

Federal Parent Locator Service

# Federal Case Registry

## Interface Guidance Document

Document Version: 12.0

April 30, 2008

DCN: C8-02.01.10.02

### TABLE OF CONTENTS

C.	Glossary of Terms.....	C-1
----	------------------------	-----

## C. GLOSSARY OF TERMS

ASSOCIATE. This is the act of adding a person to a case as a case participant.

BUNDLE. The Federal Case Registry (FCR) has been modified to discontinue the bundling option for FCR Locates. The FCR locate responses will not be held and returned to the user when received from the current FPLS.

CASE. A Child Support Enforcement case, or a Non IV-D support order, that is registered in the FCR with at least one custodial party, non-custodial parent or putative father.

CLAIMANT. As associated with the Insurance Match System, a person for whom an Insurance Company (or its agent) has a claim.

CLAIMS PROVIDER. A Claim Submitter is an organization that participates in the Insurance Match program. It provides its insurance claim, settlement, awards and payments data to OCSE. OCSE compares the received data with its insurance match-eligible obligors as part of its matching process.

CONDITIONALLY REQUIRED. Refers to a data element whose presence and value depends on the values in one or more other fields. For example, in the FCR Input Person/Locate Request Record, the Participant Type Field is conditionally required because it must contain a valid type code when a person is being added, but it may contain either a valid Participant Type code or spaces when the person is being changed or deleted.

CONNECT:Direct. Software used by SSA to support the closed network for data transmission.

CONTINUING SERVICES CASE. A child who was formerly receiving either medical assistance under Title XIX (Medicaid), or assistance under Part A of Title IV, and is no longer receiving such services but continues to receive IV-D services even in the absence of a written application for such services.

CUSTODIAL PARTY. A CP is the person who has primary care, custody and control over a child.

DATA ELEMENT. This is the smallest item of meaningful information on the FCR, such as First Name, Member ID or Case Type.

DEFENSE MANPOWER DATA CENTER. DMDC collects and maintains an archive of automated manpower, personnel, training, and financial databases for the Department of Defense. It also operates the DoD-wide personnel programs and conducts research and analysis.

DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS). This is a computerized database of military sponsors, families, and others worldwide who are entitled under the law to TRICARE medical benefits.

DISASSOCIATE. This is the act of disconnecting or removing a person from a case.

DISCLOSURE PROHIBITED. A code the FCR sends to a submitter of FCR transactions when the transaction is one that would otherwise result in the FCR returning information concerning a person, but the person has a Family Violence (FV) designation in either a IV-D case or a Non IV-D order on the FCR.

ESKARI. One of the processes used by SSA to identify a person's SSN if the submitter can provide the person's Name, Date of Birth, Sex Code, State or Country of Birth, and at least two of the following three sets of information: (1) Father's First Name and Father's Last Name; (2) Mother's First Name and Mother's Maiden Name; (3) City of Birth.

EXPIRED ORDERS. (Non IV-D order expiration) This is a support order which has terminated by operation of State law. (Note: Depending upon State law, Child Support Court orders may expire automatically, e.g., upon a child reaching the age of majority or at emancipation. States should submit a Delete Case Transaction to the FCR when a registered Non IV-D order expires under State law.) See also IV-D CASE CLOSURE and SUPPORT ORDER.

EXTERNAL LOCATE SOURCE. A database that may be searched in order to satisfy a request for Locate processing and that is outside the boundaries of the FCR system with the defined interfaces with the FPLS. For FCR Release 1.0, access to all external Locate sources, except the NDNH, will be provided through requests that the FCR sends to the present FPLS. See also LOCATE SOURCE.

FAMILY VIOLENCE. A designation placed on a participant in a case or order by a State that indicates a person is associated with child abuse or domestic violence. It is used to prevent disclosure of the location of a parent and/or a child. See also DISCLOSURE PROHIBITED.

FCR QUERY. This is a request to the FCR to determine if a person is currently registered in a case or an order on the FCR. If the person is registered in a case or an order with a verified SSN and does not have an FV Indicator, the FCR will return to the submitter identifying information on the person, all cases or orders with which the person is associated on the FCR, and all persons in those cases or orders with verified SSNs and no FV Indicator. Submitters must request an FCR Query using the FCR Input Query Record. In order to receive data from an FCR Query, the requesting State must have registered the person who is the subject of the Query on the FCR and must include the person's case number in the Query. A State can limit the FCR Query so that it only returns information provided by other States.

FIPS CODES. (Federal Information Processing Standards) are tables of standardized codes that are published by the U.S. Department of Commerce. These codes assign letter or numeric codes to countries, States, territories, counties, Federal agencies and other entities.

FOSTER CARE AGENCY. This is the organizational unit in the 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.

GENERAL LOCATE INFORMATION. Information about a submitted request for Locate processing that the FCR temporarily stores, in order to process the request and return results to request submitters.

