

Federal Parent Locator Service

Electronic Document Exchange

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Release Specifications

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Administration for Children and Families
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1. ELECTRONIC DOCUMENT EXCHANGE (OCSE REF #4092)

1.1 Summary of Changes

We are enhancing the Federal Parent Locator Service (FPLS) State Services Portal (SSP) to provide states with a method that allows electronic exchange of child support enforcement (CSE) and Uniform Interstate Family Support Act (UIFSA) documents and forms. You will be able to exchange documents online via SSP, a batch process, or a combination of both.

1.2 Background

The QUICK Technical Workgroup requested the ability to securely exchange documents electronically with the goals of improving efficiency in case processing and reducing administrative costs such as printing, postage, copying, and handling.

OCSE then conducted an analysis and gathered extensive input via discussions, teleconferences, one-on-one calls, and e-mail exchanges. In 2011, we conducted four teleconference calls, using presentations that included screen mock-ups for the Electronic Document Exchange (EDE) application, to solicit feedback from states on the functionality of the application. The presentations and summary notes for each teleconference are available for your review on the QUICK Workplace under the EDE folder at the OCSE National Workplace Center.

1.3 Description of Changes

This section discusses the difference between solicited and unsolicited documents, the documents to be exchanged, the processes for making and responding to requests, as well as sending and receiving unsolicited documents and user access privileges.

1.3.1 SOLICITED VS UNSOLICITED DOCUMENTS

Processes have been developed to exchange documents electronically for both solicited and unsolicited documents.

Solicited documents are documents one state is sending to another state in response to a request. The documents are most often needed to provide the requesting state with information needed to continue case processing.

Unsolicited documents are documents a state is sending to another state to support interstate case processing. The documents may be the supporting information the receiving state needs to process a CSENet request for establishment or enforcement. The documents may also be updated versions of existing documents that would be appropriate for the other state to review—for example, an updated court order.

1.3.2 DOCUMENTS TO BE EXCHANGED

The following documents can be exchanged via EDE.

CSE Documents

1. Administrative subpoena form
2. Affidavit of paternity
3. Birth certificate
4. Financial record
5. Genetic testing results
6. Medical support only order
7. National medical support notice
8. Notice of lien form
9. Notice to withhold income for child support
10. Order to withhold income for child support
11. Photo ID of CP
12. Photo ID of NCP
13. Support order

UIFSA Forms

1. Affidavit in Support of Establishing Paternity
2. CSE Transmittal #1: Initial Request
3. CSE Transmittal #2: Subsequent Actions
4. CSE Transmittal #3: Request for Assistance/Discovery
5. General Testimony
6. Locate Data Sheet
7. Notice of Determination of Controlling Order
8. Registration Statement
9. Uniform Support Petition

1.3.3 DOCUMENT EXCHANGE PROCESSES

To exchange documents via EDE, you must be a participating EDE state. You may decide to exchange documents online via the SSP, a batch process, or a combination of both. If you choose to exchange documents using the batch process, you need to program for this new process. The record layouts are in Appendix A of this document.

If you are using the EDE application online via SSP, you can make requests, receive responses and view reports for document exchange activities performed by your state. Reports are currently not available for the batch process.

Whether using the SSP or the batch process, you can choose to receive e-mail notifications when a response is received from a responding state.

1.3.4 SSP PROCESS

Making Requests

If you use the SSP for making requests, you must have the case ID in the responding state. If you don't know the case ID, you can use the EDE query Federal Case Registry (FCR) functionality to retrieve case ID information using a participant's Social Security number (SSN). (The EDE query FCR functionality is not available when using the batch process.)

Once you receive a response to a request, you can view the response and download the documents if the responding state was able to provide them.

Responding to Requests

If you are the responding state, you can provide the document requested or provide a reason either for not providing the document or for providing it at a later date.

Forwarding and Receiving Unsolicited Documents

To forward documents via the SSP using the unsolicited process, you must provide other parameters, such as participant names or SSNs, which allow the receiving state to match the unsolicited documents to the right case. The receiving state can download the unsolicited documents once received.

