

FOREWORD

The Federal Office of Child Support Enforcement (OCSE), Department of Health and Human Services (HHS), promulgated regulations at 45 CFR section 303.108 regarding “Quarterly Wage and Unemployment Compensation Claims Reporting to the National Directory of New Hires”.

The regulation addresses specifically the dates, format and data elements necessary for states to furnish the Quarterly Wage (QW) and unemployment compensation data to the National Directory of New Hires (NDNH). In developing the regulation, OCSE consulted with representatives from State Child Support agencies, State Employment Security agencies, U.S. Department of Labor, Social Security Administration, Interstate Conference of State Employment Security Agencies, and employer groups.

This document, *NDNH Guide for Data Submission*, contains various requirements that are contained in the regulation.

The regulation addresses requirements on states for submitting QW and unemployment compensation claims data to the NDNH. The regulation is not applicable to Federal Agencies. The requirement set forth in this document for Federal agencies to submit QW data to the NDNH was determined based on provisions in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and Executive Order 12953 (February 27, 1995).

16.0 DESCRIPTION OF QUARTERLY WAGE COMPONENT

The QW component of the NDNH maintains QW information on individual employees as received from Federal agencies and states. The purpose of including QW data in the NDNH is to provide states with the ability to quickly locate information on the address of, employment of, and compensation being paid to, parents with child support obligations.

16.1 Legislation

Section 453A(g)(2)(B) of the Social Security Act (the Act) requires states “on a quarterly basis, furnish to the NDNH information concerning the wages ... paid to individuals, by such dates, in such format, and containing such information as the Secretary of HHS shall specify in regulations”.

Section 3304(a)(16) of the Internal Revenue Code of 1986 requires states to furnish wage information contained in the records of the state agency administering the unemployment compensation program to the Secretary of Health and Human Services, in accordance with regulations promulgated by the Secretary, as may be necessary for the purposes of the National Directory of New Hires under section 453(i)(1) of the Act.

Section 303(h)(1)(A) of the Act requires the state agency charged with the administration of the unemployment compensation program, on a reimbursable basis, to disclose quarterly, to

the Secretary of Health and Human Services, wage information, as required pursuant to section 453(i)(1) of the Act, that is contained in the records of such agency.

Section 303(h)(3)(A) of the Act defines ‘wage information’ as “information regarding wages paid to an individual, the social security account number of such individual, and the name, address, state, and the Federal employer identification number of the employer paying such wages to such individual”.

Section 453(n) of the Act requires Federal agencies to furnish data to the NDNH. The Act states that “Each department, agency, and instrumentality of the United States shall on a quarterly basis report to the FPLS the name and SSN of each employee and the wages paid to the employee during the previous quarter, except that such a report shall not be filed with respect to an employee of a department, agency, or instrumentality performing intelligence or counterintelligence functions, if the head of such department, agency, or instrumentality has determined that filing such a report could endanger the safety of the employee or compromise an ongoing investigation or intelligence mission”.

The first reporting period for Federal agencies to submit QW data is October 1, 1997 through December 31, 1997. The first reporting period for states to submit QW data is July 1, 1997 through September 30, 1997.

Refer to the Appendix J, “PRWORA Sections 313 and 316”, for a reference to the PRWORA law that is specific to the NDNH.

16.2 Timeframes

There are timeframes associated with the reporting of QW data, the performance of matches, and reporting by the NDNH. Some of the timeframes are requirements of PRWORA. Other timeframes are functions of NDNH System processing. The following table shows the activities associated with QW reporting and their corresponding timeframes.

CHART 16-1: QW TIMEFRAMES	
Activity	Timeframe
State transmittal of QW data to the NDNH	States must transmit QW data within four months after the end of the reporting period: <ul style="list-style-type: none"> • January through March data is due no later than July 31. • April through June data is due no later than October 31. • July through September is due no later than January 31. • October through December data is due no later than April 30.
*Federal agency transmittal of QW data to the NDNH	Federal agencies must transmit QW data no later than one month after the end of the reporting quarter: <ul style="list-style-type: none"> • January through March data is due no later than April 30. • April through June data is due no later than July 31. • July through September data is due no later than October 31. • October through December data is due no later than January 31.
Enter QW data from Federal agencies and states into the NDNH	QW data must be entered into the NDNH within two business days of the NDNH System receiving the data.
Return summary and transmittal data, including error reporting, to the submitter	The NDNH sends transmittal, summary and error data to the submitting Federal agency or state within four business days of the system receiving the data.
Management information delineating and summarizing each Federal agency's and state's submittal data	The NDNH produces reports on a periodic basis.
Compare NDNH and FCR data	NDNH data and FCR data must be cross-matched not less than every two business days.
Report matches from the NDNH and FCR comparison back to the Child Support Enforcement IV-D Agency	The FCR must report NDNH and FCR matching information to the IV-D agency within two business days of the match.

* Federal agencies are required to report QW data earlier than states.
Because states must collect QW data from employers, states are given
more time to prepare and send the data to the NDNH.

17.0 QW DATA REQUIREMENTS

Federal agencies and each state collect QW data and forward this information to the NDNH. Federal law requires states to furnish data regarding employee quarterly wages, by such dates, in such format, and containing such information as the Secretary of HHS specifies in regulations.

17.1 Data Requirements

States and Federal agencies should transmit the following data elements to the NDNH:

1. Employee Name
2. Employee SSN
3. Employee Wage Amount
4. Reporting Period
5. Federal Employer Identification Number (FEIN)
6. Employer Name
7. Employer Address, and
8. Employer Optional Address (Optional).

States are required to supply quarterly wage information that is contained in the records of the state. The data element, "Employee Name" is being requested in order to meet the requirement that information in the NDNH be transmitted to the Social Security Administration to verify the accuracy of names, social security numbers and birth dates pursuant to section 453(j)(1) of the Act.

In the event that an individual is working more than one job, the state must transmit separate QW records containing the information for each job an individual has held during the reporting period.

Refer to the Section 18.2, "QW Record Layouts", for the specifications for transmitting this data to the NDNH.

DESCRIPTION OF THE DATA ELEMENTS

Employee Name: This is the employee's first name, middle name or initial, and last name.

Employee SSN: This is the 9-digit number SSA assigns to an individual.

Employee Wage Amount: This is the aggregate wages that were paid to an employee during the reporting period.

Reporting Period: This is the calendar quarter and year during which the employee's wages were paid. The calendar quarters are:

- 1 – January through March
- 2 – April through June
- 3 – July through September
- 4 – October through December

- Employer Name:** This is the name of the entity that employs the individual.
- FEIN:** This is the 9-digit number IRS assigns to each employer.
- Employer Address:** This is the number, street name, rural route or post office box, city, state, and zip code of the entity that employs the individual. This should be the address the employer reports to the IRS. This may be a foreign address.
- Employer Optional Address (Optional):** This is the address where an employer receives child support wage withholding orders. This is a number, street name, rural route or post office box, city, state, and zip code. This may be a foreign address.

*If an employer is late in reporting QW data to the state, submit the QW data in the next quarter's transmission, if possible.

17.2 QW Data Source

The source of Federal agency QW data is the Federal agencies. Federal agencies or their payroll providers report the QW information to the NDNH based upon their wage and employee data.