INSURANCE MATCH PROCESS. The objective of the insurance match is to identify pending insurance claims that are payable to individuals who are delinquent in their child support obligation. The insurance match legislation grants OCSE the authority to conduct the match with insurers and to provide the information to the State Child Support Enforcement (CSE) agencies that are responsible for collecting child support from the delinquent obligors. This legislation provides a tool to assist State CSE agencies in their efforts to collect delinquent child support.

IRS-U PROCESS. Submitting the name and the SSN of a person's present or former spouse to the IRS in order for the IRS to attempt to provide that person's SSN from a joint tax return.

IV-A ARREARS-ONLY CASE. A child who was formerly receiving IV-A assistance, and the Non-custodial Parent who owes support arrears assigned to the State.

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

IV-B CASE. This is a Child Protective Services case that is funded under Part B of Title IV of the Social Security Act.

IV-D ARREARS-ONLY CASE. A case in which a child was formerly receiving IV-D assistance and the Non-custodial Parent owes support arrears assigned to the State or to a custodial party who applied for IV-D services.

IV-D CASE. IV-D cases are those where the 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. An IV-D case is composed of a custodial party, non-custodial parent or putative father and child(ren) in common.

IV-D CASE CLOSURE. The action used by a State or territory to close a IV-D case on its system using valid closure criteria under §45 CFR 303.11. The State must notify the FCR to delete the closed case from the FCR. (Note: If the IV-D case being closed has a court order that was established, or modified, after October 1, 1998, and that court order has neither expired or been vacated, that order needs to stay open on the FCR as Non IV-D. In those instances, it is suggested that the Case Type of the case/order be changed on the FCR from IV-D to Non IV-D rather than deleting the IV-D case and opening a new Non IV-D case.)

IV-E ARREARS-ONLY CASE. This is a case in which a child was formerly receiving IV-E assistance and the Non-custodial Parent owes support arrears assigned to the State.

IV-E CASE. A case in which the State is currently providing benefits or services for foster care maintenance under the State IV-E program authorized under Title IV-E of the Social Security Act. These cases are eligible for IV-D services.

LOCATE or LOCATE ACTION. A Locate or Locate Action principally involves the search of one or more databases for information on a specific person and the delivery to a system user of information concerning the person. Locates are performed by the FCR, the NDNH and the existing FPLS. See also LOCATE REQUEST and SEARCH.

LOCATE REQUEST. This is a request to the FPLS to search for information about a person in one or more databases and the return of the information to a system user. Locate Requests are generated by or submitted by FPLS users. See also REQUEST FOR LOCATE PROCESSING.

LOCATE SOURCE. This is a database that may contain information on a person who is the subject of a request for Locate processing. The Locate sources that are available include the NDNH, SSA/SVES, DoD/OPM, the FBI, the DVA, the IRS, the IRS-1099 and NSA. Some of these Locate sources may be searched only for IV-D case purposes. The submitter of a request for Locate processing may specify which of the available and permitted Locate sources should be searched for each request.

MATCHED PERSON. The term used in connection with an FCR Query, Proactive Match or Locate Request. It refers to a person who is registered in one or more cases or orders on the FCR, in one or more records on the NDNH or in one or more external Locate sources, and for whom a Locate Request, FCR Query or Proactive Match resulted in a match.

MATCHING PARTNER. A Matching Partner is an organization that participates in the Insurance Match program. It receives an inquiry file of insurance match eligible obligors from OCSE and compares this data with information that is maintained by the insurer, or its agent, concerning insurance claims, settlements, awards and payments, and returns the matches to OCSE. A Matching Partner responds to OCSE by providing insurance claim data about any claimants who match the obligors it received from OCSE.

NATIONAL MEDICAL SUPPORT NOTICE. This is an administrative notice that is issued by the child support agency to enforce the health insurance provisions of a support order regardless of where the order originated. Employers should treat these notices the same as court orders requiring obligors to provide insurance for their dependents.

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

NON IV-D ORDER. A Non IV-D order is one where the State:

1. is not currently providing service under the State's Title IV-A, Title IV-D, Title IV-E or Title XIX programs,
2. has not previously provided State services under any of these programs, and
3. has no current application or applicable fee for services paid by either parent.

A Non IV-D order can be converted into a IV-D case when the appropriate application is made and fees for services are paid by a parent, as required, or when the custodial parent begins receiving Title IV-A services for benefit of the child(ren). A IV-D case may become a Non IV-D order when:

4. all child support arrearages previously assigned to the State have been paid, and/or
5. the parent(s) originally making application for IV-D services requests termination of the IV-D services of the State.

Non IV-D orders established or modified in the State on or after October 1, 1998 must be included in the SCR for transmission to the FCR.

NON-VERIFIABLE FILE. A file of QW records on the NDNH that contains the records from States that are unable to send full employee names. (Note: The NDNH does not attempt to verify the SSN/Name combination on these records due to insufficient data. The records contain valuable Locate information regarding persons involved in child support cases. The QW Non-verifiable data is released to Child Support Enforcement IV-D agencies, or other authorized persons, in response to requests for NDNH Locate information and for Proactive Matching.)