1.3.5 BATCH PROCESS

Making Requests

To make a request, you generate a request file and place it on your file server for OCSE to pick up. OCSE processes the request file and delivers the request to the responding state. Once OCSE receives a response, it delivers the response file with the associated document files to your server.

Responding to Requests

When it receives a request, OCSE generates a request file and delivers it to your file server. Once you generate a response file with the associated document files and place them on your file server, OCSE picks them up and delivers them to the requesting state.

If you cannot provide the document or must provide it at a later date, you can respond with a reason. Chart B-3 in Appendix B contains the list of standardized reasons.

Forwarding and Receiving Unsolicited Documents

When sending an unsolicited document, you generate an unsolicited file with the associated document files and place them on your file server for OCSE to pick up. OCSE then delivers them to the receiving state.

1.3.6 USER ACCESS PRIVILEGES – ROLES FOR SSP PROCESS

There are four levels of privileges for EDE that can be assigned to your users via role type codes. These codes are passed in the HTTP header to the OCSE server to permit users access to different functions of the application.

Chart 1-1 lists the role type codes, role names, and role descriptions for EDE.

CHART 1-1: ROLE TYPE CODES, ROLE NAMES AND ROLE DESCRIPTIONS		
Role Type Code	Role Name	Role Description
SU	Requestor	This role may perform the following functions: <ul style="list-style-type: none">• Make a request• Download requested documents• Upload unsolicited documents
SV	Responder	This role may perform the following functions: <ul style="list-style-type: none">• Respond to a request• Download unsolicited documents• Assign a request to self• Release a request previously assigned to self
SW	Requestor and Responder	This role may perform the following functions: <ul style="list-style-type: none">• Make a request• Respond to a request• Download requested documents• Upload unsolicited documents• Download unsolicited documents• Assign a request to self• Release a request previously assigned to self
SX	Superuser	This role may perform the following functions: <ul style="list-style-type: none">• Make a request• Respond to a request• Download requested documents• Upload unsolicited documents• Download unsolicited documents• Assign a request to self• Release a request previously assigned to self• Release requests assigned by other users to themselves for other users to work• View reports

1.4 Impact on States

This section provides more information on using SSP to access EDE and using the EDE batch process.

1.4.1 EDE VIA SSP

If you have already implemented SSP and you elect to use EDE online via SSP, no programming is required. However, you must configure the HTTP header to pass the designated EDE roles (**SU**, **SV**, **SW**, or **SX**) that you wish to assign to your users. Each user may have only one designated EDE role. These are in addition to the other header values that you already pass to access other applications on SSP. The roles are also described in the FPLS *SSP State Interface Specifications* (SIS) document available on the QUICK Workplace.

If you have not yet implemented SSP, you must first set up your proxy server as specified in the FPLS SSP SIS to take advantage of this and other SSP applications. Detailed information on setting up a proxy server is in the Integration Toolkit 3 on the QUICK Workplace under **OCSE Technical Documents**.

1.4.2 EDE VIA THE BATCH PROCESS

If you elect to use the EDE batch process for exchanging documents, you must designate a file server where OCSE picks up and delivers files. Programming for the request and response files must follow the OCSE specifications provided in the EDE record layouts in Appendix A of this document.

On a monthly basis, OCSE will send EDE participants an updated list of codes for participating states and the documents they provide. The file format will be fixed-length.

1.5 State Testing

Your state may participate in testing, which is scheduled from July 25 to August 9, 2012.

1.6 State Profile Form and Exchange Preferences

To participate in EDE, you must complete the *EDE State Profile Form* available on the QUICK Workplace in the EDE folder. Send the form to the End User Support Team at ocse.gr-portal@lmco.com.

In general, the profile requires that you:

- Enter your state's business and technical contact information
- Identify CSE documents and UIFSA forms your state can provide to other states
- Specify your preferred method to exchange documents:
 - Online via SSP
 - Via the batch process
 - A combination of both

1.7 End User Support Contact Information

For assistance with testing or questions about access to the QUICK Workplace for the SSP SIS or State Profile, contact your End User Support representative or the Service Desk at 800-258-2736. Send e-mail to ocse.gr-portal@lmco.com.

