

F. DATA ELEMENT DESCRIPTIONS AND REQUIREMENTS

Note: A summary of changes to this appendix is located at the end of the document in Section F.1. It contains a list of data elements affected by changes from release items. In addition, changes are marked throughout the document. [Opening and closing brackets] surrounding text signifies changed material.

Each CSENet data block contains data elements transmitting child support case information between state CSE systems. Each data element is described in the Data Dictionary (Appendix A) and the Data Block Record Layout (Appendix C). When a data block is present in a transaction, certain data elements and/or specific values are required to be present. The transaction type (combination of Functional Type and Action codes located in the header) determines requirements. An Action Reason code, if present, may also impact the requirements.

Each chart that follows is devoted to a specific data block and presents a quick-reference summary of all elements within a data block and the required data elements for specific Functional Type and Action codes.

Note: Since transactions with an Action code of A, C or M do not require data blocks except the header, rules for these transactions are not listed. However, the Other-Case-ID field in the header is required for all transactions with an Action code of A.

CHART F-1: OUTGOING TRANSACTION HEADER													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Local-FIPS-State	R	R	R	R	R	R	R	R	R	R	R	R	R
Local-FIPS-County	R	R	R	R	R	R	R	R	R	R	R	R	R
Local-FIPS-Sub													
Other-FIPS-State	R	R	R	R	R	R	R	R	R	R	R	R	R
Other-FIPS-County	R	R	R	R	R	R	R	R	R	R	R	R	R
Other-FIPS-Sub													
CSENet -Version-Number	R	R	R	R	R	R	R	R	R	R	R	R	R
Transaction-Serial-Number	R	R	R	R	R	R	R	R	R	R	R	R	R
Error-Reason-Code													
Transaction-Type													
Action-Code	R	R	R	R	R	R	R	R	R	R	R	R	R
Functional-Type-Code	R	R	R	R	R	R	R	R	R	R	R	R	R
Transaction-Date	R	R	R	R	R	R	R	R	R	R	R	R	R
Case-ID	R	R	R	R	R	R		R	R	R	R	R	R
Other-Case-ID		R					R		R	R	R	R	R
Action-Reason	A	A	A	A	A	A	A	A	A	A	A	A	A
Action-Resolution-Date													
Attachments-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Case-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
NCP-Identification-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R

CHART F-1: OUTGOING TRANSACTION HEADER													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
NCP-Locate-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Participant-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Order-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Collection-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Information-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Sent-Date													
Sent-Time													
Due-Date													
Response-Date													
Overdue-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R

Chart F-1: Legend

- R** Required data element
- A** Required data element pursuant to the CSENet Valid Transactions Table
- Blank** Non-required data element

CHART F-2: INCOMING TRANSACTION HEADER													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Local-FIPS-State	R	R	R	R	R	R	R	R	R	R	R	R	R
Local-FIPS-County	R	R	R	R	R	R	R	R	R	R	R	R	R
Local-FIPS-Sub													
Other-FIPS-State	R	R	R	R	R	R	R	R	R	R	R	R	R
Other-FIPS-County	R	R	R	R	R	R	R	R	R	R	R	R	R
Other-FIPS-Sub													
CSENet -Version-Number	R	R	R	R	R	R	R	R	R	R	R	R	R
Transaction-Serial-Number	R	R	R	R	R	R	R	R	R	R	R	R	R
Error-Reason-Code													
Transaction-Type													
Action-Code	R	R	R	R	R	R	R	R	R	R	R	R	R
Functional-Type-Code	R	R	R	R	R	R	R	R	R	R	R	R	R
Transaction-Date	R	R	R	R	R	R	R	R	R	R	R	R	R
Case-ID		R					R		R	R	R	R	R
Other-Case-ID	R	R	R	R	R	R		R	R	R	R	R	R
Action-Reason	A	A	A	A	A	A	A	A	A	A	A	A	A
Action-Resolution-Date													
Attachments-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Case-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
NCP-Identification-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R

CHART F-2: INCOMING TRANSACTION HEADER													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
NCP-Locate-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Participant-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Order-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Collection-Data-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Information-Ind.	R	R	R	R	R	R	R	R	R	R	R	R	R
Date-Received													
Time-Received													
Processing-Complete													
Attachments-Due-Date													
Sent-To-State-Host													
Interstate-Forms-Printed													

Chart F-2: Legend

- R** Required data element – data element will be present upon receipt by the state CSE system
- A** Required data element pursuant to the CSENet Valid Transactions Table
- Blank** Non-required data element

