A. DATA DICTIONARY

[A summary of changes to this appendix is located at the end of the document in Section A.2. It contains a list of data elements affected by changes from release items. In addition, changes are marked throughout the document. [Opening and closing brackets] surrounding text signifies changed material.]

This appendix includes data definitions and descriptions for the data fields contained in the Data Block Record Layout (Appendix C). The Data Dictionary is intended to be used by states as a tool to assist in programming CSENet functionality on the state CSE system.

**Note:** The issuance of this document does not require any new development efforts by state CSE resources.

The data fields contained within this appendix are listed in alphabetical order. The following information is provided for each data field:

- **Name**: Provides the name of the field as it appears in the Data Block Record Layout
- **Location**: Identifies the byte position of the field within the data block
- **Condition**: Conveys the requirements of each field
- **Length**: Shows the size of the field in bytes
- **Format**: Describes the field as alphabetic, numeric, or alphanumeric
- **Value(s)**: Provides the acceptable values for the data field
- **Description**: Provides the following information:
  - Narrative explanation of the data field
  - CSENet data block name
  - Rules that govern the format of the data element

A number of CSENet data field names are used multiple times within the Data Block Record Layout, e.g., Name appears in the Noncustodial Parent Identification (NCP-ID) and Participant data blocks. If a data field name/description is used in more than one data block, the data blocks in which the field is used are specified in the Description portion of the data field definition and an asterisk precedes the word Description.

Beginning in Section A-1, there is an alphabetic listing of the data definitions and descriptions for data fields contained in the Transaction Error Report sent to states by CSENet. These descriptions may be used to clarify the contents of the report. (See Section 3, CSENet Application Suite, of the IGD for a sample report. Also refer to the Data Block Record Layout for information on the transaction error record layout.)

[The acceptable alphanumeric values for address-related state fields in the US, Canada and Mexico are presented in Appendix G, Standardized Postal Abbreviations. This appendix is referred to in the Value(s) section of all state fields in this document.]
**Field Name:** Action-Code  
**Location:** 34  
**Condition:** Required  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):**  
R – Request  
A – Acknowledgment  
P – Provision  
M – Reminder*  
U – Update*  
C – Cancel*  

[* Reminder: Update and Cancellation transactions are not included in the core set of transactions and may be considered for deletion in the future.]

*Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and describe the action of a transaction.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.

**Field Name:** Action-Code (Information-Data-Block)  
**Location:** 30  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):**  
R – Request  
A – Acknowledgment  
P – Provision  
M – Reminder*  
U – Update*  
C – Cancel*  

*Reminder: Update and Cancellation transactions are not included in the core set of transactions and may be considered for deletion in the future.

*Description: Located in the Information-Data-Block within Information-Text-Line-1 and describe the action of a transaction that was rejected by a state.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.]
<table>
<thead>
<tr>
<th>Field Name:</th>
<th>Action-Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>76-80</td>
</tr>
<tr>
<td>Condition:</td>
<td>Conditionally required. See the Data Block Record Layout for conditionally required criteria.</td>
</tr>
<tr>
<td>Length:</td>
<td>5</td>
</tr>
<tr>
<td>Format:</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Value(s):</td>
<td></td>
</tr>
</tbody>
</table>

