

OCSE O&M and Continuous Improvements

Federal Case Registry

Interface Guidance Document

Appendix F: Finalist

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Administration for Children and Families
Office of Child Support Enforcement
330 C Street SW, 5th Floor
Washington, DC 20201

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F Finalist

We edit addresses to make sure they are complete by passing them to the address-correcting software, Finalist®, which compares them to its address database. The USPS-provided database allows Finalist to determine correct addresses. Finalist checks the following information:

- House number range on the street
- Unit number range in a multi-dwelling unit
- Existence of the street name in that city
- Existence of the city name in that state
- Matches the ZIP code of the address

Finalist can correct certain types of spelling and ZIP code errors. It can also assign a ZIP code if it is missing. Finalist cannot correct a bad or missing house number, unit number, or street name. Any address Finalist cannot correct remains unchanged and in its source format and receives an address scrub code in the Response record. If the following occur, Finalist cannot correct the address:

- The city name did not match to the state.
- The street name was not found in the city.
- The house number is not in the range for the street.
- It is a foreign address.
- No address exists.
- It is an uncorrectable bad U.S. address.
- For Locate Response records, the Address Format Indicator is not ‘C’, ‘F’, or ‘X’.

Addresses Finalist evaluated and considers complete have an address scrub code in the Response record. Finalist considers the address complete if the address was a good original address or Finalist completed the following actions:

- Changed or assigned a ZIP code
- Corrected the city name
- Corrected the street name

Finalist standardizes addresses it determines to be deliverable (good U.S. addresses) into USPS format. For Locate Response records, Finalist formats good U.S. addresses into the ‘X’ address format if the address format indicator is ‘C’ or ‘F’. For the Address Format Indicator field, refer to Appendix D, “Data Dictionary.”

Finalist does not return records with undeliverable U.S. addresses or perform address scrubbing on foreign addresses.

For a good or corrected address, the sequence of the four edited street address lines is top-justified and in the following order:

1. Firm name (if present in the input address stream)
2. Non-standard address lines (if present in the input address)
3. The Urbanization name (URB) for Puerto Rican addresses (if present in the input address and if requiring a URB)
4. Standardized and scrubbed street address line

After editing the address provided by the Locate source, the FCR inserts address scrub codes into the record as a set of three two-letter codes.

F.1 Scrub Codes – First

The first address scrubbing code represents the general status of the address; it is always present in the output records. Chart F-1 shows the codes, which indicate the editing results of the address information returned in the response.

Chart F-1: U.S. Address Scrub Codes – First	
Code	Explanation
BA	Bad address Finalist determined the address to be undeliverable. The address remains unchanged in the source-provided format because Finalist was unable to correct the address.
CH	Changed address Finalist corrected the address the source provided and considers it deliverable.
EA	Empty address In the address the source provided, all the address fields were spaces, so all address fields in the Response record are spaces.
FA	Foreign country address Finalist did not edit the address; the address is unchanged in its provided format because the value in the foreign country code is not spaces or 'US'.
GA	Good address Finalist determined the address to be deliverable.
IA	Incorrect Address Format Indicator This is relevant to the FCR Locate Response Record only. The address was not edited and was left unchanged in its provided format because the Address Format Indicator provided by the Locate source was not 'C', 'F', or 'X'. As a result, Finalist could not perform address scrubbing.

If the first scrub code is 'EA', 'FA', 'GA', or 'IA', no second or third scrub code follows.

The second and third address scrub codes further define the address editing results. The meaning of the second and third address scrub codes depends on the first address scrub code.

F.2 Scrub Codes – Second and Third

Chart F-2 shows the possible second and third address scrub codes if the first address scrub code is 'BA' or 'CH'.

Chart F-2: U.S. Address Scrub Codes – Second and Third	
Code	Explanation
BR	Bad range Address scrubbing failed because the house number is out of range for that street. 'BR' only associates with 'BA'.
BU	Bad unit number Following a 'BA': The unit number in a multi-dwelling unit is in a non-standard format, out of range, or missing. For PO Box addresses, the box number does not match the ZIP code +4. Following a 'CH': The address element was unnecessary, was standardized, or Finalist corrected it in the Response record.
BX	Missing a state code or missing a state code and a ZIP code Following a 'BA': Finalist attempted to assign a ZIP code, but the source-provided address failed scrubbing and remained unchanged in the Response record. Following a 'CH': The state or the ZIP code was missing, but Finalist assigned it in the Response record.
CA	Corrected address Finalist corrected a misspelled or non-standard street name in the Response record.
CC	Corrected city name Finalist corrected a misspelled or non-standard city name in the Response record.
CZ	Corrected ZIP code Finalist corrected the ZIP code in the Response record.
MA	Mismatched address Finalist did not find the street name in the city. Following a 'BA': The source-provided address failed address scrubbing and remains unchanged in the Response record. Following a 'CH': The address may be deliverable because some addresses do not require a street name.
MX	Mismatched state and ZIP code Finalist attempted to correct or assign a ZIP code. Following a 'BA': The source-provided address failed address scrubbing and remains unchanged in the Response record. Following a 'CH': Finalist corrected or assigned the ZIP code in the Response record.

Chart F-2: U.S. Address Scrub Codes – Second and Third	
Code	Explanation
NC	Non-determined city name Finalist could not determine the city name, or the city name is not in the standard format. Following a ‘BA’: The source-provided address failed address scrubbing and remains unchanged in the Response record. Following a ‘CH’: Finalist standardized the city name in the Response record.
NZ	Non-determined ZIP code Finalist could not determine the ZIP code. The source-provided address failed address scrubbing and remains unchanged in the Response record. ‘NZ’ is associated with ‘BA’ only.

Finalist may generate more than two detailed scrub codes, but the FCR returns only the first two detailed scrub codes it encounters.

By prioritizing codes that explain the reason for the address scrubbing failure and to best use the two available positions for the detailed address scrub codes, ‘CA’, ‘CC’, and ‘CZ’ will not follow a ‘BA’ in the first position.