A. EDE BATCH RECORD LAYOUTS

EDE has one record layout used for three separate batch processes. For ease of use, we are presenting the data elements required for the request, response, and unsolicited documents batch processes in separate layouts.

- Chart A-1, “EDE Requests Batch Layout”
- Chart A-2, “EDE Responses Batch Layout”
- Chart A-3, “EDE Unsolicited Documents Batch Layout”

Note: For tracking purposes, OCSE will assign a unique identifier (position 916-924) to any record provided by OCSE. You must include this identifier on every responding transaction.

Chart A-4, “EDE Participating State Update File Layout,” contains the layout for the OCSE monthly update on EDE participants and documents they provide.

The layouts contain the following information:

Field Name	Identifies the name of the data element
Location	Identifies the position in which the element is located
Length	Identifies, in bytes, the size of the element
A/N	Designates the type of format that applies to the element, for example, alphanumeric
Comments	Identifies whether the field is required or optional Provides a description of what the element contains and the rules that govern the format of the data

A.1 Making Requests

Chart A-1 shows the record layout for a state requesting a document from another state via the EDE batch process.

CHART A-1: EDE REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Record Type Code	1 - 2	2	A	Required Type of record Must contain SR (Refer to Chart B-1, "Record Type Code List," for the definition)
State Assigned Identifier	3 - 102	100	A/N	Required A unique identifier assigned by your state for tracking or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
State Case Identifier (Requesting)	103 - 117	15	A/N	Required Requesting state's case identifier Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Cannot contain all spaces• Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros• Cannot contain a \ (backslash)• Cannot contain an * (asterisk)• All alpha and numeric values are valid including special characters, except \ and *
State Code (Requesting)	118 - 119	2	A/N	Required Requesting state's 2-digit state code
County Code (Requesting)	120 - 122	3	A/N	Optional 3-digit code of the jurisdiction managing the case or spaces

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
State Case Identifier (Responding)	123 - 137	15	A/N	Required Responding state's case identifier Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Cannot contain all spaces• Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros• Cannot contain a \ (backslash)• Cannot contain an * (asterisk)• All alpha and numeric values are valid including special characters, except \ and *
State Code (Responding)	138 - 139	2	A/N	Required Responding state's 2-digit state code
County Code (Responding)	140 - 142	3		Optional 3-digit code of the jurisdiction managing the case
User Identifier	143 - 192	50	A/N	Optional ID of the user making the request or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9• Special characters

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Document Type Code	193 - 195	3	A/N	Required Document type requested (Refer to Chart B-2, "Document Type Code List," for valid values)
Document Period From Date	196 - 203	8	N	Optional Starting date for request or spaces Valid values: <ul style="list-style-type: none">Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">Format CCYYMMDDCannot be greater than current dateCannot be less than 1900Cannot be greater than Document Period To Date
Document Period To Date	204 - 211	8	N	Optional Ending date for request or spaces Valid values: <ul style="list-style-type: none">Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">Format CCYYMMDDCannot be greater than current dateCannot be less than 1900Cannot be less than Document Period From Date
Most Recent Document Indicator	212	1	A	Optional Valid values are Y or space

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Participant Last Name	213 - 262	50	A/N	Optional Last name of participant for request or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Participant First Name	263 - 312	50	A/N	Optional First name of participant for request or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Participant SSN	313 - 321	9	N	Optional SSN of participant for request or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format NNNNNNNNN Cannot contain all zeros

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Participant Birth Date	322 - 329	8	N	Optional Date of birth of the participant for request or spaces Valid values: <ul style="list-style-type: none">Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">Cannot be greater than current dateFormat CCYYMMDD
Custodial Party First Name	330 - 379	50	A	Not used for a state request Spaces
Custodial Party Last Name	380 - 429	50	A	Not used for a state request Spaces
Custodial Party SSN	430 - 438	9	N	Not used for a state request Spaces
Custodial Party Birth Date	439 - 446	8	N	Not used for a state request Spaces
Noncustodial Parent First Name	447 - 496	50	A	Not used for a state request Spaces
Noncustodial Parent Last Name	497 - 546	50	A	Not used for a state request Spaces
Noncustodial Parent SSN	547 - 555	9	N	Not used for a state request Spaces

