address Located and Confirmed</p> <p>Sent by Responding State: This transaction notifies the other state that an address for the NCP has been located and confirmed.</p> <p>Action by Receiving State: Process pursuant to state procedures.</p> <p>Business Usage Recommendation: Provide either the NCP SSN or DOB. Provide either the NCP Mailing or Residential address.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LSADR
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=1
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LSADR	<p>NCP LOCATE DATA BLOCK</p> <p>When an address is present, the Confirmed-Indicator and Effective-Date must be present.</p>	CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	=O (Alpha)
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE 1	NCP Street Address
				RESIDENTIAL-CITY	NCP City
				RESIDENTIAL-STATE	NCP State
				RESIDENTIAL-ZIP-1	NCP Zip Code
				RESIDENTIAL-EFFECTIVE-DATE	Required if Residential address entered
				CONFIRMED-IND	=Y

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LUALL	<p>Quick Locate Response, No Information Found</p> <p>Sent by Responding State: This transaction indicates that no information concerning the NCP has been found.</p> <p>Action by Receiving State: Process pursuant to state procedures.</p> <p>Business Usage Recommendation: Provide either the NCP SSN or DOB.</p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	P
				FUNCTIONAL TYPE CODE	LO1
				TXN DATE	Date Transaction was created
				OTHER-CASE-ID	Other Case ID
				ACTION REASON	LUALL
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
INFORMATION-IND	=0 (Numeric)				
OVERDUE-IND	=0 (Numeric)				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LUALL		CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	Fill as appropriate
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN
				LO1	P
LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code				
OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed				
CSENet 2000 VERSION NUMBER	003				
TRANSACTION SERIAL NUMBER	Fill as appropriate				
ACTION CODE	P				
FUNCTIONAL TYPE CODE	LO1				
TXN DATE	Date Transaction was created				
OTHER-CASE-ID	Other Case ID				

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description
LO1	P	LUAPD	Business Usage Recommendation: Provide either the NCP SSN or DOB. Provide information regarding proof of death in the Information Data Block.	ACTION REASON	LUAPD
				ATTACHMENTS-IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-DATA-IND	=0 (Numeric)
				PARTICIPANT-DATA-IND	=0 (Numeric)
				ORDER-DATA-IND	=0 (Numeric)
				COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	Fill as appropriate
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE TYPE	Any Case Type
				CASE-STATUS	Fill as appropriate
				CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				SSN-1/SSN-2/SSN-3	NCP SSN

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

VALID TRANSACTIONS EXCLUDED FROM THE TFM AND RECOMMENDED ALTERNATIVE TRANSACTIONS				
Function Code	Action Code	Reason Code	Description/Business Usage	Recommendation for Alternate Transaction(s) Usage
LO1	A			
LO1	U		Update previous request.	Resend the request, LO1 R
LO1	C		Cancel locate request.	Determine the processing of responses when received
LO1	P	LSOUT	NCP out of state address verified.	LO1 P LICAD or LO1 P LSADR