Within a state, the source of QW information is employers. Employers report the QW information to the state agency, as required by state law. The agency to which an employer reports varies by state and may be the State Workforce Agency (SWA) or the state Department of Revenue.

18.0 QW TRANSMISSION

Designated Federal agencies and each state transmit QW records via SSA's closed-line CONNECT:Direct (C:D) system. An alternative transmission method is available for Federal agencies that do not have access to CONNECT:Direct. In addition, states whose transmissions are too large, as determined by SSA, may submit by cartridge. A transmission from a Federal agency may contain submissions from more than one Federal agency. Each submission must contain three types of records in the following order:

1. QW Transmitter Header Record – This record precedes the QW data records and contains information about the submitter.
2. QW Data Records – These records contain the actual QW data.
3. QW Total Record – This record follows the QW data records and is a summary of the submission.

18.1 State Cartridge Transmission Method

SSA may determine that some state QW transmissions are too large to effectively transmit by C:D. SSA requires these states to send the QW data via an alternative method, which is cartridge.

In order for states to submit by cartridge, the "Transmittal of Magnetic Media" form, which appears on the following page Figure 18-1, must be completed and provided to SSA so that SSA can establish the copy process. Questions regarding how to establish the Cartridge process should be directed to the Technical Support Team liaison. Following this section is a copy of the form and the instructions for completing the form.

If a state submits QW data via cartridge, all return information will be via CONNECT:Direct.

TRANSMITTAL OF MAGNETIC MEDIA Social Security Administration / Office of Child Support Enforcement Outside Agency Tape/Cartridge Media									
A. Organization (Agency/Office): _____	Node ID: _____	Date of Request: _____							
1. Name: _____ 2. Address: _____ 3. Telephone: _____									
B. Requestor Identification Number: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">E</td><td style="width: 20px; height: 20px; text-align: center;">P</td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>	E	P			C. Requestor Type: <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px; text-align: center;">O</td><td style="width: 20px; height: 20px; text-align: center;">C</td><td style="width: 20px; height: 20px; text-align: center;">S</td></tr></table>		O	C	S
E	P								
O	C	S							
D. Type of Media: Tape: <input type="checkbox"/> 6250	Cartridges: <input type="checkbox"/> 3480 <input type="checkbox"/> 3480 Compressed	Cartridges: <input type="checkbox"/> 3490 <input type="checkbox"/> 3490 Compressed							
Total Number of Tapes/Cartridges _____	F. Block Size = _____ Record Length = _____ Record Format = FB	G. Record Count (Number of Records on the file): _____							
H. Sender's Volume Serial Number(s): _____	I. Label Type: <input type="checkbox"/> Standard (SL) <input type="checkbox"/> No Label (NL)								
J. Data Set Name Incoming: _____ (Enter yymmdd after R)									
K. Reporting Period Start: _____ Reporting Period Ending: _____									
L. Resubmission: <i>CHECK BLOCK BELOW</i> Original SSA Tracking Number: T _____ () 1 st Resubmission () 2 nd Resubmission () 3 rd Resubmission									
SSA Use Only:									
Tracking Number _____	Slot Assignment _____	Record Count _____							
FEDERAL EXPRESS your cartridges to: OFFICE OF CHILD SUPPORT ENFORCEMENT TAPE OPERATIONS SECTION FEDERAL PARENT LOCATOR SERVICE, 4 TH FLOOR 370 L'ENFANT PROMENADE SW WASHINGTON, D.C. 20447 OCSE CONTACT: Dionne Williams (202) 690-5375									
May 1, 1998									

Transmittal of Magnetic Media

Instructions:

NOTE: DO NOT ALTER OR CHANGE THE LAYOUT OF THE FORM.

NOTE: DO NOT USE ‘WHITE OUT’ ON THE FORM.

NOTE: If any information on the form is **incorrect, or changes** need to be made, please contact **Rose Hodel (703) 345-8091, e-mail rose.hodel@ngc.com or Dionne Williams (202) 690-5375, e-mail diwilliams@acf.hhs.gov**. Corrections will be made and an updated form will be forwarded to you via fax or e-mail.

An electronic copy of the form and instructions can be e-mailed at your request.

Your state should have received a form with sections B, C, F, I and J already completed. If you do not have a completed form, please contact Rose Hodel (703) 345-8091, e-mail rose.hodel@ngc.com or Dionne Williams (202) 690-5375, e-mail diwilliams@acf.hhs.gov.

Sections K and L DO NOT need to be completed for NDNH submittals.

SECTION:

A. Please enter the Agency/Office/Organization that is responsible for creating the tape. Also include the state or Federal agency’s Node ID. This should already be completed for you. The Node ID is a three (3) position field that:

- For states will be Sxx = where the xx is the state’s two position abbreviation. Valid values are:

SAL – Alabama	SKY - Kentucky	SOH – Ohio
SAK – Alaska	SLA - Louisiana	SOK – Oklahoma
SAZ – Arizona	SME - Maine	SOR – Oregon
SAR – Arkansas	SMD - Maryland	SPA – Pennsylvania
SCA – California	SMA - Massachusetts	SPR - Puerto Rico
SCO – Colorado	SMI - Michigan	SRI - Rhode Island
SCT – Connecticut	SMN - Minnesota	SSC - South Carolina
SDE – Delaware	SMS - Mississippi	SSD - South Dakota
SDC - District of Columbia	SMO - Missouri	STN – Tennessee
SFL – Florida	SMT - Montana	STX – Texas
SGA – Georgia	SNE - Nebraska	SUT – Utah
SGU – Guam	SNV - Nevada	SVT – Vermont
SHI – Hawaii	SNH - New Hampshire	SVI - Virgin Islands
SID – Idaho	SNJ - New Jersey	SVA – Virginia
SIL – Illinois	SNM - New Mexico	SWA – Washington
SIN – Indiana	SNY - New York	SWV - West Virginia
SIA – Iowa	SNC - North Carolina	SWI – Wisconsin
SKS – Kansas	SND - North Dakota	SWY – Wyoming

- For DATE OF REQUEST, enter the current date.
 - Also supply the NAME, ADDRESS and TELEPHONE number of the person responsible for creating the tape.
- B. REQUESTOR IDENTIFICATION NUMBER: This is a number assigned by OCSE to each agency reporting via a cartridge. This should already be completed for you. If it has not been completed or if you do not know your number, please contact **Rose Hodel (703) 345-8091, e-mail rose.hodel@ngc.com or Dionne Williams (202) 690-5375, e-mail diwilliams@acf.hhs.gov**. For the NDNH submissions, the number is EPxx, where xx is an assigned number.
- C. REQUESTOR TYPE distinguishes the type of data being submitted. For NDNH submissions this will be OCS.
- D. TYPE OF MEDIA refers to the type of cartridge being used. Please check the box next the media you are using. NOTE: **DO NOT USE 6250** type media.
- E. TOTAL NUMBER OF TAPES/CARTRIDGES: Indicate the number of cartridges that are being submitted. Some states have large volumes of data and must submit multiple cartridges.
- F. Tape information: BLOCK SIZE, RECORD LENGTH, RECORD FORMAT. Block size is the total size of a block of records written to the tape. This should be a multiple of the record length. For NDNH QW, we requested this to be 27646 (49 - 601 byte records per block). If you are using another blocking factor, please enter the correct block size. Record length has to be:
- 601 for Quarterly Wage (QW) records
 - 801 for New Hire (W4) records
 - 295 for Unemployment Insurance (UI) records
- Record format **must be** FIXED BLOCK (FB)
- G. RECORD COUNT: Total number of records on all the cartridges submitted.
- H. SENDER'S VOLUME SERIAL NUMBER(s): This is the 6-digit number of the cartridge(s) that is being submitted. NOTE: When sending multiple cartridges, mark on the cartridges: 1 of x, 2 of x. This will allow us to know the correct order to process the cartridges.
- I. LABEL TYPE: Indicate the label type of the tape. This **MUST BE** an **IBM COMPATIBLE STANDARD LABEL**.
- J. DATA SET NAME INCOMING: This is the name of the file that was written to the cartridge. If it does not match the name provided, please enter the correct data set name. **NOTE:** If you are changing the data set name, please contact **Rose Hodel (703) 345-**

8091, e-mail rose.hodel@ngc.com or Dionne Williams (202) 690-5375, e-mail diwilliams@acf.hhs.gov.

