

**Federal Parent Locator Service
National Directory of New Hires – New Codes & Scrubbed Addresses
Conference Calls Notes
August 13 – 14, 2008**

Participating States & Federal Agencies

Alabama	Missouri	Wisconsin
Connecticut	Nebraska	Dept. of Defense - DMDC
Delaware	North Dakota	Department of Labor
Florida	Oklahoma	National Finance Center
Idaho	Pennsylvania	House of Representative
Kansas	Rhode Island	Health & Human Service
Maine	Utah	TN Valley Authority
Minnesota	Virginia	
Mississippi	Washington	

Purpose of the Call

The Federal Office of Child Support Enforcement (OCSE) facilitated conference calls with States and Federal agencies to discuss a programming change that OCSE will be implementing on October 3, 2008. These changes will return the corrected Employee, Employer, Claimant and/or Employer Optional addresses along with warning codes identifying the part of the address that was corrected to the submitter (State or Federal agency). The agenda for the calls included the following topics.

- Current NDNH Process
- NDNH Verification of Addresses
- Corrected Address Information Returned
- New Warning Codes Associated With Corrected Addresses
- Implementation Process
 - OCSE Implementation
 - State/Federal Agency Implementation

Current NDNH Process

Every component of a NDNH address is scrubbed to ensure precise alignment with USPS standards. If possible, the scrubbing routine will correct the street, city, state and/or zip. Depending on the scrubbing results, 1 of 3 things will happen:

1. If the address submitted is found to be complete and correct, the address is loaded into the National Directory of New Hires (NDNH).

Note: No warning codes will be generated and nothing is returned to the State/Federal agency concerning the address.

2. If the address submitted is incomplete or incorrect and **cannot** be corrected, the address is also loaded into the NDNH but with an internal code. Warning codes identifying the problem(s) with the address (generally a 002x or 004x) are generated and returned to the State or Federal agency along with the original address submitted.

3. If the address submitted is incomplete or incorrect but **can** be corrected, the address is corrected and the “scrubbed” address is loaded into the NDNH. Warning codes identifying the problem(s) with the address (generally a 002x or 004x) are generated and returned to the State or Federal agency along with the original address submitted.

NDNH Verification of Addresses

The submitted address is compared to the USPS’ database of valid address. One of the following actions will occur based on the comparison:

1. If the address is correct and standardized, meaning no address changes are required. **No warning codes** will be generated or returned to the submitter.
2. If the address is correct but not standardized (DR, DR., DRI, DRIVE), it is formatted to the standard. **No warning codes** will be generated or returned to the submitter if street standardization is the only correction.
3. If the address is incorrect or incomplete, the routine will attempt to correct the street name, city, state, zip, and zip+4 fields. **New warning codes** will be generated and along with the corrected address returned to the submitter.
4. If the address is incorrect the routine will attempt to correct the street name, city, state, zip, and zip+4 fields. If the **address cannot be corrected**, the current Warning Codes are generated for the field(s) that failed edits. The warning codes and original address are returned to the submitter.

Corrected Address Information Returned

The Employee, Employer, Claimant and Employer Optional address will be returned to the submitter in the same positions in which they were submitted.

System	Address	Address Positions:
W4	Employee	74 – 229
	Employer	356 – 511
	Employer Optional	554 – 709
QW	Employer	156 – 311
	Employer Optional	354 – 509
UI	Claimant	74 – 229

Nine new warning codes have been created to identify which part of the address has been corrected. Currently, there are 5 4-byte error/warning codes per record returned for a total of 20 bytes. The error/warning codes are returned in positions:

System	Code Positions:
W4	802 – 821
QW	602 – 621
UI	296 – 315

The record layouts referenced above can be found within the NDNH Guide for Data Submission, <http://www.acf.hhs.gov/programs/cse/newhire/library/ndnh/guide/ndnhgds.htm>. Refer to the following charts:

- W4: CHART 13-2: W-4 DATA RECORD (Returned to Submitter)
- QW: CHART 21-2: QW DATA RECORD (Returned to Submitter)
- UI: CHART 29-2: UI DATA RECORD (Returned to Submitter)

Implementation Process

As of October 3, 2008, States and Federal agencies will receive the new codes and corrected addresses in their response files. The corrected addresses can be used to update or amend the submitter’s databases or systems as well as highlight issues with an employer or identify any potential outreach. This information can be used by checking the response file for the new warning codes 0060 – 0069. If a 0060 – 0069 is found, identify the part of the address it is associated with the street, city, state or zip. Use the corrected pieces(s) of the address to update any tables, files or databases.

Other Information

The NDNH does not scrub foreign addresses. Foreign addresses can be recognized because they are in a separate field, labeled "foreign address".

Code Information

The nine new address scrubbing codes are:

Code	Description:
0060	Employee or Claimant Street Address has been corrected.
0061	Employee or Claimant City has been corrected.
0062	Employee or Claimant State has been corrected.
0063	Employee or Claimant Zip Code (five-digits) has been corrected.
0065	Employer Street Address has been corrected.
0066	Employer City has been corrected.
0067	Employer State has been corrected.
0068	Employer Zip Code (five-digits) has been corrected.
0069	Employer Optional Address has been corrected.