CHART A-1: EDE REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Noncustodial Parent Birth Date	556 - 563	8	N	Not used for a state request Spaces
Putative Father First Name	564 - 613	50	A	Not used for a state request Spaces
Putative Father Last Name	614 - 663	50	A	Not used for a state request Spaces
Putative Father SSN	664 - 672	9	N	Not used for a state request Spaces
Putative Father Birth Date	673 - 680	8	N	Not used for a state request Spaces
Foster Care Agency Name	681 - 730	50	A/N	Not used for a state request Spaces
Contact First Name	731 - 780	50	A	Not used for a state request Spaces
Contact Last Name	781 - 830	50	A	Not used for a state request Spaces
Contact Phone Number	831 - 840	10	N	Not used for a state request Spaces
Contact Fax Number	841 - 850	10	A/N	Not used for a state request Spaces

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Contact Email Text	851 - 915	65	A/N	<p>Optional E-mail address of the caseworker submitting the request or spaces Valid values:</p> <ul style="list-style-type: none"> • Letters A-Z • Numbers 0-9 • Special characters: @ (“at” sign), - (hyphen), _ (underscore), . (period) <p>Must comply with the following rules:</p> <ul style="list-style-type: none"> • Must contain an @ • Last dot must be after the @ • @ must not be the first character • @ must not be the last character • Two periods in a row are not valid • Last character cannot be a period • Yahoo, Gmail, Hotmail, and MSN cannot be entered after the @
OCSE Assigned Identifier	916 - 924	9	N	<p>Required Unique identifier assigned by OCSE for tracking purposes Valid values:</p> <ul style="list-style-type: none"> • Request file sent by a state to OCSE: Contains spaces • Request file forwarded by OCSE to a state: OCSE-generated identifier <p>(Note: Must be included in any responding transaction)</p>

CHART A-1: EDE REQUESTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Responding User Identifier	925 - 974	50	A/N	Not used for a state request Spaces
Document File Name	975 - 1034	60	A/N	Not used for a state request Spaces
Response Reason Code	1035 - 1037	3	A/N	Not used for a state request Spaces
Error Message Text	1038 - 1187	150	A/N	Error messages Valid values: <ul style="list-style-type: none">• Request file sent by state to OCSE: Contains spaces• Validated request file sent by OCSE to the requesting state: Error codes separated by , (comma) (Refer to Chart B-4, "Error Code List," for valid values)• Request file forwarded by OCSE to state: Contains spaces
Filler	1188 - 1387	200		

A.2 Responding to Requests

Chart A-2 shows the record layout for a state responding via EDE batch to a request from another state.

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Record Type Code	1 - 2	2	A	Required Type of record Must contain SP (Refer to Chart B-1, "Record Type Code List," for the definition)
State Assigned Identifier	3 - 102	100	A/N	Optional Return value received on request or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9

CHART A-2: EDE RESPONSES BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
State Case Identifier (Requesting)	103 - 117	15	A/N	Required Requesting state's case identifier Valid values: <ul style="list-style-type: none"> • Letters A-Z • Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> • Cannot contain all spaces • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an * (asterisk) • All alpha and numeric values are valid including special characters, except \ and *
State Code (Requesting)	118 - 119	2	A/N	Required Requesting state's 2-digit state code
County Code (Requesting)	120 - 122	3	A/N	Optional 3-digit code of the jurisdiction managing the case

CHART A-2: EDE RESPONSES BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
State Case Identifier (Responding)	123 - 137	15	A/N	Required Responding state's case identifier Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Cannot contain all spaces• Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros• Cannot contain a \ (backslash)• Cannot contain an * (asterisk)• All alpha and numeric values are valid including special characters, except \ and *
State Code (Responding)	138 - 139	2	A/N	Required Responding state's 2-digit state code
County Code (Responding)	140 - 142	3	A/N	Optional 3-digit code of the jurisdiction managing the case

