

Federal Parent Locator Service

# **Federal Offset Program**

Release 05-01 – Minor  
January 28, 2005

## **Release Specifications**

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Administration for Children and Families  
Office of Child Support Enforcement  
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**PART 1.0:**  
**INJURED SPOUSE INDICATOR (FO 1903)**

## **1.0 INJURED SPOUSE INDICATOR (FO 1903)**

The collection process will forward the status of an Injured Spouse Claim to the state.

### **1.1 Summary of Changes**

The Injured Spouse Indicator will be sent only for joint-return Non-TANF cases on the Collection and Adjustment Record.

### **1.2 Background**

States have undistributed collections due to unknown status of an Injured Spouse Claim. Once a state receives notification that a claim has been processed, the collected money may be distributed to the family sooner, thus allowing states to reduce the amount of their undistributed collections.

### **1.3 Description of Changes**

The Collection and Adjustment Record will contain the status of an Injured Spouse Claim on Non-TANF joint-return records in position 225.

If the Injured Spouse Indicator equals 'Y', an Injured Spouse Claim has been processed against the tax return that is being offset. No information is provided regarding how the claim was resolved. States may choose to distribute the money immediately rather than hold the money for up to six months.

If the Injured Spouse Indicator equals 'N', the Injured Spouse Claim information is not available. In this situation, there may either be no Injured Spouse Claim, or there may be an Injured Spouse Claim that has not yet completed processing. States may choose to hold the money for up to six months.

The Collection Detail Record on the Current Year Query Screen will contain a new code in the first position of the Text field that will combine the information from the Injured Spouse Indicator with that of the Joint Return Indicator.

The first position of the Text field will now contain:

- 0 – no joint return was filed;
- 2 – a joint return was filed, but no Injured Spouse Claim information is available; or
- 3 – an Injured Spouse Claim has been processed for a joint return.

## **1.4 Impact on States**

The use of the Injured Spouse Indicator, added to Filler in the Collection and Adjustment Record Layout, is optional. States are encouraged, however, to program to distribute collections for joint returns immediately when this field contains a 'Y'.

## **1.5 Output Record Specification**

See Appendix A, "Output Record Specifications", Chart A-1, "Collection and Adjustment Record Layout".

**PART 2.0:**

**DEBT CHECK EXCLUSION INDICATOR  
(FO 1918)**

## **2.0 DEBT CHECK EXCLUSION INDICATOR (FO 1918)**

States that choose to participate in the Financial Management System (FMS) Debt Check Program will have the ability to exclude individual cases from the program.

### **2.1 Summary of Changes**

A new Exclusion Indicator submitted on an 'A' (Add) or an 'R' (Replace Exclusion Indicator) Transaction will exclude an individual case from Debt Check, if a state is participating in the program.

### **2.2 Background**

The Debt Check Program provides states with an enforcement remedy that may result in a collection from an obligor. The program alerts Federal lending agencies (e.g., Small Business Association) when a loan applicant owes child support. States may elect to use the enforcement remedy to encourage obligors to satisfy child support debt in order for them to obtain a government-sponsored loan. Due process is the responsibility of the Federal lending agency.

### **2.3 Description of Changes**

A new Exclusion Indicator of 'DCK' submitted via the Case Submission and Update Record or the Online Data Entry Screen will enable participating states to exclude an individual case from Debt Check. The 'DCK' code can be submitted on an 'A' (Add) or an 'R' (Replace Exclusion Indicator) Transaction. It will be included with the existing Exclusion Indicator codes in positions 188 to 227.

If the Exclusion Indicator submitted via the Case Submission and Update Record or the Online Data Entry Screen fails the submission edits, it will be returned to the state in the Rejected Case Submission and Update Record File. It will be included with the existing Exclusion Indicator codes in positions 188 to 227.

The State Reconciliation process will return the 'DCK' Exclusion Indicator in the Case Reconciliation Record Layout. If the state has excluded the case from Debt Check, 'DCK' will be sent in positions 103-105, otherwise these positions will be blank.

### **2.4 Impact on States**

The use of the new Exclusion Indicator is optional. However, if a participating state wants an individual case excluded, the new 'DCK' Exclusion Indicator must be submitted. The 'DCK' Exclusion Indicator will be available for use in production after December 13, 2004.



## **2.5 Input Record Specification**

See Appendix B, “Input Record Specifications”, Chart B-1, “Case Submission and Update Record Layout”.

## **2.6 Output Record Specification**

See Appendix A, “Output Record Specifications,” Chart A-2, “Rejected Case Submission and Update Record Layout”, and Chart A-3, “Case Reconciliation Record Layout”.