K. REPORTING PERIOD data: For NDNH this is **NOT USED**. The current date will be used as the default.

L. RESUBMISSION: For NDNH this is **NOT USED**. Leave blank.

After completing the form, Federal Express the form and cartridge(s) to Dionne Williams. The address is at the bottom of the form. If you have any questions completing the form, please contact **Rose Hodel (703) 345-8091, e-mail rose.hodel@ngc.com or Dionne Williams (202) 690-5375, e-mail diwilliams@acf.hhs.gov.**

18.2 QW Record Layouts

The Federal agencies and each state must transmit the QW information according to the specified record layouts. The general rules that apply to all the record formats are shown below:

1. All data must be in EBCDIC format.
2. All alphabetic data must be upper case.
3. All alphabetic and alphanumeric data must be left justified.
4. All numeric data must be right justified and zero filled.
5. All dates must be in the Year 2000-compliant format of CCYYMMDD.
 - CC represents the century.
 - YY represents the year.
 - MM represents the month and must be a number greater than 00, but less than 13.
 - DD represents the day of the month and must be a valid number for the designated month (e.g., 01-31 for months 01, 03, 05, 07, 08, 10 or 12; 01-30 for months 04, 06, 09, or 11; and 01-29 for the month 02).
6. Name fields cannot include suffixes, such as “Jr.,” “Sr.,” or “III.”
7. The hyphen is the only special character allowed in the Employee Name, Employer Name and city.
8. All state and territory abbreviations in addresses must be valid U.S. Postal Service abbreviations. See Appendix C for a complete list.
9. All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries. Refer to the Appendix C or to the U.S. Department of Commerce FIPS Code Manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995) to derive this code. In addition, FIPS codes may be found on the Internet at: <http://earth-info.nga.mil/gns/html/fips10-4.html>
10. If an address is less than 40 characters per line, do not concatenate into one line.

QW TRANSMITTER HEADER RECORD

System processing requires the completion of all fields in the QW Transmitter Header Record.

CHART 18-1: QW TRANSMITTER HEADER RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	Required This must contain the characters 'HQ'.
Transmitter State Code	3-4	2	A/N	Required for states and territories only This must contain the two-digit numeric FIPS code of the state or territory that is transmitting data to the NDNH. Refer to the Appendix C of this <i>Guide</i> or to the Department of Commerce FIPS Code Manual, National Institute of Standards and Technology FIPS PUB 5-2 (April 1995) for a list of these codes. In addition, FIPS codes may be found on the Internet at http://www.itl.nist.gov/fipspubs/fip5-2.htm Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	Required for Federal agencies This must contain the nine-character Federal Employer Identification Number (FEIN) or the letter 'A' followed by the FIPS code of the Federal agency. Refer to the Appendix C for a listing of Federal agency FIPS codes. States leave this field blank.
Transmission Type	14-15	2	A/N	Required - This must contain the characters 'QW'.
Department of Defense Code	16	1	A	Required for DoD only This must contain one of the following characters: A = Active duty employees C = Civilian employees P = Pension/Retired employees R = Reserve employees States and Federal agencies, other than the DoD, leave this field blank.

CHART 18-1: QW TRANSMITTER HEADER RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Version Control Number	17-18	2	A/N	Required This must contain the numbers '01'. OCSE will notify the Federal agencies and states when this field changes.
Date Stamp	19-26	8	N	Required This must contain the transmission date of the QW data to the NDNH. This must be in the Year 2000-compliant format of CCYYMMDD.
Batch Number	27-32	6	N	Required The transmitting Federal agency or state generates this number. Do not repeat batch numbers.
Filler	33-601	569	A/N	Required This will be used in future versions. For the current version, this should be all spaces.

QW DATA RECORD

Although it is desirable to include all data elements in the QW Data Record, it is recognized that this may not be possible initially. The intent of the system is to provide information for locating persons in response to requests from Child Support Enforcement IV-D agencies and to that end, the minimum number of data elements which together constitute a meaningful locate are: Employee First Name, Employee Last Name, Employee SSN, Reporting Period and an Employer Address. An employer's address may be represented by a valid FEIN, i.e. one that is held on the system's Employer Identification File (EIF) and therefore has an associated address already in the system. States will only be required to supply wage information that is already contained in the records of the state.

If an employer is late in reporting QW data to the state, the state should submit the QW data in the next quarter's transmission, if possible.

OCSE is aware that some states' records include only a partial set of letters or no letters in the employee's name(s). Therefore, states should send as much information on employee names as exists in their QW records. The system accepts these records. If the SSN passes the "High-Group" SSN test (that is, if the SSN is valid), the NDNH will attempt to verify the SSN/Name combination. If the SSN/Name combination does not verify, the NDNH stores the record on the QW Non-verifiable File.

System processing requires 'QW' in the Record Identifier field of the QW Data Record.

QW DATA RECORD

CHART 18-2: QW DATA RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	Required This must contain the characters 'QW'.
Employee SSN	3-11	9	N	Required This must contain a nine-digit SSN. If this field is blank or contains any alphabetic characters, the system rejects the record.
Employee Name First Name Middle Name Last Name	12-27 28-43 44-73	16 16 30	A A A	Required For states that carry a full employee name: <ul style="list-style-type: none"> • There must be at least one character in the First Name and one character in the Last Name • If both the first and last names are blank, the system rejects the record. • If the Employee Middle Name is non-blank, it must contain at least one character. • No special characters, except hyphens, are allowed. If a state only collects a partial name, or does not collect any names, the record is not rejected. These states must transmit as much information on employee names as exists in their QW records.
Employee Wage Amount	74-84	11	N	Required This is the gross amount of wages an employer reports as paid to an employee during the reporting quarter. If the QW are reported late by an employer, the state should submit the data with their next quarterly transmission, if possible. The last two positions are decimal places. Do not include a decimal point as part of this field. Negative values are not allowed.
Reporting Period	85-89	5	N	Required

CHART 18-2: QW DATA RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
				The format is QCCYY. Q = Reporting quarter: 1 – January 1 through March 31 2 – April 1 through June 30 3 – July 1 through September 30 4 – October 1 through December 31 CC = Century YY = Year
Federal EIN	90-98	9	N	Required: If the Employer Address is missing This is the Federal Employer Identification Number (FEIN) the IRS assigns to an employer.
State EIN	99-110	12	A/N	This is a number a state may assign an employer.
Employer Name	111-155	45	A/N	This must be at least two characters, if present. No special characters except hyphens are allowed.
Employer Street Address Line (1) Line (2) Line (3)	156-195 196-235 236-275	40 40 40	A/N A/N A/N	Required: If the FEIN is missing This must be at least 2 characters, if present. If an address is less than 40 characters per line, do not concatenate into one line. Use Line (3) for a military designation or Canadian Province Code.
Employer City	276-300	25	A	Required: If the FEIN is missing This must be at least two characters, if present. No special characters except hyphens are allowed.
Employer State	301-302	2	A	Required: If the FEIN is missing This must be a valid two-letter U.S. Postal Service abbreviation of a state or territory, if present. Refer to the Appendix C for state and territory abbreviations.