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
User Identifier	143 - 192	50	A/N	Optional ID of the user making the request or spaces Return value received on the request Valid values: <ul style="list-style-type: none"> Letters A-Z Numbers 0-9 Special characters
Document Type Code	193 - 195	3	A/N	Required Document type responded Return value received on the request (Refer to Chart B-2, "Document Type Code List," for valid values)
Document Period From Date	196 - 203	8	N	Optional Starting date for request or spaces Return value received on the request Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format CCYYMMDD Cannot be greater than current date Cannot be less than 1900 Cannot be greater than Document Period To Date

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Document Period To Date	204 - 211	8	N	Optional Ending date for request or spaces Return value received on the request Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format CCYYMMDD Cannot be greater than current date Cannot be less than 1900 Cannot be less than Document Period From Date
Most Recent Document Indicator	212	1	A	Optional Valid values are Y (for most recent documents) or space Return value received on the request

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Participant Last Name	213 - 262	50	A/N	Optional Last name of participant for request or spaces Return value received on the request Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Participant First Name	263 - 312	50	A/N	Optional First name of participant for request or spaces Return value received on the request Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Participant SSN	313 - 321	9	N	Optional SSN of participant for request or spaces Return value received on the request Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format NNNNNNNNN Cannot contain all zeros

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Participant Birth Date	322 - 329	8	N	Optional Date of birth of the participant for request or spaces Return value received on the request Valid values: <ul style="list-style-type: none">Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">Format CCYYMMDDCannot be greater than current date
Custodial Party First Name	330 - 379	50	A	Not used for a state response Spaces
Custodial Party Last Name	380 - 429	50	A	Not used for a state response Spaces
Custodial Party SSN	430 - 438	9	N	Not used for a state response Spaces
Custodial Party Birth Date	439 - 446	8	N	Not used for a state response Spaces
Noncustodial Parent First Name	447 - 496	50	A	Not used for a state response Spaces
Noncustodial Parent Last Name	497 - 546	50	A	Not used for a state response Spaces
Noncustodial Parent SSN	547 - 555	9	N	Not used for a state response Spaces

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Noncustodial Parent Birth Date	556 - 563	8	N	Not used for a state response Spaces
Putative Father First Name	564 - 613	50	A	Not used for a state response Spaces
Putative Father Last Name	614 - 663	50	A	Not used for a state response Spaces
Putative Father SSN	664 - 672	9	N	Not used for a state response Spaces
Putative Father Birth Date	673 - 680	8	N	Not used for a state response Spaces
Foster Care Agency Name	681 - 730	50	A/N	Not used for a state response Spaces
Contact First Name	731 - 780	50	A	Not used for a state response Spaces
Contact Last Name	781 - 830	50	A	Not used for a state response Spaces
Contact Phone Number	831 - 840	10	N	Not used for a state response Spaces
Contact Fax Number	841 - 850	10		Not used for a state response Spaces

CHART A-2: EDE RESPONSES BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Contact Email Text	851 - 915	65	A/N	Optional E-mail address of the caseworker submitting the request or spaces <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9• Special characters: @ (“at” sign), - (hyphen), _ (underscore), . (period) Must comply with the following rules: <ul style="list-style-type: none">• Must contain an @• Last dot must be after the @• @ must not be the first character• @ must not be the last character• Two periods in a row are not valid• Last character cannot be a period• Yahoo, Gmail, Hotmail, and MSN cannot be entered after the @
OCSE Assigned Identifier	916 - 924	9	N	Required Unique identifier assigned by OCSE for tracking purposes Valid values: <ul style="list-style-type: none">• Response file sent by a state to OCSE: OCSE-assigned identifier included by responding state (Note: Must be included in any responding transaction)• Response file forwarded by OCSE to a state: OCSE-generated identifier

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Responding User Identifier	925 - 974	50	A/N	Optional ID of user responding to the request or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9• Special characters
Document File Name	975 - 1034	60	A/N	Conditionally Required Document file name Required if no response reason code is provided Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9• Valid special characters: . (period), _ (underscore), - (hyphen) Must comply with the following rules: <ul style="list-style-type: none">• Cannot end with .exe• Must match the file name convention specified on your state's EDE State Profile Form
Response Reason Code	1035 - 1037	3	A/N	Conditionally Required Response Reason Code Required if no document file name is provided Valid values are a response reason code or spaces. (Refer to Chart B-3, "Reason Code List," for valid values)