**PART 3.0:**

**MULTI-YEAR CASE MASTER QUERY SCREEN  
(FO 1881)**

### **3.0 MULTI-YEAR CASE MASTER QUERY SCREEN (FO 1881)**

The Multi-Year Query Screen, Option 3 on the Federal Offset Processing Menu, will display information in the same format as the Current Year Query Screen.

#### **3.1 Summary of Changes**

The new information displayed on the Multi-Year Query Screen includes open and closed date fields, obligor identification detail, and Passport Denial information.

The detail history portion of the query screen will display more detail records on a single page.

#### **3.2 Background**

The Multi-Year Query Screen is being changed to incorporate the same fields as the Current Year Query Screen.

#### **3.3 Description of Changes**

The new information displayed on the Multi-Year Query Screen includes the date a case was opened and/or closed at FMS, date of recertification, date the debt/case was closed, dates for Passport Denial certification and withdrawal, the arrearage amount at the time of Passport Denial certification, and the date and place of birth.

The detail history portion of the Multi-Year Query Screen will display more lines of information at a single glance and additional types of detail records. New detail record types include Name Changes, Case ID Changes, DoS Adds and Deletes (i.e., Passport Denial certifications and withdrawals), and Pre-Offset Notice Requests.

#### **3.4 Impact on States**

There is no state impact.

### 3.5 Screen Layout

Figures 3-1 and 3-2 display the layouts for the redesigned Multi-Year Query Screen.

**Figure 3-1: Multi-Year Query Screen – Case Information Page**

```

Page 1 of 2                OFFICE OF CHILD SUPPORT ENFORCEMENT
                           FEDERAL OFFSET PROCESSING MENU           Date - 09/15/2004
                           *Federal Tax Information*                 Time - 11:10

COMMAND ==>>              (Enter N-Next, P-Previous, S-Show Details, or F3-Exit)
SSN : 414-11-5789        Process: 2003 State Code: XX Case Type: NON-TANF (N)
Name: Doe, John          Local Code: 001
-----
CASE INFORMATION          Status: DELETED           Inception Date       : 01/01/2003
Case Id                  : 000000000A           Recertification Date :
PON Date                 : 01/10/2003           Debt Closed Date     : 12/16/2003
Original Arrears        : $1,000.00           FMS Open Date       : 02/10/2003
Current Arrears         : $0.00              FMS Close Date      : 12/16/2003
Arrears Update Date: 12/01/2003           Transfer State:      Local:
Exclusions: ADM
-----
DOS INFORMATION          Status          : D           ID Verification:
Send Date: 03/20/2003  Withdrawal Date: 12/17/2003 Certify Amt: $5,000.00
POB: HERE              DOB            : 05/05/1940   Gender          : Male
-----
COLLECTION INFORMATION          YTD State Payments: $277.00
YTD Collection ADM:           YTD Claim ADM      :
YTD Collection TAX: $477.00  YTD Claim TAX      :
  
```

**Figure 3-2: Multi-Year Query Screen – Detail Page**

```

Page 2 of 2                OFFICE OF CHILD SUPPORT ENFORCEMENT
                           FEDERAL OFFSET PROCESSING MENU           Date - 09/15/2004
                           *Federal Tax Information*                 Time - 11:42
                                                                    Row 1 from 10
                                                                    SHOWING ALL DETAILS
COMMAND ==>>              (Enter P-Previous, F-First Record, or F3-Exit)
                           (Use F7/F8 to page up/down)
SSN: 414-11-5789        Process Year: 2003

Type   Date MDY   St Case   Amount   Tax   Adj   Trace   Text
-----
PAYMNT 01/16/04  XX N      $277.00   2003
DOS DEL 12/17/03  XX N
DELETE 12/16/03  XX N
IRS OFF 09/08/03  XX N      $477.00  0318   A21756000  O\DOE, JOHN
NAM CHG 08/20/03  XX N
EXCL   05/22/03  XX N      $0.00
DOS ADD 03/20/03  XX A      $5,000.00
        03/20/03  XX N      $3,000.00
MODIFY 03/19/03  XX N      $1,000.00
MODIFY 02/19/03  XX N      $1,000.00
ADD     01/01/03  XX N      $1,000.00
        ST PMT ACCEPTED
        DOS WITHDRAWAL/DEL
        DELETED FROM FILE
        O\DOE, JOHN
        DOE, JAMES
        EXCL/IND CHANGED
        DOS CERTIFY/ADD
        AMOUNT CHANGED
        AMOUNT CHANGED
        ADD ACCEPTED
  
```

**PART 4.0:**  
**CASE-TYPE CHANGE (FO 1904)**

## 4.0 CASE-TYPE CHANGE (FO 1904)

The case-type change enhancement will improve the process of switching a case type without creating a Pre-Offset Notice for states whose notices are generated by OCSE.