CHART 18-2: QW DATA RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Employer Zip Code Zip Code (1) Zip Code (2)	303-307 308-311	5 4	A/N A/N	Required: If the FEIN and Foreign Zip Code are missing This is the five-digit U.S. Postal Service Zip Code associated with the Employer Address. Zip Code (2) must be either all spaces or all numeric.
Employer Foreign Address Foreign Country Code Foreign Country Name Foreign Zip Code	312-313 314-338 339-353	2 25 15	A/N A/N A/N	Required: Foreign Country Code, if the FEIN and Employer Address are missing and the employer's address is a foreign country. Refer to Appendix D or to the U.S. Department of Commerce FIPS Code Manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995) to derive this code. In addition, FIPS codes may be found on the Internet at http://earth-info.nga.mil/gns/html/fips10-4.html . The Foreign Country Name and Zip Code are optional. The Foreign Country Name, if present, must be at least two characters. Include military designation or Canadian Province Code.
Employer Optional Street Address Line (1) Line (2) Line (3)	354-393 394-433 434-473	40 40 40	A/N A/N A/N	This is the employer's street address where a child support wage withholding order should be sent. If an address is less than 40 characters per line, do not concatenate into one line. Use Line (3) for a military designation or Canadian Province Code.
Employer Optional City	474-498	25	A	This must be at least two characters, if present.
Employer Optional State	499-500	2	A	This must be a valid two-letter U.S. Postal Service abbreviation of a state or territory, if present. Refer to the Appendix C for state and territory abbreviations.
Employer Optional Zip Code Zip Code (1) Zip Code (2)	501-505 506-509	5 4	A/N A/N	Each Zip Code must be either all spaces or all numeric.

CHART 18-2: QW DATA RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Employer Optional Foreign Address				Foreign Country Code: Refer to the Appendix D or to the U.S. Department of Commerce FIPS Code Manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995) to derive this code. In addition, FIPS codes may be found on the Internet at: http://earth-info.nga.mil/gns/html/fips10-4.html . The Foreign Country Name must be at least two characters, if present. Include military designation or Canadian Province Code.
Foreign Country Code	510-511	2	A/N	
Foreign Country Name	512-536	25	A/N	
Foreign Zip Code	537-551	15	A/N	
Filler	552-601	50	A/N	This will be used in future versions. For the current version, this should be all spaces.

QW TOTAL RECORD

System processing requires the completion of all fields in the QW Total Record.

CHART 18-3: QW TOTAL RECORD				
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	Required This must contain the characters 'TQ'.
Data Record Count	3-13	11	N	Required This must be the number of records in the transmission, including the header and total records.
Filler	14-601	588	A/N	Required This will be used in future versions. For the current version, this should be all spaces.

18.3 Pre-Transmission Editing

Prior to submitting QW data to the NDNH, Federal agencies and states should perform edits on the data to ensure compliance with the requirements as outlined in the record layouts. This ensures that the data meets the requirements for acceptance to the NDNH and that the NDNH has accurate and complete information.

18.4 Transmission Errors

When transmitting QW data, there are errors that can occur at the transmission level. Depending upon the type of error, the system: 1) rejects the entire transmission, 2) rejects part of the transmission, 3) suspends the file and notifies the transmitter to determine whether to process the file, or 4) accepts the transmission, but returns a warning code to the submitter agency. A Federal agency or state that receives notice of rejection due to transmission error (1) or (2) above, should correct the information and resubmit the data via C:D or the designated alternative transmission method. The following table lists the error codes at the transmission level. QW data record errors are outlined in Section 19.0, "QW Data Validation and Verification".

QW TRANSMISSION ERROR AND WARNING CODE TABLE

CHART 18-4: QW TRANSMISSION ERROR AND WARNING CODES	
Error Code	Error Message and Description
TRANSMISSION ERROR CODES – Full Transmission Rejected	
5000	The Transmitter Header record is required. The Transmission Header Record must be present at the beginning of each transmission file.
5001	The Transmitter Header Record does not contain the Transmitter State Code or Transmitter Agency Code.
5002	The Transmitter Header Record does not contain the Version Control Number or has an invalid Version Control Number. Version Control Number must equal '01'.
5003	The Transmitter Header Record contains a non-numeric Batch Number. The Transmission Header Record must contain a numeric Batch Number.
5004	The Transmitter Header Record contains a Batch Number that is a duplicate of a previously-received Batch Number. The Transmission Header Record must not contain a Batch Number that is a duplicate of a Batch Number received in a previous transmission from the state or Federal Agency within the same calendar year.
TRANSMISSION ERROR CODES – Part of Transmission Rejected	
5005	The Transmitter Header Record is not the first record. All records are rejected until a Transmitter Header Record is found.
TRANSMISSION WARNING CODES – Transmission Accepted	
5006	The Transmission Type in the Transmitter Header Record must equal 'QW'.
5007	The Transmitter Header Record does not contain the Date Stamp or the Date Stamp is an invalid date.
5008	The Total Record is missing.
5009	The Data Record Count is non-numeric.
5010	The Data Record Count does not equal the count of the records received.

18.5 Resubmittal Process

The resubmittal process is identical to the standard submittal process. Federal agencies and states resubmit corrected records and corrected transmissions in the standard formats via C:D or the designated alternate transmission method. When resubmitting a corrected transmission, submit the corrected full transmission. When resubmitting corrected records, only resubmit the corrected records. Submitters that are unable to correct the records or identify the transmission problems can contact one of the technical support options for assistance. Refer to Section 3.0, “Technical Support”, in Part 1, for a list of the available technical support.

19.0 QW DATA VALIDATION AND VERIFICATION

Accurate data is essential to ensure the integrity of the NDNH database. QW data transmitted by a Federal agency or state undergoes various validation and verification processes. Submitters receive information regarding validation and verification within four business days. Refer to Section 21.0, “QW Output to Submitters”, for more detail regarding return data.

19.1 Validation Process

NDNH edits incoming data at the various levels from file transmission to the individual record.

19.1.1 TRANSMISSION LEVEL EDITING

When a file is received by the NDNH, the Node ID in the dataset name for states and Federal agencies is verified to determine if the submission is from a valid user. If the Node ID is not valid, the file will be suspended and the submitter will be contacted.

After the Node ID is validated, the Submitter ID in the Header Record is evaluated against a Master Table to determine the authenticity of the submission. If the Submitter ID is not registered in the Master Table, the batch will be suspended and the submitter will be contacted.

