

## F. IRG RECORD LAYOUT

This appendix displays the required data format for the Intergovernmental Referral Guide (IRG) Federal Information Processing Standards (FIPS) records that are retrieved from the IRG server and sent to State CSE systems.

Chart F-1 describes each field in the FIPS records retrieved from the IRG. The values in the Type column stand for alphabetic, numeric, or alphanumeric. The Description column provides an explanation of the contents of the field and its relationship to other fields or records.

Records with an Address Type 1 of FED are not included in the files transferred to the State CSE systems. IRG information is available at the following Web site:

<http://ocse.acf.hhs.gov/ext/irg/sps/selectastate.cfm>.

CHART F-1: IRG RECORD LAYOUT				
Label Fields	Position in Record	Length	Type	Description
Address Type 1	1-3	3	A	Type of Address FED – Federal INT – International LOC – County/Local STA – State TRB – Tribal
Address Type 2	4-6	3	A	Type of Address <u>Address Type 1 LOC</u> AGO – Attorney General CHC – Chancery Court CLC – Clerk of the Court COL – Collection Agency CTC – Circuit Court C01 – Child Support Office I C02 – Child Support Office II C03 – Child Support Office III C04 – Child Support Office IV C05 – Child Support Office V C06 – Child Support Office VI C07 – Child Support Office VII C08 – Child Support Office VIII C09 – Child Support Office IX C10 – Child Support Office X C11 – Child Support Office XI C12 – Child Support Office XII

CHART F-1: IRG RECORD LAYOUT				
Label Fields	Position in Record	Length	Type	Description
				C13 – Child Support Office XIII
				C14 – Child Support Office XIV
				C15 – Child Support Office XV
				C16 – Child Support Office XVI
				C17 – Child Support Office XVII
				C18 – Child Support Office XVIII
				C19 – Child Support Office XIX
				C20 – Child Support Office XX
				DAO – District Attorney
				DTC – District Court
				FAC – Family Court
				FCC – Family Court Commissioner
				FRC – Friends of the Court
				JDR – Juvenile and Domestic Relations Court
				PAO – Prosecuting Attorney
				RES – Responding Agency
				SPO – State Prosecutor
				SUP – Superior Court
				TLC – Tribal Court
				<b><u>Address Type 1 STA</u></b>
				AIP – Automated Interstate Case Payment Requests Contact
				AIS – Automated Interstate Case Status Requests Contact
				BVS – Bureau of Vital Statistics Contact
				CDC – Collection and Distribution Contact
				CEJ – Continuing Exclusive Jurisdiction Contact
				CNT – CSENet Contact
				COC – Copy of Order Contact
				CRG – Central Registry Contact
				EAC – Employer Assistance Contact
				EFT – Electronic Funds Transfer Contact
				EIW – Employer Income Withholding Contact
				FDM – Financial Institution Data Match Contact

<b>CHART F-1: IRG RECORD LAYOUT</b>				
Label Fields	Position in Record	Length	Type	Description
				GCL – Guideline Calculations Contact
				GTI – Genetic Testing and Interstate Teleconferencing Contact
				IPC – Interstate Policy Contact
				IRG – Intergovernmental Referral Guide Contact
				IVD – State IV-D Director
				NHR – New Hire Reporting Contact
				NMS – National Medical Support Contact
				NVD – Non IV-D Contact
				PAF – Paternity Acknowledgement Forms Contact
				PAT – Paternity Acknowledgement Copies Contact
				PDC – Passport Denial Contact
				PFR – Putative Father Registry
				PRC – Privatization Contact
				PRW – PRWORA-Administrative Policies, Procedures Contact
				PYR – Payment Records Contact
				R01 – Regional Office I
				R02 – Regional Office II
				R03 – Regional Office III
				R04 – Regional Office IV
				R05 – Regional Office V
				R06 – Regional Office VI
				R07 – Regional Office VII
				R08 – Regional Office VIII
				R09 – Regional Office IX
				R10 – Regional Office X
				R11 – Regional Office XI
				R12 – Regional Office XII
				R13 – Regional Office XIII
				R14 – Regional Office XIV
				R15 – Regional Office XV
				R16 – Regional Office XVI
				R17 – Regional Office XVII
				R18 – Regional Office XVIII
				R19 – Regional Office XIX
				R20 – Regional Office XX

CHART F-1: IRG RECORD LAYOUT				
Label Fields	Position in Record	Length	Type	Description
				R21 – Regional Office XXI R22 – Regional Office XXII R23 – Regional Office XXIII R24 – Regional Office XXIV R25 – Regional Office XXV R26 – Regional Office XXVI R27 – Regional Office XXVII R28 – Regional Office XXVIII R29 – Regional Office XXIX R30 – Regional Office XXX SDU – State Disbursement Unit SLA – State Long Arm Statute and Process Contact SLC – State Lien Contact SPA – State Paternity Acknowledgement Hospital Contact SPC – Service of Process Contact SPL – State Parent Locator Service TOC – Tax Offset Coordinator UCW – Unemployment Compensation Withholding WCW – Workers Compensation Withholding <b><u>Address Type 1 FED</u></b> CEN – OCSE Central Office REG – OCSE Region <b><u>Address Type 1 INT</u></b> FRC – Foreign Country <b><u>If Address Type 2 = TRB</u></b> T01 – Tribal Office 1 T02 – Tribal Office 2
State Code or Country	7-8	2	A/ N	Depending on the type of address being added, the code will be selected. State, Territory Code or Country (e.g., '04') or Tribal Code ('90').

<b>CHART F-1: IRG RECORD LAYOUT</b>				
Label Fields	Position in Record	Length	Type	Description
County Code (Local Code) International City or Province	9-11	3	A/ N	County FIPS Code (e.g., '000') International City or Province (e.g., '045', or space out the first '0' as a placeholder). BIA Code of Tribal – when Address Type equals Tribal (TRB) (e.g., '123' or 'S04')
Collection Agency or International ID Tribal Location	12-13	2	N	Defaulted to zero (i.e., '00') International ID is zero or space. Tribal is zero (i.e., '00')
Department Name	14-48	35	A	Department Name
Title	49-83	35	A	Title
Street Address Line 1	84-118	35	A/ N	First Line of Street Address
Street Address Line 2	119-153	35	A/ N	Second Line of Street Address
City	154-183	30	A	Name of the City
State or Country	184-203	20	A	State Abbreviation or Country Name
Zip Code	204-212	9	N	U.S. Zip Code
Area Code	213-215	3	N	Telephone Area Code
Exchange	216-218	3	N	Telephone Exchange
Sequence Number	219-222	4	N	Telephone Number
Extension Number	223-227	5	N	Telephone Extension
Action Code	228-228	1	A	A – Address added C – Address changed
Facsimile	229-231	3	N	Facsimile Telephone Area Code
Facsimile Exchange 1	232-234	3	N	Facsimile Telephone Exchange
Facsimile Sequence Number	235-238	4	N	Facsimile Telephone Number

<b>CHART F-1: IRG RECORD LAYOUT</b>				
Label Fields	Position in Record	Length	Type	Description
Record Date	239-246	8	N	System-generated date when record is added, changed, or deleted: CCYYMMDD
Filler	247-247	1	A/N	Filler

**Notes:**

Downloaded data that is marked as having been changed (designated by an Action Code of C in the 228<sup>th</sup> position) may not actually appear as changed. Not all data elements are downloaded, and the change may have occurred in one of the data elements that were not downloaded.