CHART A-2: EDE RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Error Message Text	1038 - 1187	150	A/N	<p>Error Messages</p> <p>Valid values:</p> <ul style="list-style-type: none"> Response file sent by state to OCSE: <p>Contains spaces</p> <ul style="list-style-type: none"> Validated response file sent by OCSE to the requesting state: <p>Error codes separated by a , (comma) (Refer to Chart B-4, "Error Code List," for valid values)</p> <ul style="list-style-type: none"> Response file forwarded by OCSE to state: <p>Contains spaces</p>
Filler	1188 - 1387	200		

A.3 Unsolicited Push

Chart A-3 shows the record layout to make an unsolicited push of documents via the EDE batch process.

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Record Type Code	1 - 2	2	A	Required Type of record Must contain US (Refer to Chart B-1, "Record Type Code List," for the definition)
State Assigned Identifier	3 - 102	100	A/N	Optional Unique identifier assigned by your state for tracking or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
State Case Identifier (Receiving)	103 - 117	15	A/N	Optional Case identifier for the receiving state or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros• Cannot contain a \ (backslash)• Cannot contain an * (asterisk)• All alpha and numeric values are valid including special characters, except \ and *
State Code (Receiving)	118 - 119	2	A/N	Required Receiving state's 2-digit state code
County Code (Receiving)	120 - 122	3		Optional 3-digit code of the jurisdiction managing the case

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
State Case Identifier (Providing)	123 - 137	15	A/N	Required Providing state's case identifier Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Cannot contain all spaces, if providing a case identifier• Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros• Cannot contain a \ (backslash)• Cannot contain an * (asterisk)• All alpha and numeric values are valid including special characters, except \ and *
State Code (Providing)	138 - 139	2	A/N	Required Providing state's 2-digit state code
County Code (Providing)	140 - 142	3	A/N	Optional 3-digit code of the jurisdiction managing the case
User Identifier	143 - 192	50	A/N	Optional ID of the user providing the documents or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9• Special characters

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Document Type Code	193 - 195	3	A/N	Required Document type provided (Refer to Chart B-2, "Document Type Code List," for valid values)
Document Period From Date	196 - 203	8	N	Not used for unsolicited documents Spaces
Document Period To Date	204 - 211	8	N	Not used for unsolicited documents Spaces
Most Recent Document Indicator	212	1	A	Not used for unsolicited documents Spaces
Participant Last Name	213 - 262	50	A	Not used for unsolicited documents Spaces
Participant First Name	263 - 312	50	A	Not used for unsolicited documents Spaces
Participant SSN	313 - 321	9	N	Not used for unsolicited documents Spaces
Participant Birth Date	322 - 329	8	N	Not used for unsolicited documents Spaces

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Custodial Party First Name	330 - 379	50	A/N	Optional First name of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Custodial Party Last Name	380 - 429	50	A	Optional Last name of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Custodial Party SSN	430 - 438	9	N	Optional SSN of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format NNNNNNNNN Must not contain all zeros

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Custodial Party Birth Date	439 - 446	8	N	Optional Birth date of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format CCYYMMDD Cannot be greater than current date
Noncustodial Parent First Name	447 - 496	50	A	Optional First name of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Noncustodial Parent Last Name	497 - 546	50	A	Optional Last name of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Noncustodial Parent SSN	547 - 555	9	N	Optional SSN of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format NNNNNNNNNN Must not contain all zeros
Noncustodial Parent Birth Date	556 - 563	8	N	Optional Birth date of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format CCYYMMDD Cannot be greater than current date
Putative Father First Name	564 - 613	50	A/N	Optional First name of the participant for whom unsolicited documents are being provided or spaces <ul style="list-style-type: none"> Letters A-Z Valid special characters: , (comma), - (hyphen), ' (apostrophe)