### 4.1 Summary of Changes

The enhancement will check the combination of the Pre-Offset Notice Date and the Debt Closed Date (date the case was deleted), instead of checking only the Pre-Offset Notice Date, to determine whether the transaction is a case-type change.

### 4.2 Background

Relying solely on the Pre-Offset Notice date when processing a case-type change could cause a Pre-Offset Notice to be suppressed, when in fact one should have been generated. This enhancement will improve the accuracy of determining when to produce a Pre-Offset Notice.

### 4.3 Description of Changes

Both the Pre-Offset Notice Date and the Debt Closed Date (date the case was deleted) will be used in determining whether the transaction is a case-type change.

Chart 4-1 displays the rules for determining whether a case-type change will occur.

<b>CHART 4-1: CASE-TYPE CHANGE RULES</b>		
Case Closed Date	Pre-Offset Notice Date	Results
Less than 41 days from current date	Less than 366 days from current date	Case-type change. No Pre-Offset Notice.
Greater than 40 days from current date	Less than 366 days from current date	Not a case-type change. Pre-Offset Notice printed.
Greater than 40 days from current date	Greater than 365 days from current date	Not a case-type change. Pre-Offset Notice printed.
Less than 41 days from current date	Greater than 365 days from current date	Not a case-type change. Pre-Offset Notice printed.

### 4.4 Impact on States

There is no state impact.

# **APPENDICES**

## **A. OUTPUT RECORD SPECIFICATIONS**

This appendix contains the record specifications for the Federal Offset Program output records that are affected by the changes made for this release.

Chart A-1 presents the Collection and Adjustment Record Layout with changes highlighted in turquoise.

Chart A-2 presents the Rejected Case Submission and Update Record Layout with changes highlighted in turquoise.

Chart A-3 presents the Case Reconciliation Record Layout with changes highlighted in turquoise.



**CHART A-1: COLLECTION AND ADJUSTMENT RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation sent to OCSE by the state and stored on the OCSE Case Master File.
Local Code	3-5	3	A/N	This field contains the local code sent to OCSE by the state and stored on the OCSE Case Master File.
SSN	6-14	9	N	This field contains the Social Security Number sent to OCSE by the state and stored on the OCSE Case Master File.
Case ID	15-29	15	A/N	This field contains the case identification sent to OCSE by the state and stored on the OCSE Case Master File.
Obligor Last Name	30-49	20	A	This field contains the obligor last name sent to OCSE by the state and stored on the OCSE Case Master File.
Obligor First Name	50-64	15	A	This field contains the obligor first name sent to OCSE by the state and stored on the OCSE Case Master File.
Certified Arrearage Amount	65-75	11	N	This field contains the arrearage amount as stored on the OCSE Case Master File at the time of certification. The certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Collection Amount	76-86	11	N	This field contains the amount of the offset, as sent to OCSE on the FMS Weekly Collection Record. The collection amount is a signed positive numeric amount with two decimal places assumed. If the Collection Amount Field contains a value greater than zero, the adjustment amount will equal zero.
Adjustment Amount	87-97	11	N	This field contains the amount of the adjustment, as sent to OCSE on the FMS Weekly Collection Record. The adjustment amount is a signed positive numeric amount with two decimal places assumed. If the adjustment amount contains a value greater than zero, the collection amount will equal zero.

**CHART A-1: COLLECTION AND ADJUSTMENT RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
Adjustment Year	98-101	4	N	This field contains the year the offset originated, as sent to OCSE on the FMS Weekly Collection Record. The adjustment year is in the CCYY format. If the adjustment amount is greater than zero, this field contains a valid year. If the collection amount is greater than zero this field is zero filled.
Offset Year	102-105	4	N	This field contains the current processing year in the CCYY format.
Return Indicator	106	1	A	This field contains the return indicator, as sent to OCSE on the FMS Weekly Collection Record. The return indicator identifies whether or not this is a joint return. This field will equal 'Y' for a joint return and will equal 'N' if not a joint return.
Case Type Indicator	107	1	A	This field contains the case type indicator sent to OCSE by the state and stored on the OCSE Case Master File.
Transfer State Code	108-109	2	A	This field contains the transfer state code sent to OCSE by the state, and stored on the OCSE Case Master File.
Transfer Local Code	110-112	3	A/N	This field contains the transfer local code sent to OCSE by the state, and stored on the OCSE Case Master File.
Payment Name	113-147	35	A	If the collection amount is greater than zero, this field contains the name on the FMS Payment Record. If the return indicator is equal to 'Y', this field may contain both obligor and/or non-obligor name(s). If the adjustment amount is greater than zero, this field contains spaces.
Payment Street Address	148-182	35	A/N	If the collection amount is greater than zero, this field contains the payment street address sent to OCSE on the FMS Weekly Collection Record. If the adjustment amount is greater than zero, this field contains spaces.
Payment City and State	183-207	25	A	If the collection amount is greater than zero, this field contains the payment city and state sent to OCSE on the FMS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.