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART F-3: CASE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E NF	P A T	M S C	C O L
Case-Type	R	R	R	R	R	R	R	R	R	R	R	R	R
Case-Status	R	R	R	R	R	R	R	R	R	R	R	R	R
Payment-Mail-Address-													
Line 1			R	R		[A]							
Line 2													
Payment-City													
Payment-State													
Payment-Zip-1													
Payment-Zip-2													
Contact-Name-Last													
Contact-Name-First													
Contact-Name-Middle													
Contact-Name-Suffix													
Contact-Address-													
Line 1													
Line 2													
Contact-City													
Contact-State													
Contact-Zip-1													

CHART F-3: CASE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E NF	P A T	M S C	C O L
Contact-Zip-2													
Contact-Phone-Num.													
Phone-Extension													
Responding-Docket-Num.													
Fax													
Internet-Address													
Initiating-Docket-Num.													
Send-Payments-Bank-Account													
Send-Payments-Routing-Code													
State-With-CEJ													
Payment-FIPS-State													
Payment-FIPS-County													
Payment-FIPS-Sub													
Nondisclosure-Finding													

Chart F-3: Legend

- R** Required data element
- [A]** Required for MSC R GRPAY
- Blank** Non-required data element

CHART F-4: NCP-ID DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Name-Last	R	R	R	R	R	R	R	R	R	R	R	R	R
Name-First	R	R	R	R	R	R	R	R	R	R	R	R	R
Name-Middle													
Name-Suffix													
SSN			A	A	A				A	R	A		A
Date-Of-Birth													
Race													
Gender													
Place-Of-Birth													
Height-Ft.	B	B	B	B	B	B	B	B	B	B	B	B	B
Height-In.	C	C	C	C	C	C	C	C	C	C	C	C	C
Weight													
Hair-Color													
Eye-Color													
Distinguishing-Marks													
Alias-SSN-1													
Alias-SSN-2													
Possibly-Dangerous													
Maiden-Name													
Mothers-Maiden-Or-Father's-Name													

Chart F-4: Legend

- R** Required data element
- A** Required if the Mailing-Address, Residential-Address and Employer-Name fields in the NCP Locate data block are blank-filled
- B** Required if Height-In. has a value
- C** Required if Height-Ft. has a value
- Blank** Non-required data element

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Residential-Address-													
Line-1				A			B		B	B	B		
Line-2													
Residential-City													
Residential-State													
Residential-Zip-1													
Residential-Zip-2													
Mailing-Address-													
Line-1				A			B		B	B	B		
Line-2													
Mailing-City													
Mailing-State													
Mailing-Zip-1													
Mailing-Zip-2													
Residential-Address-Effective-Date	C	C	C	C	C	C	C	C	C	C	C	C	C
Residential-Address-End-Date							D						
Residential-Address-Confirmed-Ind.	C	C	C	C	C	C	C	C	C	C	C	C	C
Mailing-Address-Effective-Date			E	E	E		E		E	E	E		

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Mailing-Address-End-Date							F						
Mailing-Address-Confirmed-Ind.	E	E	E	E	E	E	E	E	E	E	E	E	E
Home-Phone-Num.													
Work-Phone-Num.													
Drivers-License-State													
Drivers-License-Num.													
Alias-1-First													
Alias-1-Middle													
Alias-1-Last													
Alias-1-Suffix													
Alias-2-First													
Alias-2-Middle													
Alias-2-Last													
Alias-2-Suffix													
Alias-3-First													
Alias-3-Middle													
Alias-3-Last													
Alias-3-Suffix													
Spouse-Name-Last													
Spouse-Name-First													

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Spouse-Name-Middle													
Spouse-Name-Suffix													
Occupation													
Employer-EIN													
Employer-Name				A			B		B	B	B		
Employer-Address-													
Line-1				G									
Line-2													
Employer-City													
Employer-State													
Employer-Zip-1													
Employer-Zip-2													
Employer-Phone-Num.													
Employer-Effective-Date	G	G	G	G	G	G	G	G	G	G	G	G	G
Employer-End-Date													
Employer-Confirmed-Ind.	G	G	G	G	G	G	G	G	G	G	G	G	G
Wage-Qtr	H	H	H	H	H	H	H	H	H	H	H	H	H
Wage-Year	H	H	H	H	H	H	H	H	H	H	H	H	H
Wage-Amount	H	H	H	H	H	H	H	H	H	H	H	H	H
Insurance-Carrier-Name													

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Insurance-Policy-Num.													
Last-Res.-Address-													
Line-1													
Line-2													
Last-Res.-City													
Last-Res.-State													
Last-Res-Zip-1													
Last-Res-Zip-2													
Last-Res.-Address-Date													
Last-Mail-Address-													
Line 1													
Line 2													
Last-Mail-City													
Last-Mail-State													
Last-Mail-Zip-1													
Last-Mail-Zip-2													
Last-Mail-Address-Date													
Last-Employer													
Last-Employer-Date													
Last-Employer-Address-													