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Putative Father Last Name	614 - 663	50	A/N	Optional Last name of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none">• Letters A-Z• Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Putative Father SSN	664 - 672	9	N	Optional SSN of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none">• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Format NNNNNNNNN• Cannot contain all zeros
Putative Father Birth Date	673 - 680	8	N	Optional Birth date of the participant for whom unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none">• Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none">• Format CCYYMMDD• Cannot be greater than current date

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Foster Care Agency Name	681 - 730	50	A/N	Optional Agency name for which unsolicited documents are being provided or spaces Valid values: <ul style="list-style-type: none"> • Letters A-Z • Numbers 0-9 • Valid special characters: , (comma), . (period), - (hyphen), ' (apostrophe), & (ampersand)
Contact First Name	731 - 780	50	A	Optional First name of contact providing documents or spaces Valid values: <ul style="list-style-type: none"> • Letters A-Z • Valid special characters: , (comma), - (hyphen), ' (apostrophe)
Contact Last Name	781 - 830	50	A	Optional Last name of contact providing documents or spaces Valid values: <ul style="list-style-type: none"> • Letters A-Z • Valid special characters: , (comma), - (hyphen), ' (apostrophe)

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Contact Phone Number	831 - 840	10	N	Optional Phone number of contact person or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format NNNNNNNNNN Cannot contain all zeros
Contact Fax Number	841 - 850	10	A/N	Optional Fax number of contact person or spaces Valid values: <ul style="list-style-type: none"> Numbers 0-9 Must comply with the following rules: <ul style="list-style-type: none"> Format NNNNNNNNNN Cannot contain all zeros

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Contact Email Text	851 - 915	65	A/N	Optional E-mail address of the caseworker submitting the request or spaces Valid values: <ul style="list-style-type: none"> Letters A-Z Numbers 0-9 Special characters: @ (“at” sign), - (hyphen), _ (underscore), . (period) Must comply with the following rules: <ul style="list-style-type: none"> Must contain an @ Last dot must be after the @ @ must not be the first character @ must not be the last character Two periods in a row are not valid Last character cannot be a period Yahoo, Gmail, Hotmail, and MSN cannot be entered after the @
OCSE Assigned Identifier	916 - 924	9	N	Unique identifier assigned by OCSE for tracking purposes <ul style="list-style-type: none"> Unsolicited document sent by a state to OCSE: Contains spaces Unsolicited document forwarded by OCSE to a state: OCSE-generated identifier (Note: Must be included in any responding transaction)
Responding User Identifier	925 - 974	50	A/N	Not used for unsolicited documents Spaces

CHART A-3: EDE UNSOLICITED DOCUMENTS BATCH LAYOUT

Field Name	Position	Length	A/N	Comments
Document File Name	975 - 1034	60	A/N	Required Document file name Valid values: <ul style="list-style-type: none">• Letters A-Z• Numbers 0-9• Valid special characters: . (period), _ (underscore), - (hyphen) Must comply with the following rules: <ul style="list-style-type: none">• Cannot end with .exe• Must match the file naming convention specified on your state's EDE State Profile Form
Response Reason Code	1035 - 1037	3	A/N	Not used for unsolicited documents Spaces
Error Message Text	1038 - 1187	150	A/N	Error Messages Valid values: <ul style="list-style-type: none">• Unsolicited file sent by state to OCSE: Contains spaces• Validated unsolicited file sent by OCSE to the providing state: Error codes separated by a , (comma) (Refer to Chart B-4, "Error Code List," for valid values)• Unsolicited file forwarded by OCSE to state: Contains spaces
Filler	1188 - 1387	200		

A.4 OCSE Updates for EDE Participants

Chart A-4 shows the record layout for the monthly update file OCSE sends EDE participants, showing the participating states and the documents each state makes available for exchange.

CHART A-4: EDE PARTICIPATING STATE UPDATE FILE LAYOUT				
Field Name	Position	Length	A/N	Comments
Participating State Code	1-2	2	A/N	The participating state's 2-digit state code
Document Type Code	3-5	3	A	Unique type code of the document (Refer to Chart B-2, "Document Type Code List," for valid values)
Document Type Description	6-205	200	A/N	Description of document type code provided (Refer to Chart B-2, "Document Type Code List," for description)
Filler	206-255	50		

B. CODE LISTS

This section contains lists of codes the EDE application uses.