**CHART A-1: COLLECTION AND ADJUSTMENT RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
Payment Zip Code	208-216	9	N	If the collection amount is greater than zero, this field contains the payment zip code sent to OCSE on the FMS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Offset Type	217-219	3	A	This field identifies the type of offset or adjustment that applied. Valid values are: RET Federal Retirement VEN Vendor Payment/Miscellaneous SAL Federal Salary ( <i>pre-set on all cases</i> ) TAX Tax Refund Offset
Fee Amount	220-224	5	N	This field contains the service fee amount for an adjustment, as sent to OCSE on the FMS Weekly Collection Record. The fee amount is a signed positive numeric amount with two decimal places assumed. If the collection amount contains a value greater than zero, then the fee amount will equal zero.
Injured Spouse Indicator	225	1	A	This field contains the injured spouse indicator, as sent to OCSE on the FMS Weekly Collection Record. The injured spouse indicator identifies whether or not an Injured Spouse Claim has been processed. This field will equal 'Y' for a processed Injured Spouse Claim and will equal 'N' if no Injured Spouse Claim information is available. This field will be populated when the Case Type Indicator equals 'N' and the Return Indicator field equals 'Y'.
Filler	226-240	15	A/N	Space filled.

**CHART A-2: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	N	This field contains the Social Security Number sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case ID that was submitted to OCSE on the Case Submission and Update Record.
Obligor Last Name	30-49	20	A	This field contains the obligor last name sent to OCSE by the state on the Case Submission and Update Record.
Obligor First Name	50-64	15	A	This field contains the obligor first name sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-72	8	N	This field contains the arrearage amount sent to OCSE by the state on the Case Submission and Update Record.
Transaction Type	73	1	A	This field contains the transaction type sent to OCSE by the state on the Case Submission and Update Record.
Case Type Indicator	74	1	A	This field contains the case type indicator sent to OCSE by the state on the Case Submission and Update Record.
Transfer State Code	75-76	2	A	This field contains the transfer state code sent to OCSE by the state on the Case Submission and Update Record.
Transfer Local Code	77-79	3	A/N	This field contains the transfer local code sent to OCSE by the state on the Case Submission and Update Record.
Process Year	80-83	4	A/N	This field contains the process year sent to OCSE by the state on the Case Submission and Update Record.
Obligor Address Line1	84-113	30	A/N	This field contains the obligor address line 1 sent to OCSE by the state on the Case Submission and Update Record.

**CHART A-2: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
Obligor Address Line2	114-143	30	A/N	This field contains the obligor address line 2 sent to OCSE by the state on the Case Submission and Update Record.
Obligor City	144-168	25	A	This field contains the obligor city sent to OCSE by the state on the Case Submission and Update Record.
Obligor State	169-170	2	A	This field contains the obligor state sent to OCSE by the state on the Case Submission and Update Record.
Obligor Zip Code	171-179	9	N	This field contains the obligor zip code sent to OCSE by the state on the Case Submission and Update Record.
Date Issued	180-187	8	A/N	This field contains the date issued sent to OCSE by the state on the Case Submission and Update Record.
Exclusion Indicator(s)	188-227	40	A	This field contains the exclusion indicator(s) sent to OCSE by the state on the Case Submission and Update Record.
Rejected Error Codes	228-239	12	A/N	This field contains up to six two-digit error codes. These codes are reported consecutively with no commas or spaces. Refer to the Federal Offset Program User Guide Chart G-1, "Rejected Case Submission and Update Error Codes", for a complete list of possible rejected error codes.
OCSE Last Name	240-243	4	A/N	When a case is rejected with error code 17, this field contains the first four characters of the Obligor Last Name as stored on the OCSE Case Master file for this case. The OCSE Last Name can be used to correct the Obligor Last Name at the state when a case is rejected with an Error Code of 17, "Last Name Does Not Match OCSE Last Name". Refer to the Federal Offset Program User Guide Chart G-1, "Rejected Case Submission and Update Error Codes", for a complete description of Error Code 17.
Filler	244	1	A/N	Space filled.
Request Code	245	1	A/N	This field contains the request code sent to OCSE by the state on the Case Submission and Update Record.