19.1.2 BATCH EDITING

All files that pass the transmission level editing are evaluated to ensure that the required records and data values in the header and file are present. If the required elements or records are missing, the transmission will be rejected. The edits will allow part of or the entire transmission to be processed if minor errors occur. Chart 19-1, “QW Batch Editing”, describes the types of edits performed and the output at the submission level.

CHART 19-1: QW BATCH EDITING	
Edit	Processing
Check for a Transmission Header Records in the file. If the Transmitter Header Record is missing, the file is rejected.	The transmission is rejected and an error code is returned to the submitter.
The Transmitter Header Record does not contain a valid Transmitter State or Federal Agency Code.	The transmission is rejected and an error code is returned to the submitter.
The Transmitter Header Record does not contain the Version Number or has an invalid Version Number.	The transmission is rejected and an error code is returned to the submitter.
The Transmitter Header Record contains a non-numeric Batch Number.	The transmission is rejected and an error code is returned to the submitter.
The Transmitter Header Record contains a Batch Number that is a duplicate of a Batch Number that was previously received from the submitter within the calendar year.	The transmission is rejected and an error code is returned to the submitter.
The Transmitter Header Record is not the first record in the file.	All records prior to the Header Record are rejected and all records after the Header Record are processed. A warning code is returned to the submitter.
The Transmission Type in the Transmitter Header Record is not equal to 'QW'.	All records are processed and a warning code is returned to the submitter.
The Date Stamp is missing or invalid in the Transmitter Header Record.	All records are processed and a warning code is returned to the submitter.
The Total Record is missing.	All records are processed and a warning code is returned to the submitter.
The Data Record Count is non-numeric.	All records are processed and a warning code is returned to the submitter.
The Data Record Count does not equal the count of the records received.	All records are processed and a warning code is returned to the submitter.

If a QW submitter receives notice of rejection, the submitter should correct the information and resubmit the data via CONNECT: Direct or the designated alternative transmission method. If the submitter receives a warning notification, they should investigate the warning. If records were not processed because of the warning, the submitter should correct the issue and resubmit the data.

19.1.3 PRE-PROCESSING EDITING

Pre-processing edits examine certain key characteristics of each file to determine if these characteristics are within expected limits. The limits are based on past experience of data

received from each submitter as well as standards set by OCSE. If one or more of these limits is exceeded, the file may be suspended. The Pre-Processing edits that result in suspension are:

- The file contains a specified percentage of records that are duplicates of records that were submitted in the previous quarter's submission;
- A large percentage of the records contain a Reporting Quarter that is not the current or expected Reporting Quarter at the time the file is processed;
- The number of records submitted is below or above the expected volume range for that submitter; or
- A large percentage of the records contain a wage amount that is excessively low (under \$501).

If a QW file is suspended, the submitter is notified. The submitter has the option to request that the suspended file be processed or to correct the data and submit another file.

To determine whether a file is a duplicate, a sample of the records is compared to the NDNH current and previous quarter databases for matching records. The NDNH System considers two QW records to be duplicates if the contents of all the following fields are identical: Employee SSN, submitting State/Agency Code, Employee Name, Employee Wage Amount, Reporting Period, and FEIN.

Each quarter the NDNH System expects to receive QW records for a particular (current) reporting quarter. OCSE establishes a standard for the percentage of records that should contain the current reporting quarter. The NDNH tallies the number of records submitted in the file for each reporting quarter. If a submission has too few records with the expected reporting quarter, the file is suspended and the submitter is contacted.

For each state and Federal agency a minimum and maximum volume of records to be received has been established based on previous submissions. If a submission is received with too few or too many records, the file is suspended and the submitter is contacted. If the volume of records received is determined to be correct, the file will be processed and the expected minimum/maximum volume for the submitter may be adjusted.

The Wage Amount on each QW record is evaluated to determine if the wage amount is less than \$501. The number and percentage of wages under \$501 are evaluated against a pre-set threshold. If the file contains excessive amounts of records with wages under \$501, the file is suspended and the submitter is contacted. If the wages are determined to be correct, the file will be processed.

QW submission files are also evaluated to identify records that contain excessively high wage amounts (over \$10 million) or amounts that may be default values (all nines in the dollar amount).

The edits for excessively high wage amounts and potential default values will result in an internal error report being generated but not suspension of the file. The NDNH Technical Support Team will review the reports and contact the submitter.

The Wage Amount on each QW record is evaluated to determine if the wage amount is \$10 million or greater. If the number of high wage amounts exceeds an established limit, the records with excessively high wage amounts are analyzed to determine if there is a submission issue. If the wage amounts appear erroneous, the submitter is contacted.

The Wage Amount on each QW record is also evaluated to determine if the dollar amount is all nines. For example, the wage amounts \$9, \$99, and \$99999 would be identified as all nines. If the wage amount is all nines, a warning code is returned to the submitter. All records identified are written to a report file for further analysis.

19.1.4 RECORD LEVEL EDITING

The NDNH edits each record to ensure that all the required data elements are present, that key values are valid, and that data conforms to the system standards before it is accepted.

19.1.4.1 SSN/Name Verification

The NDNH System performs edits on the SSN and Name entries and sends SSN/Name combinations that appear to be valid to SSA for verification. Section 5.0, “Social Security Number Verification”, outlines the SSN verification processes and errors. Note that not all states submit name information or enough name information to complete a full SSN/Name verification. Not all the Error and Warning Codes will be returned to those states. Chart 19-2, “QW SSN/Name Verification”, describes the types of SSN edits performed on each QW record.

CHART 19-2: QW SSN/NAME VERIFICATION	
Edit	Processing
The SSN is spaces.	The record is rejected with an error code and is returned to the submitter.
The SSN is non-numeric.	The record is rejected with an error code and is returned to the submitter.
The SSN is not greater than zeros.	The record is rejected with an error code and is returned to the submitter.
The first 5 digits of the SSN have not been issued by SSA.	The record is rejected with an error code and is returned to the submitter.
The Employee Name is missing.	The record is rejected with an error code and is returned to the submitter.
The SSN and name do not match with SSA’s records, or the SSN is not found at SSA	The record is rejected with an error code and is returned to the submitter. This is returned after all attempts to verify the SSN and name fail.
Verification of SSN and name failed, the First Name and Last Name were transposed, and the SSN and transposed name combination was verified.	The record is passed to the next level of verification. The record is assigned a warning code and is returned to the submitter.

Any records that do not pass the SSN or SSN/Name verification process are dropped from the system. All records passing the SSN or SSN/Name verification process will continue through the record edits.

19.1.4.2 Minimal Data Validation

Each QW data is validated to ensure that it contains an:

- FEIN or
- Employer Address.

If the record does not an Employer Address or FEIN, it is rejected with an error code and returned to the submitter.

19.1.4.3 General Validation

General Validation edits are performed on all records passing the SSN/Name and Minimal Data Validation. These edits will determine the validity of the data provided or identify missing data that would be beneficial to NDNH users. General validation will only create warning codes for the QW record. These warning codes will not keep records from being posted to the NDNH.

The employee data is checked for a first and last name. This edit is only performed for those states that send name information. If the first or last name is missing a warning code is returned to the submitter.

The employee wage amount is analyzed to determine if it is numeric. If the wage amount is non-numeric, a warning code is returned to the submitter.

The reporting quarter is checked to ensure that it is numeric. If the reporting quarter is numeric, the quarter is validated for a 1, 2, 3, or 4. The year is also validated to ensure that it is a valid year. If the reporting quarter is non-numeric or does not contain a valid quarter and year, a warning code is returned to the submitter.