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Line-1													
Line-2													
Last-Employer-City													
Last-Employer-State													
Last-Employer-Zip-1													
Last-Employer-Zip-2													
Last-Employer-Effective-Date													
Employer2-EIN													
Employer2-Name													
Employer2-Address-													
Line 1				I			I						
Line 2													
Employer2-City													
Employer2-State													
Employer2-Zip-1													
Employer2-Zip-2													
Employer2-Phone-Num.													
Employer2-Effective-Date	J	J	J	J	J	J	J	J	J	J	J	J	J
Employer2-End-Date													

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Employer2-Confirmed-Ind.	I	I	I	I	I	I	I	I	I	I	I	I	I
Wage2-Qtr	H	H	H	H	H	H	H	H	H	H	H	H	H
Wage2-Year	H	H	H	H	H	H	H	H	H	H	H	H	H
Wage2-Amount	H	H	H	H	H	H	H	H	H	H	H	H	H
Employer3-EIN													
Employer3-Name													
Employer3-Address-													
Line-1				K			K						
Line-2													
Employer3-City													
Employer3-State													
Employer3-Zip-1													
Employer3-Zip-2													
Employer3-Phone-Num.													
Employer3-Effective-Date	K	K	K	K	K	K	K	K	K	K	K	K	K
Employer3-End-Date													
Employer3-Confirmed Ind.	K	K	K	K	K	K	K	K	K	K	K	K	K
Wage3-Qtr	H	H	H	H	H	H	H	H	H	H	H	H	H
Wage3-Year	H	H	H	H	H	H	H	H	H	H	H	H	H

CHART F-5: NCP LOCATE DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Wage3-Amount	H	H	H	H	H	H	H	H	H	H	H	H	H
Professional-Licenses													

Chart F-5: Legend

- R** Required data element
- A** At least one of the Residential-Address, Mailing-Address or Employer-Name is required
- B** If the second character of the Action-Reason-Code is S, at least one of the Residential-Address, Mailing-Address or Employer-Name is required
- C** Required if Residential-Address is present
- D** Required if the second character of the Action-Reason-Code is U and Residential-Address is not blank-filled
- E** Required if Mailing-Address is present
- F** Required if the second character of the Action-Reason-Code is U and Mailing-Address-Line 1 is not blank-filled
- G** Required if Employer-Name is present
- H** If any of the wage fields are filled, all three must be filled
- I** Required if Employer2-Name is present
- J** Required if Employer2-Address-Line-1 is present
- K** Required if Employer3-Name is present
- Blank** Non-required data element

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART F-6: PARTICIPANT DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Name-Last		R	R	A	R			R					
Name-First		R	R	A	R			R					
Name-Middle													
Name-Suffix													
Date-Of-Birth			A	A	R								
SSN													
Gender													
Race													
Relationship	B		R	R	R	[D]	B		B	B	B		
Participant-Status	B	B	B	B	B	B	B	B	B	B	B	B	B
Dependent-Relation-CP					A								
Participant-Address-													
Line-1					C	[D]							
Line-2													
Participant-City													
Participant-State													
Participant-Zip-1													
Participant-Zip-2													
Participant-Employer-Info.-Emp.-Name													

CHART F-6: PARTICIPANT DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Participant-Employer-Info.-Emp.-Address-													
Line 1													
Line 2													
Participant-Employer-Info.-Emp.-City													
Participant-Employer-Info.-Emp.-State													
Participant-Employer-Info.-Emp.-Zip-1													
Participant-Employer-Info.-Emp.-Zip-2													
Emp-EIN													
Address-Confirmed													
Date-Address-Confirmed													
Employer-Confirmed													
Date-Employer-Confirmed													
Work-Phone													
Place-Of-Birth													
Dependent-Child-State-Of-Residence													

CHART F-6: PARTICIPANT DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Dependent-Paternity-Status													

Chart F-6: Legend

- R** Required data element
- A** Required if the Relationship is D
- B** Required if the Name-Last and Name-First in the Participant data block are entered
- C** Required if the Payment-Address is not in the Case data block AND Relationship is C
- [D]** [Required for MSC R GRPAY]
- Blank** Non-required data element

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART F-7: ORDER DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Order-FIPS-State	R	R	R	R	R	R	R		R	R	R	R	R
Order-FIPS-County	R	R	R	R	R	R	R		R	R	R	R	R
Order-FIPS-Sub													
Order-ID	R	R	R	R	R	R	R	R	R	R	R	R	R
Order-Filing-Date	R		R	R	R	R	R		R	R	R	R	R
Order-Type				R					R	R	R		
Debt-Type	R	R	R	R	R	R	R	R	R	R	R	R	R
Order-Freq.	A	A	A	A	A	A	A	A	A	A	A	A	A
Order-Freq. Amount	B	B	B	B	B	B	B	B	B	B	B	B	B
Order-Effective-Date				R					R	R	C		
Order-End-Date													
Order-Cancel-Date													
Order-Arrears-Freq.				D					D	D	D		
Order-Arrears-Freq.-Amount				E					E	E	E		
Order-Arrears-Total-Amount				F					F	F	F		
Arrears-TANF-From-Date				G					G	G	G		
Arrears-TANF-Thru-Date				G					G	G	G		