<b>CHART A-3: CASE RECONCILIATION RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'REC' to identify this record as the Federal Offset Reconciliation Detail Record.
Submitting State Code	4-5	2	A	This field will contain a valid state code for the state requesting the Reconciliation File. The state code will contain a valid two-character alphabetic postal abbreviation.
Local Code	6-8	3	A/N	This field will contain the most recent local code submitted by the state and accepted for the case.
SSN	9-17	9	N	This field will contain the Social Security Number submitted for the obligor.
Case ID	18-32	15	A/N	This field will contain the case identification submitted by the state for the case. This field will contain spaces if a case identification was not submitted by the state.
Obligor Last Name	33-52	20	A	This field will contain the last name of the obligor as originally certified. It will contain at least one alphabetic character and be uppercase. No embedded spaces or special characters, except a hyphen, will be present within the first four positions.
Obligor First Name	53-62	10	A	This field will contain the first name of the obligor. It will contain at least one alphabetic character and be uppercase.  (Note: the Federal Offset System only stores ten positions of the obligor's first name, therefore the information provided for the Case Reconciliation File may be less than the name the state provided when certifying the case.)
Current Arrearage Amount	63-70	8	N	This field will contain the current arrearage amount for the case. The value will be the amount certified by the state net of any Tax or Administrative Offsets or modifications. This field will contain the amount in whole dollars only.
Case Type Indicator	71	1	A	This field will contain one of the following codes to indicate the type of case:  A     TANF

<b>CHART A-3: CASE RECONCILIATION RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
				N Non-TANF
Last Pre-Offset Notice Date	72-79	8	A/N	This field will contain the date the most recent Pre-Offset Notice was sent in CCYYMMDD format. If OCSE issues the notice for the state, this is the date the Pre-Offset Notice was sent by OCSE. If the state issues the notice, this is the date issued provided by the state on the Add Case transaction or annual submittal process transaction.
Pre-Offset Notice Hold Indicator	80	1	A	This field will contain one of the following values to indicate if the case is active at FMS: H The case is on hold pending the Pre-Offset Notice hold period. Space The case has either been sent to FMS or is FIDM-only.
Department of State Action Indicator	81	1	A	This field will contain one of the following codes to indicate the action taken with DoS for the case: S OCSE submitted the obligor to DoS for passport denial when the arrearage amount went over the \$5,000 threshold. D OCSE previously submitted the obligor to DoS for passport denial, but has now forwarded a Delete Record to DoS. C The combined arrearages for eligible TANF and Non-TANF cases for the same submitting state went over the \$5,000 threshold. OCSE submitted the obligor to DoS for passport denial. X The obligor has been manually excluded from the Passport Denial Program as a result of a Notice of Withdrawal of Passport Denial form provided to OCSE by a state. N The obligor meets the criteria for the Passport Denial Program, but certain information is missing from the submitted record and is unavailable from SSA. Cases cannot be forwarded to DoS unless the date of birth, place of birth, and gender designation are included.

**CHART A-3: CASE RECONCILIATION RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
				<p>R OCSE submitted the obligor to DoS for passport denial, but DoS rejected the case for one of the following reasons: invalid name code or country code, duplicate Add Case transaction, or the record was not found. These cases will be corrected by OCSE if possible and re-submitted to DoS.</p> <p>Space The obligor is eligible to receive their passport based on one of the following conditions: the current arrearage amount is less than the \$5,000 threshold, or the Passport Denial exclusion indicator was set prior to the arrearage amount going over \$5,000, or the case was submitted with the Passport Denial exclusion indicator set when the arrearage amount was over \$5,000.</p>
Administrative Offset Exclusion Indicator	82-84	3	A	<p>This field will contain one of the following values as sent by the state:            ADM Exclude all Administrative Offsets (RET, SAL, VEN)            Space Exclusion indicator does not apply</p>
Federal Retirement Offset Exclusion Indicator	85-87	3	A	<p>This field will contain one of the following values as sent by the state:            RET Exclude Federal Retirement            Space Exclusion indicator does not apply</p>
Vendor Payments Exclusion Indicator	88-90	3	A	<p>This field will contain one of the following values as sent by the state:            VEN Exclude Vendor Payment/Miscellaneous            Space Exclusion indicator does not apply</p>
Federal Salary Exclusion Indicator	91-93	3	A	<p>This field will contain one of the following values as sent by the state:            SAL Exclude Federal Salary (<i>pre-set on all cases</i>)            Space Exclusion indicator does not apply</p>
Tax Refund Offset Exclusion Indicator	94-96	3	A	<p>This field will contain one of the following values as sent by the state:            TAX Exclude Tax Refund Offset            Space Exclusion indicator does not apply</p>