The employer address data is analyzed to determine the validity of the data provided. Chart 19-3, "QW General Validation", describes how the analysis is performed:

CHART 19-3: QW GENERAL VALIDATION	
Edit	Processing
The Zip Code is missing or non-numeric.	A warning code is returned to the submitter.
The Zip Code does not match the City.	A warning code is returned to the submitter.
The FEIN is non-numeric.	A warning code is returned to the submitter.
The FEIN is blank or zeros.	A warning code is returned to the submitter.
The State is missing.	A warning code is returned to the submitter.
The State is invalid (not a valid 2-character USPS abbreviation).	A warning code is returned to the submitter.
The Employer Name is blank.	A warning code is returned to the submitter.
The Employer Address Line 1, 2 and 3 are all blanks.	A warning code is returned to the submitter.
The City is blank.	A warning code is returned to the submitter.
The Foreign City is blank and the Employer Zip Code is blank.	A warning code is returned to the submitter.

19.2 Error Codes and Explanations

Chart 19-4, “QW Error and Warning Codes”, outlines the QW record error and warning codes:

CHART 19-4: QW ERROR AND WARNING CODES	
Code	Error Description
ERROR CODES – RECORD REJECTED AND NOT ADDED TO NDNH	
0001	SSN and name do not match.
0002	SSN is invalid or out of range.
0011	SSN is non-numeric.
0015	SSN is missing or is not greater than zeroes.
0016	*Employee Name is missing.
0017	Employer Address is missing.
WARNING CODES – RECORD ACCEPTED AND ADDED TO NDNH	
0004	QW SSN verified by transposing First Name and Last Name.
0024	*Employee First Name is missing.
0025	*Employee Last Name is missing.
0034	Employee Wage Amount is non-numeric.
0035	Employee Wage Amount is all nines.

CHART 19-4: QW ERROR AND WARNING CODES	
Code	Error Description
ERROR CODES – RECORD REJECTED AND NOT ADDED TO NDNH	
0040	Employer Zip Code is missing or non-numeric.
0041	Employer Zip Code does not match City.
0042	FEIN is non-numeric
0043	FEIN is missing or is zero
0044	Employer state abbreviation is missing
0045	Employer state abbreviation is invalid; format should be two-letter state or territory abbreviation
0046	Employer name is missing
0047	Employer Street Address Lines are missing
0048	Employer City is missing
0049	Employer Foreign Address is incomplete
0051	Reporting Period is invalid

* These errors apply only to Federal agencies and states that have the ability to send Employee Names.

20.0 QW NDNH UPDATE

The NDNH System posts QW records that (a) meet the critical edits and (b) either pass the SSN verification process or come from a state that is unable to send full employee names to the NDNH. The QW records in the NDNH QW file are the records that are used for proactive matching with the FCR and for locate searches in response to a locate request.

20.1 Duplicates

If the NDNH receives a QW file that contains a threshold number of duplicate records, the NDNH suspends the file and the submitter is notified by phone. The submitter has the option to request that the suspended file be processed. In order to determine whether a file is a duplicate, the records of the received file are sampled methodically and are compared to the NDNH Database for matching records in the current quarter and the previous quarter. During comparison of an incoming QW file to the NDNH Database, the NDNH System considers two QW records to be duplicates if the content of the following fields are identical: Employee SSN, Submitting State/Agency Code, Employee Name, Employee Wage Amount, Reporting Period, and FEIN.

In subsequent batch editing, batches with duplicate batch numbers are rejected.

On the record level, if a Federal agency or state submits a duplicate record or records within a transmission, the NDNH System processes the first of those records and ignores the duplicate QW record(s). If a Federal agency or state submits a duplicate record in a subsequent transmission, the NDNH stores the duplicate QW record, unless the file was suspended for containing the threshold numbers of duplicates. During comparison of two QW records within a batch to determine if they are duplicates, the records are considered to be duplicates of each other if the contents of the following fields is the same: SSN, State, Node-ID, Employee Name, Wage Amount, Reporting Period, FEIN, SEIN and DoD Code.

20.2 Non-verifiable File

The QW Non-verifiable File contains the records from states that are unable to send full employee names (at least 1 character of first name and 4 characters of last name), that pass the other critical edits are posted to the QW Non-verifiable file. The NDNH will attempt to verify the SSN/Name combination on these records even though they may have incomplete names. The records may contain valuable locate information regarding persons involved in child support cases. Therefore, even if the SSN/Name combination does not verify, the NDNH will accept and store the record on the QW Non-verifiable File. QW Non-verifiable data is used for proactive matching with the FCR and is released to Child Support Enforcement IV-D agencies or other authorized persons in response to requests for NDNH locate information.

21.0 QW OUTPUT TO SUBMITTERS

Within four business days, the NDNH System returns information regarding QW data to the submitter. The NDNH System returns the following:

1. The number of records received in a transmission, including the Transmitter Header Record and Total Record;
2. The number of rejected records;
3. The number of records in a transmission with errors or warnings regardless of the return error suppression matrix choices;
4. The number of records accepted and written to the NDNH QW File;
5. Transmission error codes; or
6. The first 15,000 QW data records that have errors or warnings along with up to five error or warning codes associated with those records.

In addition to receiving return data about QW records, Federal agencies and states receive an MI summary report on a regular basis. Refer to Section 22.0, “QW Management Information”, for details and information on MI reports.

21.1 Output Record Layouts

The NDNH returns QW record transmission and error information via SSA’s closed-line C:D system or the designated alternative transmission method to:

1. all states, and
2. Federal agencies.

Federal agencies that submit data via VISN PC-to-PC method obtain their QW transmission and error information via VISN.

A trailer or total record is not returned to the submitting Federal agency or state in response to QW transmissions. Each transmission contains two types of records in the following order:

1. QW Transmission Control Record – This record precedes the returning QW data records and contains information about the submitter’s transmission.
2. QW Data Records – These records contain the actual QW data and associated errors or warnings. Limited to 15,000 records returned.

The NDNH transmits the returning QW information according to specified record layouts. The QW data records are formatted exactly as submitted with error codes appended. The general rules are identical to the requirements for data transmission. Refer to the Section 18.0, “QW Transmission”, for specific information on transmission general rules. Chart 21-1, “QW Transmission Control Record”, describes the layout and format of the information that is returned to the submitter in this record.

CHART 21-1: QW TRANSMISSION CONTROL RECORD			
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007			
Field Name	Location	Length	Alpha/Numeric
Record Identifier	1-2	2	A/N
Transmitter State Code	3-4	2	A/N
Transmitter Agency Code	5-13	9	A/N
Transmission Type	14-15	2	A/N
Department of Defense Code	16	1	A
Version Control Number	17-18	2	A/N
Date Stamp	19-26	8	N
Batch Number	27-32	6	N
Records Received	33-43	11	N
Records Rejected	44-54	11	N
Error Records Returned	55-65	11	N
Records Posted to NDNH	66-76	11	N
Filler	77-87	11	A/N
Error Code 1	88-91	4	A/N
Error Code 2	92-95	4	A/N
Error Code 3	96-99	4	A/N
Error Code 4	100-103	4	A/N
Error Code 5	104-107	4	A/N
Filler	108-631	524	A/N

Data in the QW Transmission Control Record is a duplicate of the information submitted by the Federal agency or state, with the exception of the following:

- Record Identifier:** These are the characters 'RQ' identifying the record as the header record containing returning QW data.
- Records Received:** This is the total number of records received in the transmission, including the header and trailer records.
- Records Rejected:** This is the total number of records rejected in the transmission.