NON-VERIFIABLE SSN. This is an SSN, the validity of which can not be established, due to insufficient name information provided by the submitting State.

ORDER. See SUPPORT ORDER.

POINT-IN-TIME DATA. This type of Management Information describes the status of records on the database at a given moment, such as the end of a week or month.

PRISONER. This is information about inmates in Federal, State, and local correctional facilities from SVES.

PROUTY. (Used in SVES Title II and Title XVI). This special monthly payment may be made to certain people who have not worked long enough under Social Security to receive regular benefits. Men who were age 72 before 1972 and women who were age 72 before 1970 qualify for these benefits. However, the payment may be reduced by the amount of other government pensions received. Congress legislated these payments in 1966 to provide some income for those people who had little or no opportunity to obtain Social Security coverage during their working years, and for aged widows whose husband had died without Social Security protection. The cost of the payments is met from general revenues.

PROACTIVE MATCH. A Locate which is automatically triggered by the system, based on the addition of data to either the FCR or the NDNH.

PUTATIVE FATHER (PF). The person that the child's mother believes to be the father of the child, but who has not yet been medically or legally declared to be the father. See also NCP.

REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM. Software applications and equipment designed to communicate and support the Defense Enrollment Eligibility Reporting System (DEERS) database. RAPIDS determines benefits using the same rules as DEERS, allowing issue of automated identification (ID) cards and printing of the DD Form 1172, Application for Uniformed Services ID Card, DEERS Enrollment.

REQUEST FOR LOCATE PROCESSING. A transaction that is submitted to the FCR by OCSE or a State that requests information about a person for a statutorily permissible purpose.

REQUIRED DATA ELEMENT. This is a data element that must contain a valid value under all circumstances. In the FCR Transmission Header Record, for example, the Date Stamp and Batch Number are both required.

SEARCH. This is an attempt to find information about a person by matching information to that persons identifying information in various databases. See also LOCATE SOURCE, EXTERNAL LOCATE SOURCE, LOCATE, LOCATE REQUEST and REQUEST FOR LOCATE PROCESSING.

SEARCH RESULTS. This is the results of a Locate Request or Proactive Matching about a person in a specific source. Positive search results consist of the location and other information found for the person. Information found is returned to the submitter of the Locate Request. Information that is the result of Proactive Matching is returned to the appropriate State or States. Negative search results consist of only the fact that the no information was found for the person who is the subject of the Locate Request.

SEARCH-SPECIFIC INFORMATION. is Information from a specified search source requested by a submitter.

STATE. When used in this document, State refers to one of the fifty States, the District of Columbia, or the territories that interface with the FCR: Puerto Rico, Guam, and the United States Virgin Islands.

STATE PARENT LOCATOR SERVICE (SPLS). A service operated by the State child support enforcement agencies to locate custodial parents and non-custodial parents to establish paternity, and to establish and enforce child support obligations.

SUBMISSION LEVEL DATA. This type of Management Information describes the type and quality of data within one or more submissions and the outcome of the initial processing of that data.

SUBMITTER. This is any entity that sends a person, case, order or Locate Request data to the FCR.

SUPPORT ORDER. A judgment, decree or order, whether temporary, final or subject to modification, issued by a court or an administrative agency of competent jurisdiction, for the support and maintenance of a child, including a child who has attained the age of majority

under the law of the issuing State, or of the parent with whom the child is living, which provides for monetary support, health care, arrearages or reimbursement, and which may include related costs and fees, interest and penalties, income withholding, attorneys' fees and other relief.

TITLE II. This is SSA Retirement, Survivors, Disability, and Health Insurance benefits information from SVES.

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

TITLE IV-B. This is the Part of the Social Security Act that contains the requirements of the Federal Child and Family Services programs.

TITLE IV-E. This is 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.

TITLE XVI. Supplemental Security Income benefits information from SVES.

TRICARE. This is a triple-option health plan that is offered by the Department of Defense to family members/dependents of the military.

UNIFORM INTERSTATE FAMILY SUPPORT ACT (UIFSA) and UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT (URES). Laws enacted at the State level which provide mechanisms for establishing and enforcing support obligation when the non-custodial parent or putative father lives in one State and the custodial party and child(ren) live in another State.

USER FIELD. This is an optional free-form field that submitters may send with Person, Case, or Locate Transactions. The User Field may contain codes or numbers, such as office codes or worker IDs, which the submitter wants to associate with a record to assist in routing return information concerning that record to the appropriate office or worker.

VACATED ORDERS. (Non IV-D order vacated) This is an order that has been dismissed or determined to be invalid. (**Note:** States should submit a Delete Case Transaction to the FCR whenever a court vacates (closes/expires) a registered Non IV-D child support order.) See IV-D CASE CLOSURE.