<b>CHART A-3: CASE RECONCILIATION RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Passport Denial Exclusion Indicator	97-99	3	A	This field will contain one of the following values as sent by the state: PAS Exclude Passport Denial Space Exclusion indicator does not apply
Multi-State Financial Institution Data Match Exclusion Indicator	100-102	3	A	This field will contain one of the following values as sent by the state: FIN Exclude MSFIDM Space Exclusion indicator does not apply
Debt Check Exclusion Indicator	103-105	3	A	This field will contain one of the following values as sent by the state: DCK Exclude from the Debt Check Program Space Exclusion indicator does not apply
Filler	106-245	140	A/N	This field is reserved for future use and will contain spaces.

## **B. INPUT RECORD SPECIFICATIONS**

This appendix contains the record specifications for the Federal Offset Program Case Submission and Update Record that is affected by the changes made for this release.

Chart B-1 presents the Case Submission and Update Record with changes highlighted in turquoise.

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	<p><b>Required – Key Data</b></p> <ul style="list-style-type: none"> <li>• This field is required for all Transaction Types. This field must contain a valid, two-character, alphabetic State abbreviation code for the submitting State. Refer to the Federal Offset Program User Guide Appendix H, “State and Territory Abbreviations; Country Codes”, for a list of these codes.</li> <li>• For Transaction Types ‘B’, ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ and ‘D’, all key fields (Submitting State Code, SSN, Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.</li> </ul>
Local Code	3-5	3	A/N	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• This field is used with Transaction Types ‘A’ and ‘L’. This field contains the code that will be used to associate the obligor with a State or local contact address when the Pre-Offset Notice is produced by OCSE or an offset notice is produced by FMS.</li> <li>• For Transaction Type ‘A’ (Add/Recertify Case), the local code submitted is compared against the State’s Local Code File. If the local code contains spaces or is not found, the local code for the case will be set to zeros on the OCSE Case Master File, and a local code of zeros will be submitted for the case to FMS.</li> <li>• For Transaction Type ‘L’, if the local code submitted contains spaces, the local code for the case will be set to zeros on the OCSE Case Master File, and a local code of zeros will be submitted for the case to FMS. Otherwise, the local code submitted is compared against the State’s Local Code File. If the local code is not found, the transaction will be rejected.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘M’, ‘S’, ‘R’, ‘D’, ‘Z’ and ‘T’), the local code, if present, will not be updated at OCSE or FMS. Refer to the Federal Offset Program User Guide Section 2.2.1.1, “State/Local Contact Phone and Address File”, for information on keeping local codes and addresses up to date at OCSE.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
SSN	6-14	9	N	<p><b>Required – Key Data</b></p> <p>This field is required for all Transaction Types. This field must be numeric, must be greater than zero, and must contain a valid SSN.</p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘A’ (Add/Recertify Case) the SSN is verified using an SSA-defined range check that automatically validates the <i>area</i> portion of the SSN (the first three positions of the SSN) against the current high digit being used for <i>area</i>. In addition, the <i>group</i> portion of the SSN (the fourth and fifth positions of the SSN) is compared against the <i>area</i> to ensure that the <i>group</i> number was issued with the particular <i>area</i> number. To verify the current high digits for <i>area</i> and <i>group</i> issued by SSA, refer to the Federal Offset Program User Guide Chart D-3, “Useful Web Sites”.</li> <li>• For Transaction Types ‘B’, ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ and ‘D’, all key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.</li> </ul>
Case ID	15-29	15	A/N	<p><b>Conditionally Required</b></p> <p>This field is for State use only. This field is required for Transaction Type ‘C’ (Change Case ID). The new Case ID will overwrite the existing. This field should be filled with spaces if it is not used by the State.</p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘A’ (Add/Recertify Case), if present, OCSE will store the field on the Case Master File without performing any edits. This field is not sent to FMS or DoS.</li> <li>• For all other Transaction Types (‘B’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ and ‘D’), the Case ID, if present, will not be updated at OCSE.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Obligor Last Name	30-49	20	A	<p><b>Required</b></p> <p>This field is required for all Transaction Types. The first four positions of this field must contain an alphabetic character. No imbedded spaces or special characters, except a hyphen, can be present within the first four positions.</p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘B’ (Name Change), the entire last name is stored on the OCSE Case Master File after the last name passes the edit check above.</li> <li>• For Transaction Types ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ and ‘D’, the first 4 characters submitted must match the first 4 characters stored on the OCSE Case Master File or the first 4 characters of a Transaction Type ‘B’ (Name Change) transaction for the same case in the same process. If there is no match, the transaction will be rejected.</li> <li>• For Transaction Type ‘A’ (Recertify Case), if the last name does not match against the OCSE Case Master File, the name is processed as a name change.</li> </ul> <p>If imbedded spaces or special characters exist <i>after</i> the first four characters, the case will be submitted to FMS for offset. However, DoS may reject the case for passport denial.</p>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Obligor First Name	50-64	15	A	<p><b>Conditionally Required</b></p> <p>This field is required for Transaction Types ‘A’ and ‘B’. The first position of this field must contain an alphabetic character.</p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘B’ (Name Change), the entire first name is stored on the OCSE Case Master File after the first character passes the edit check above.</li> <li>• For Transaction Type ‘A’ (Recertify Case), the first character must pass the edit above. The obligor first name is not matched against the first name stored on the OCSE Case Master File; the entire first name is stored on the OCSE Case Master File.</li> <li>• For all other Transaction Types (‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ and ‘D’), the obligor first name, if present, will not be updated at OCSE or FMS.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Arrearage Amount (Accumulated Payment Amount)	65-72	8	N	<p><b>Conditionally Required</b></p> <p>This field is required for Transaction Types ‘A’, ‘M’ and ‘S’. This field must contain a numeric amount in whole dollars only. Decimal points, dollar signs, commas, or plus/minus signs are not valid (e.g., \$1,500.00 = 00001500).</p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘A’ (Add/Recertify Case), the arrearage amount is the current amount owed by the obligor. If the arrearage amount is less than \$25, the Add Case transaction will be rejected.</li> <li>• For Transaction Type ‘D’, this field is not required. However, the existing arrearage amount will be zeroed out.</li> <li>• For Transaction Type ‘M’, the arrearage amount is the current amount owed by the obligor. If the arrearage amount is equal to zero, the case will be flagged as deleted.</li> <li>• For Transaction Type ‘S’, this field functions as the Accumulated Payment Amount Field, and is referred to by that name. The accumulated payment amount is the accumulated State Payment Amount for the processing year.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘L’, ‘R’, ‘Z’ and ‘T’), the arrearage amount, if present, will not be updated at OCSE or FMS.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Transaction Type	73	1	A	<p><b>Required</b></p> <p>This field must contain a valid Transaction Type code. Valid codes for this field are:</p> <ul style="list-style-type: none"> <li>A Add/Recertify Case</li> <li>B Name Change</li> <li>C Case ID Change</li> <li>D Delete Case</li> <li>L Local Code Change</li> <li>M Modify Arrearage Amount</li> <li>R Replace Exclusion Indicator(s)</li> <li>S State Payment</li> <li>T Transfer for Administrative Review</li> <li>Z Obligor Address Change</li> </ul>
Case Type Indicator	74	1	A	<p><b>Required - Key Data</b></p> <ul style="list-style-type: none"> <li>• This field is required for all Transaction Types. This field must contain one of the following valid case type codes:               <ul style="list-style-type: none"> <li>A – TANF</li> <li>N – Non-TANF</li> </ul> </li> <li>• For Transaction Types ‘B’, ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ and ‘D’, all key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.</li> </ul>