Error Records Returned: This is the total number of QW data records with errors or warnings returned in the transmission.

Records Posted to NDNH: This is the total number of QW data records in the transmission that were posted to the NDNH QW File or Non-verifiable records from No-Name states.

Error Code 1: *This is an error at the transmission level.

Error Code 2: *This is an error at the transmission level.

Error Code 3: *This is an error at the transmission level.

Error Code 4: *This is an error at the transmission level.

Error Code 5: *This is an error at the transmission level.

Filler: This field is all spaces.

*Refer to Chart 18-4, "QW Transmission Error and Warning Codes " for the error and warning codes and their explanation.

CHART 21-2: QW DATA RECORD (RETURNED TO SUBMITTER)			
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007			
Field Name	Location	Length	Alpha/Numeric
Record Identifier	1-2	2	A/N
Employee SSN	3-11	9	N
Employee Name			
First Name	12-27	16	A
Middle Name	28-43	16	A
Last Name	44-73	30	A
Employee Wage Amount	74-84	11	N
Reporting Period	85-89	5	N
Federal EIN	90-98	9	N
State EIN	99-110	12	A/N
Employer Name	111-155	45	A/N
Employer Street Address			
Line (1)	156-195	40	A/N
Line (2)	196-235	40	A/N
Line (3)	236-275	40	A/N
Employer City	276-300	25	A
Employer State	301-302	2	A
Employer Zip Code			
Zip Code (1)	303-307	5	A/N
Zip Code (2)	308-311	4	A/N
Employer Foreign Address			

CHART 21-2: QW DATA RECORD (RETURNED TO SUBMITTER)			
OMB CONTROL NO: 0970-0166 EXPIRATION DATE: 04/30/2007			
Field Name	Location	Length	Alpha/Numeric
Foreign Country Code	312-313	2	A/N
Foreign Country Name	314-338	25	A/N
Foreign Zip Code	339-353	15	A/N
Employer Optional Address			
Line (1)	354-393	40	A/N
Line (2)	394-433	40	A/N
Line (3)	434-473	40	A/N
Employer Optional City	474-498	25	A
Employer Optional State	499-500	2	A
Employer Optional Zip Code			
Zip Code (1)	501-505	5	A/N
Zip Code (2)	506-509	4	A/N
Employer Optional Foreign Address			
Foreign Country Code	510-511	2	A/N
Foreign Country Name	512-536	25	A/N
Foreign Zip Code	537-551	15	A/N
Filler	552-601	50	A/N
Error Code 1	602-605	4	A/N
Error Code 2	606-609	4	A/N
Error Code 3	610-613	4	A/N
Error Code 4	614-617	4	A/N
Error Code 5	618-621	4	A/N
Filler	622-631	10	A/N

All returning QW data records are duplicates of the information submitted by the Federal agency or state, with the exception of the following:

- Record Identifier:** This is the characters 'QO' identifying the record as containing returning QW employee and employer data.
- Error Code 1:** *This is an error on a QW record.
- Error Code 2:** *This is an error on a QW record.
- Error Code 3:** *This is an error on a QW record.
- Error Code 4:** *This is an error on a QW record.
- Error Code 5:** *This is an error on a QW record.

*Refer to Chart 19-4, "QW Error and Warning Codes".

21.2 Output Mode

The NDNH returns QW data via SSA's closed-line C:D system, or via the alternate transmission method if used by a Federal agency. Each Federal agency or state receives return data within four (4) business days of transmitting the QW data, as scheduled by SSA. The NDNH does not return any data by hard copy.

21.3 Output Control Matrix

During the processing of QW records, the system may detect errors or identify abnormal conditions that can cause the return of a record to the submitter with error or warning messages. The NDNH Output Control Matrix determines which QW records with errors, warnings, or information codes are returned to each submitter. A copy of the QW Output Control Matrix Registration Form is shown on the following page as Figure 21-1.

This form cannot be used to suppress transmission- or submission-level errors. Submission of the form is optional; the default is to return all records with error or warning codes.

Federal agencies may not use the Output Control Matrix to suppress the output of response records that have SSN verification codes to Federal agencies.

Each state or Federal agency can set some of the report parameters of the Output Control Matrix based on their requirements and needs for returned information by completing the form. This gives the submitter the ability to restrict some of the returned data that they receive from the NDNH System.

If a state or Federal agency chooses to set the parameters, they must complete the QW Output Control Matrix Registration Form and the Output Suppression Options and send it to OCSE. A state or a Federal agency can change the parameters by notifying OCSE at the address that appears on the form.

For a complete description of QW errors and warnings refer to Section 19.2 "Error Codes and Explanations".

QW OUTPUT CONTROL MATRIX REGISTRATION FORM

To suppress processed QW records and associated error, warning, or information codes, send this registration to:

Department of Health and Human Services
ACF / OCSE / FPLS 2nd Floor
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Date: _____

Submitting State: _____

Requester: _____ Phone number: _____

Address: _____

City: _____ State: _____

Zip Code: _____

OUTPUT SUPPRESSION OPTIONS

Error Codes	Condition Description	An 'X' <i>suppresses</i> output
RECORDS REJECTED AND RETURNED WITH ERROR CODES		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011	SSN is non-numeric.	
0015	SSN is missing or is not greater than zeroes.	
0016	Employee Name is missing.	
0017	Employer Address is missing.	
RECORDS ACCEPTED AND RETURNED WITH WARNING CODES		
0024	Employee First Name is missing.	
0025	Employee Last Name is missing.	
0034	Employee Wage Amount is non-numeric.	
0035	Employee Wage Amount is all nines.	
0046	Employer Name is missing.	
0040, 0041, 0044, 0045, 0047, 0048, 0049	Employer Address contains errors.	
0042	FEIN is non-numeric.	
0043	FEIN is missing or zero.	
0051	Reporting Period is invalid.	

22.0 QW MANAGEMENT INFORMATION

22.1 General Information

The NDNH produces a Management Information (MI) report to assist the Federal agencies and states in performing statistical analysis, tracking data, and in analyzing trends.

22.2 MI Report and Explanation

Figure 22-1, “Summary for State/Agency of QW Data Processed”, is a sample of the available MI report. This sample report contains contrived data to clarify what is present in an actual report.

REPORT 1 - SUMMARY FOR STATE/AGENCY OF QW DATA SUBMITTED

The NDNH produces this report for each Federal agency and state submitter. For each batch in a given report period (e.g., week, month, quarter or year), the report displays:

1. The Header date,
2. The Process date,
3. The batch number,
4. The number of records in each batch,
5. The number and percent of those records that were:
 - Posted to the QW NDNH file or posted to the QW Non-verifiable file;
 - Rejected with an unverified SSN;
 - Rejected, including the records that are rejected because of unverified SSNs; and
 - Duplicated within a batch.

States that do not submit full employee names receive a report showing the number of records accepted and posted to the QW Non-verifiable File.