CHART F-7: ORDER DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Arrears-TANF-Amount													
Arrears-Non-TANF-From-Date				H					H	H	H		
Arrears-Non-TANF-Thru-Date				H					H	H	H		
Arrears-Non-TANF-Amount													
Foster-Care-From-Date				I					I	I	I		
Foster-Care-Thru-Date				I					I	I	I		
Foster-Care-Amount													
Medical-From-Date				J					J	J	J		
Medical-Thru-Date				J					J	J	J		
Medical-Amount													
Medical-Ordered									R	R	C		
Tribunal-Case-Number													
Date-Of-Last-Payment													
Controlling-Order-Flag													
New-Order-Flag													
Docket-Num.													

Chart F-7: Legend

- R** Required data element
- A** Required if the Order-Freq.-Amount is greater than zero

- B** Required [when the Order-Arrears-Total-Amount is blank]
 - C** Required if the Order-Type is not equal to P
 - D** Required if the Order-Arrears-Freq.-Amount contains a value greater than zero
 - E** Required if the Order-Arrears-Freq. is entered
 - F** Required if the Order-Arrears-Freq. is entered AND if the Order-Arrears-Freq.-Amount contains a value greater than zero
 - G** Required if the Arrears-TANF-Amount contains a value greater than zero
 - H** Required if the Arrears-Non-TANF-Amount contains a value greater than zero
 - I** Required if the Foster-Care-Amount contains a value greater than zero
 - J** Required if the Medical-Amount contains a value greater than zero
- Blank** Non-required data element

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART F-8: COLLECTION DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Date-Of-Collection													R
Date-Of-Posting													R
Payment-Amount													R
Payment-Source													R
Interstate-Payment-Method													R
RDFI-ID													
RDFI-Account-Num.													

Chart F-8: Legend

R Required data element [for COL P CITAX]

Blank Non-required data element

Note: [Opening and closing brackets] surrounding text signify changed material.

CHART F-9: INFORMATION DATA BLOCK													
Data Element	Requests and Updates, Action Codes R and U						Responses, Action Code P						
	L O 1	C S I	E S T	E N F	P A T	M S C	L O 1	C S I	E S T	E N F	P A T	M S C	C O L
Status-Change-Code	R	R	R	R	R	R	R	R	R	R	R	B	R
New-Case-ID												[D]	
Information-Text-													
Line-1	A	A	A	A	A	A	A	A	A	A	A	C	A
Line-2	A	A	A	A	A	A	A	A	A	A	A	A	A
Line-3	A	A	A	A	A	A	A	A	A	A	A	A	A
Line-4													
Line-5													

Chart F-9: Legend

- R** Required data element
- A** Information-Text-Line-1, Line-2 or Line-3 is required if the Attachments-Ind. = Y
- B** Required except for MSC P REJCT
- C** Required if the Attachments-Ind. = Y. The first 24 positions of the Information-Text-Line-1 field must not be all spaces for MSC P REJCT. If these positions contain all spaces, states receive a warning message (W938). [The first 32 positions of the Information-Text-Line-1 field must contain a Total-Arrears-Owed-Amount, Total-Interest-Owed-Amount, and As-Of-Date for MSC P GSTAL.]
- [D]** Required for MSC P GSCAS]
- Blank** Non-required data element

F.1 Summary of Changes for the Data Element Descriptions and Requirements

Chart F-10 lists the data elements and legend keys to which there have been changes. Within the detailed description of data elements, [opening and closing brackets] surrounding text signify changed material.

CHART F-10: SUMMARY OF CHANGES TO APPENDIX F – DATA ELEMENT DESCRIPTIONS AND REQUIREMENTS	
Location	Data Element
Chart F-3: Case Data Block	<ul style="list-style-type: none"> • Payment-Mail-Address-Line-1 • Legend: A
Chart F-6: Participant Data Block	<ul style="list-style-type: none"> • Relationship • Participant-Address-Line-1 • Legend: D
Chart F-7: Order Data Block	<ul style="list-style-type: none"> • Legend: B
Chart F-8: Collection Data Block	<ul style="list-style-type: none"> • Legend: R
Chart F-9: Information Data Block	<ul style="list-style-type: none"> • New-Case-ID • Legend: C and D