<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Transfer State Code	75-76	2	A	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘T’, this field must contain a valid, two-character, alphabetic State abbreviation code for the transfer State. Refer to the Federal Offset Program User Guide Appendix H, “State and Territory Abbreviations; Country Codes”, for a list of these codes.</li> <li>• For all other Transaction Types (‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ and ‘R’), this field, if present, will not be updated at OCSE.</li> </ul>
Transfer Local Code	77-79	3	A/N	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘T’, this field should contain a three-position, alphanumeric local code for the transfer State. If present, this field is stored on the OCSE Case Master File.</li> <li>• For all other Transaction Types (‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ and ‘R’), this field, if present, will not be updated at OCSE.</li> </ul>
Process Year	80-83	4	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘S’, this field must be in the Year 2000-compliant format of CCYY, and must contain the year the tax refund or administrative payment was offset. The date must fall within the previous seven years of the current year.</li> <li>• For all other Transaction Types (‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘R’, ‘Z’ and ‘T’), this field, if present, will not be updated at OCSE.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Obligor Address Line 1	84-113	30	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘Z’ (Address Change), this field contains the first address line of the obligor’s mailing address. If this line is blank, the Obligor Address Line 2 Field will be checked for an address (refer to the Federal Offset Program User Guide Part 3, “Federal Offset Program Pre-Offset Notices”, for information regarding address processing).</li> <li>• For Transaction Type ‘Z’ (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>• For Transaction Type ‘A’ (Recertify Case), this field is not required. If present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’ and ‘T’), the address, if present, will not be updated at OCSE or FMS.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Obligor Address Line 2	114-143	30	A/N	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘Z’ (Address Change), this field may contain the second address line for the obligor. On an Add Case, if OCSE sends the Pre-Offset Notices and no address information is submitted in either address line, OCSE will attempt to obtain an address (refer to Part 3, “Federal Offset Program Pre-Offset Notices”, for information regarding address processing).</li> <li>• For Transaction Type ‘Z’ (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>• For Transaction Type ‘A’ (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’ and ‘T’), the address, if present, will not be updated at OCSE or FMS.</li> </ul>
Obligor City	144-168	25	A	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘Z’ (Address Change), this field contains the city of the obligor’s mailing address (refer to the Federal Offset Program User Guide Part 3, “Federal Offset Program Pre-Offset Notices”, for information regarding address processing).</li> <li>• For Transaction Type ‘Z’ (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>• For Transaction Type ‘A’ (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’ and ‘T’), the address, if present, will not be updated at OCSE or FMS.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Obligor State	169-170	2	A	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘Z’ (Address Change), this field contains a two-character, alphabetic State abbreviation code for the State of the obligor’s mailing address (refer to the Federal Offset Program User Guide Part 3, “Federal Offset Program Pre-Offset Notices”, for information regarding address processing).</li> <li>• For Transaction Type ‘Z’ (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>• For Transaction Type ‘A’ (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’ and ‘T’), the address, if present, will not be updated at OCSE or FMS.</li> </ul>
Obligor Zip Code	171-179	9	N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Types ‘A’ (Add Case) and ‘Z’ (Address Change), this field contains a 5 or 9 digit zip code (refer to the Federal Offset Program User Guide Part 3, “Federal Offset Program Pre-Offset Notices”, for information regarding address processing).</li> <li>• For Transaction Type ‘Z’ (Address Change), Obligor Address Line 1, Obligor Address Line 2, Obligor City, Obligor State, and Obligor Zip Code cannot all be spaces.</li> <li>• For Transaction Type ‘A’ (Recertify Case), this field is not required. If an address is present, the address currently stored at OCSE will be updated with the submitted address.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’ and ‘T’), the address, if present, will not be updated at OCSE or FMS.</li> </ul>