The report displays the totals of all the above counts for the report period. In addition, the report lists the totals of the same information for a pre-set prior period, and sums these numbers to create cumulative totals.

A sample of the report follows as Figure 22-1, “Summary for State/Agency of QW Data Processed.”

REPORT 1

PAGE: 1
REPORT: NQ008-F

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
OFFICE OF CHILD SUPPORT ENFORCEMENT
NATIONAL DIRECTORY OF NEW HIRES
SUMMARY FOR STATE/AGENCY OF QW DATA PROCESSED

DATE REPORT PRODUCED: 11/17/2003
PERIOD COVERED- FROM: 10/30/2003
TO: 10/31/2003
CUMULATIVE SINCE: 01/30/1998

AGENCY/STATE:
A9876 - ADVISORY COUNCIL OF HISTORIC PRESERVATION

HEAD DATE PROC DATE	BATCH NUMBER	TOTAL RECORDS SUBMITTED	RECORDS POSTED TO QW NDNH FILE NUMBER PERCENT	RECORDS REJECTED WITH UNVERIFIED SSNS NUMBER PERCENT	TOTAL RECORDS REJECTED INCLUDING UNVER SSNS NUMBER PERCENT	DUPLICATE RECORDS NUMBER PERCENT
TOT THIS PER.		0	0 .0 %	0 .0 %	0 .0 %	0 .0 %
TOT PRIOR PER.		226	191 84.5 %	35 15.4 %	35 15.4 %	0 .0 %
CUMULATIVE TOT		226	191 84.5 %	35 15.4 %	35 15.4 %	0 .0 %

New page for each change of AGENCY/STATE.

Report totals on last page.

AGENCY/STATE:

HEAD DATE PROC DATE	BATCH NUMBER	TOTAL RECORDS SUBMITTED	RECORDS POSTED TO QW NDNH FILE NUMBER PERCENT	RECORDS REJECTED WITH UNVERIFIED SSNS NUMBER PERCENT	TOTAL RECORDS REJECTED INCLUDING UNVER SSNS NUMBER PERCENT	DUPLICATE RECORDS NUMBER PERCENT
FINAL THIS PER		14,683,688	2,600,261 17.7 % 11,823,262 80.5 %	259,314 1.7 %	260,165 1.7 %	0 .0 %
FINAL NDNH CURRENT			14,423,523 98.2 %			
FINAL PRIOR PER		3,513,773,639	1,819,040,386 51.5 % 1,479,603,015 42.1 %	209,109,363 5.9 %	226,088,673 6.4 %	10,958,435 .3 %
FINAL NDNH PRIOR			3,298,643,401 93.8 %			
CUMULATIVE FINL		3,528,457,327	1,821,640,647 51.6 % 1,491,426,277 42.2 %	209,368,677 5.9 %	226,348,838 6.4 %	10,958,435 .3 %
CUM FINAL NDNH			3,313,066,924 93.8 %			

NDNH REPORT 1 FIELD DESCRIPTIONS

- Page Number:** This is the page number within the total report (which includes all Federal agencies and states) on which a Federal agency's or state's report data is located. The page number on an individual Federal agency or state report may not begin with the number one.
- Report Number:** This number is 'NQ008'. The 'N' identifies the report as an NDNH report. The 'Q' indicates that the report contains summary data of submitted QW data. The numbers distinguish this report from other QW reports.
- State/Agency:** This field contains the name of the Federal agency or state that submitted the QW data.
- Date Report Produced:** This is the date of the report run.
- Period Covered:** These are the inclusive dates for the QW data presented in this report. This "window" is the quarter of submission being reported.
- Cumulative Since:** This is 10/1/97, the start date of the NDNH.
- Header Date:** This is the date in the Date Stamp field for a specific QW record.
- Process Date:** This is the date a specific QW batch was processed.
- Batch Number:** This is the unique Batch Number submitted with each QW submission.
- Total Records Submitted:** This is the total number of QW Data Records submitted. Header and Total Records are not counted. This is expressed for each specific batch in the report period, and as:
1. a total for the report period,
 2. a total for the prior report period, and
 3. cumulative from the "cumulative since" date.
- Records Posted to QW NDNH File:** This is the total number and percent of QW records that met validation and SSA verification criteria and were added to the NDNH QW File. This column will be present for all Federal agencies or if the submission is from a state that collects and transmits full employee names. This is expressed for each specific batch in the report period, and as:
1. a total for the report period,
 2. a total for the prior report period, and
 3. cumulative from the "cumulative since" date.
- Records Posted to QW Non-verifiable File:** This is the total number and percent of QW records that were posted to the NDNH QW Non-verifiable File. This column will only be present if the submission is from a state that does not collect and transmit full employee names. Information regarding QW Non-verifiable records is expressed for each specific batch in the report period, and as:
1. a total for the report period,
 2. a total for the prior report period, and
 3. cumulative from the "Cumulative Since" date.
- Records Rejected With Unverified SSNs:** This is the total number and percent of QW records that have unverified SSNs and are rejected by the NDNH. This is expressed for each specific batch in the report period, and as:

1. a total for the report period,
2. a total for the prior report period, and
3. cumulative from the “Cumulative Since” date.

Total Records Rejected Including Unverified SSNs: This is the total number and percent of QW data records that did not meet the minimum information requirements or contain an unverified SSN. These records were rejected and individually returned to the submitter at the time of transmission. This information is expressed for each specific submission in the report period, and as:

1. a total for the report period,
2. a total for the prior report period, and
3. cumulative from the “Cumulative Since” date.

Duplicate Records: This is the number and percent of duplicate QW data records received within each batch. Duplicate records are not added to the QW NDNH file, but were rejected and individually returned to the submitter at the time of transmission. This information is expressed for each specific batch in the report period, and as:

1. a total for the report period,
2. a total for the prior report period, and
3. cumulative from the “Cumulative Since” date.

Percentages: The percentages are derived by dividing each “number” by the “Total Records Submitted” for that row.

Total for This Period: This line is the sum of all records:

1. posted to the QW NDNH File,
2. rejected with unverified SSNs,
3. posted to the QW Non-verifiable File, and
4. rejected, including unverified SSNs.

for the report period specified “Period Covered” in the report heading.

Total for Prior Period: This line is the sum of all records:

1. posted to the QW NDNH File,
2. rejected with unverified SSNs,
3. posted to the QW Non-verifiable File, and
4. rejected, including unverified SSNs

for the period from the “Cumulative Since” date to the day prior to the “Period Covered” in the report heading.

Cumulative Total: This line is the sum of all records:

1. posted to the QW NDNH File,
2. rejected with unverified SSNs,
3. posted to the QW Non-verifiable File, and
4. the total number of rejected records

for the entire period from the “Cumulative Since” date up to and including the “Period Covered” in the report heading.

23.0 QW SUMMARY, CONCLUSION AND RECOMMENDATIONS

Federal agencies and states submit wage data on a quarterly basis to the NDNH. This *Guide* provides an overview of the requirements and specifications to assist the submitters in forwarding the data to the NDNH. Technical support and help are available to each submitter. We recommend that the Federal agencies and states use the support that is available to ensure the successful transmission of the required information. Refer to Section 3.0, “Technical Support”, in Part 1, for information on obtaining assistance with quarterly wage reporting.

There will be changes made to the NDNH as new needs and requirements are identified and as user recommendations are received. Future releases of the NDNH will include updates to this manual.