B.1 Record Type Codes

Chart B-1 shows the required values for record type for requests, responses, and unsolicited documents.

CHART B-1: RECORD TYPE CODE LIST	
Record Type Code	Record Type Description
SR	Solicited request
SP	Solicited response
US	Unsolicited push

B.2 Document Type Codes

Chart B-2 shows the valid values for document types and gives descriptions of the documents.

CHART B-2: DOCUMENT TYPE CODE LIST	
Document Type Code	Document Type Description
ASF	Administrative subpoena form
AOP	Affidavit of paternity
BCT	Birth certificate
FRD	Financial record
GTR	Genetic testing results
MSO	Medical support only order
MSN	National medical support notice
NLF	Notice of lien form
NWI	Notice to withhold income for child support
OWI	Order to withhold income for child support
PCP	Photo ID of CP
PNP	Photo ID of NCP

CHART B-2: DOCUMENT TYPE CODE LIST	
Document Type Code	Document Type Description
SOR	Support order
AEP	Affidavit in support of establishing paternity
CT1	CSE Transmittal #1: Initial Request
CT2	CSE Transmittal #2: Subsequent Actions
CT3	CSE Transmittal #3: Request for Assistance/Discovery
GTM	General testimony
LDS	Locate data sheet
NDO	Notice of determination of controlling order
RST	Registration statement
USP	Uniform support petition

B.3 Reason Codes

Chart B-3 shows the valid values for reason codes and descriptions of reasons for not providing a document or providing a document at a later date.

CHART B-3: REASON CODE LIST	
Reason Code	Reason Description
CCL	Case closed
DNA	Document is not available in case
DPO	Document provided by other means
FRQ	Fee required
III	Insufficient identifying information
N4D	Non-IV-D case
PSP	Prohibited by state policy
PDI	Pending document imaging
ROA	Requested from outside agency

B.4 Error Codes

Chart B-4 shows the valid values of error codes and error descriptions.

CHART B-4: ERROR CODE LIST	
Error Code	Error Description
000	File is empty or in an invalid format
001	Record type code is empty or in an invalid format
002	State-assigned identifier is in an invalid format
003	Receiving state case identifier is empty or in an invalid format
004	Receiving state code is empty or in an invalid format
005	Receiving county code is empty or in an invalid format
006	Providing state case identifier is empty or in an invalid format
007	Providing state code is empty or in an invalid format
008	Providing county code is empty or in an invalid format
009	User identifier is in an invalid format
010	Document type code is empty or an invalid code
011	Document period from date is in an invalid format
012	Document period to date is in an invalid format or greater than the from date
013	Most recent document indicator is an invalid value
014	Participant last name is in an invalid format
015	Participant first name is in an invalid format
016	Participant SSN is in an invalid format
017	Participant birth date is in an invalid format or is not a valid date
018	Custodial party first name is in an invalid format
019	Custodial party last name is in an invalid format
020	Custodial party SSN is in an invalid format
021	Custodial party birth date is in an invalid format
022	Noncustodial parent first name is in an invalid format

CHART B-4: ERROR CODE LIST	
Error Code	Error Description
023	Noncustodial parent last name is in an invalid format
024	Noncustodial parent SSN is in an invalid format
025	Noncustodial parent birth date is in an invalid format
026	Putative father first name is in an invalid format
027	Putative father last name is in an invalid format
028	Putative father SSN is in an invalid format
029	Putative father birth date is in an invalid format
030	Foster care agency name is in an invalid format
031	Contact first name is in an invalid format
032	Contact last name is in an invalid format
033	Contact phone number is in an invalid format
034	Contact fax number is in an invalid format
035	Contact e-mail text is in an invalid format
036	OCSE-assigned identifier is invalid or empty
037	Responding user identifier is invalid
038	Document file name is invalid or empty
039	Response reason code is invalid or empty
040	State is not a participating EDE state
041	Document type is not provided by the participating state
042	Document file contains a virus
043	Response was already made for this request