<b>CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT</b>				
Field Name	Location	Length	A/N	Comments
Date Issued	180-187	8	A/N	<p><b>Conditionally Required</b></p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘A’ (Add/Recertify Case), if the State issues their own Pre-Offset Notices, this field is required. The date must be in the Year 2000-compliant format of CCYYMMDD. This field indicates the date the Pre-Offset Notice was mailed. If OCSE issues the Pre-Offset Notices, OCSE will fill in the date.</li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘R’, ‘T’ and ‘Z’), the date issued, if present, will not be updated at OCSE or FMS.</li> </ul>
Exclusion Indicator(s)	188-227	40	A	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• For transaction types ‘A’ (Add/Recertify Case) and ‘R’, this field is optional. If setting more than one exclusion indicator, the indicators must be separated with a comma or space (e.g., RET,PAS,FIN, or RET PAS FIN).</li> <li>• Valid exclusion indicators are:               <ul style="list-style-type: none"> <li>– ADM – Exclude all Administrative Offsets (RET, SAL, VEN)</li> <li>– RET – Exclude Federal Retirement Offset</li> <li>– VEN – Exclude Vendor Payment/Miscellaneous Offset</li> <li>– SAL – Exclude Federal Salary Offset (<i>not yet activated</i>)</li> <li>– TAX – Exclude Tax Refund Offset</li> <li>– PAS – Exclude Passport Denial</li> <li>– FIN – Exclude Multistate Financial Institution Data Match</li> <li>– <b>DCK – Exclude Debt Check</b></li> <li>– Space - Remove all existing exclusion indicators</li> </ul> </li> <li>• For all other Transaction Types (‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ and ‘T’), this field, if present, will not be updated at OCSE or FMS.</li> </ul>
Filler	228-244	17	A/N	<b>Space filled</b>

**CHART B-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT**

Field Name	Location	Length	A/N	Comments
Request Code	245	1	A	<p><b>Optional</b></p> <ul style="list-style-type: none"> <li>• For Transaction Type ‘M’, this field should contain a ‘P’, to request a Pre-Offset Notice be generated by OCSE. If present, this field will generate a PON if all edits are passed for updating an arrearage amount and processing a notice.</li> <li>• For all other Transaction Types (‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘R’, ‘S’, and ‘Z’), no action will be taken at OCSE or FMS if this field contains a value.</li> </ul>