- **AADIN**
- **GRFIN**
- **GSFWD**
- **SICHS**
- **ANOAD**
- **GRGAP**
- **GSMAD**
- **SICPS**
- **BLANK**
- **[GRINT]**
- **GSMDE**
- **SRADJ**
- **[CISUB]**
- **[GRPAY]**
- **GSPAD**
- **SRMOD**
- **CITAX**
- **GRPOC**
- **GSPAY**
- **SROMC**
- **EILMV**
- **GRPOU**
- **GSPUD**
- **SROOC**
- **EILPP**
- **GRTHD**
- **GSSTA**
- **[SRPAT]**
- **EILRE**
- **GRUPD**
- **[GSTAI]**
- **SRPP**
- **EIWAR**
- **GSADD**
- **GSTYP**
- **SRORD**
- **ERALL**
- **GSARR**
- **GSUDP**
- **SROSS**
- **ERARR**
- **GSC02**
- **GSWKR**
- **SSADJ**
- **ERE XO**
- **GSC03**
- **LICAD**
- **SSCON**
- **ERFSM**
- **GSC05**
- **LICEM**
- **SSEST**
- **ERFSO**
- **GSC06**
- **LSADR**
- **SSMOD**
- **ERFSS**
- **GSC07**
- **LSALL**
- **SUADJ**
- **ERMEE**
- **GSC08**
- **LSEMP**
- **SUDEN**
- **ERMEM**
- **GSC09**
- **LSOTH**
- **SUEST**
- **ERMEO**
- **GSC10**
- **LSOUT**
- **SUMOD**
- **ERREG**
- **GSC11**
- **LUALL**
- **ERREO**
- **GSC12**
- **LUAPD**
- **ERRES**
- **GSC13**
- **PIBTS**
- **ERSTA**
- **GSC14**
- **PICHS**
- **ERTXR**
- **[GSC15]**
- **PIHNS**
- **ERWAG**
- **[GSC16]**
- **PIPNS**
- **ESORD**
- **[GSC17]**
- **PIPUD**
- **ESREG**
- **[GSC18]**
- **PSES0**
- **ESTXR**
- **GSC4A**
- **PSEST**
- **ESWAG**
- **GSC4B**
- **PSSTO**
- **EUTXR**
- **GSC4C**
- **PUDEN**
- **FRINF**
- **GSC4D**
- **PUEST**
- **FRNNF**
- **GSC5B**
- **REJCT**
- **FSINF**
- **GSCAS**
- **SCDIS**
- **FUINF**
- **GSCO E**
- **SDCOS**
- **GIIHER**
- **GSDEL**
- **SDPAR**
- **GRAFI**
- **GSFIL**
- **SDPAY**
- **GRAGT**
- **GSFIP**
- **SIANS**
- **GRBTR**
**Note:** The Action Reason GSC01 and GSC04 are obsolete according to criteria outlined in 45 CFR 303.11(b) (1) and have been deleted from the CSENet Valid Transactions Table.

*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and provide the business definition of a transaction.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

**Field Name:** Action-Reason [Information-Data-Block]

**Location:** 44-49

**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.

**Length:** 5

**Format:** Alphanumeric

**Value(s):**
- AADIN
- GRFIN
- GSFD
- SUCHS
- ANOAD
- GRGAP
- GSMAD
- SICPS
- BLANK [GRINT]
- GSMDE
- SRADJ
- [CISUB] [GRPAY]
- GSPAD
- SRMOD
- CITAX
- GRPOC
- GSPAY
- SROMC
- EILMV
- GRPOU
- GSPUD
- SROOC
- EILPP
- GRTHD
- GSSTA [SRPAT]
- EILRE
- GRUPD [GSTAI]
- SROPP
- EIWAR
- GSADD
- GSTYP
- SRORD
- ERALL
- GSARR
- GSUPD
- SROSS
- ERARR
- GSC02
- GSWKR
- SSADJ
- EREXO
- GSC03
- LICAD
- SSCON
- ERFSM
- GSC05
- LICEM
- SSEST
- ERFSO
- GSC06
- LSADR
- SSMOD
- ERSS
- GSC07
- LSALL
- SUADJ
- ERMEE
- GSC08
- LSEMP
- SUADEN
- ERMEM
- GSC09
- LSOTH
- SUEST
- ERMOE
- GSC10
- LSOUT
- SUMOD
- ERREG
- GSC11
- LUALL
- ERREO
- GSC12
- LUAPD
- ERRES
- GSC13
- PIBTS
- ERSTA
- GSC14
- PICHES
- ERTXR [GSC15]
- PIHNS
- ERWAG [GSC16]
- PIPNS
- ESORD [GSC17]
- PIPUD
Note: The Action-Reasons GSC01 and GSC04 are obsolete according to criteria outlined in 45 CFR 303.11(b) (1) and have been deleted from the CSENNet Valid Transactions Table.

Description: Located in the Information-Data-Block within the Information-Text-Line-1 and provide the business definition of the rejected transaction.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Action-Resolution-Date
Location: 81-88
Condition: Optional
Length: 8
Format: Numeric
Value(s): N/A

*Description: Located in the Sent FROM the CSENNet server Header and Sent TO the CSENNet server Header records. Used in conjunction with certain Reason codes to indicate the date on which an event occurs.

Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Address-Confirmed  
**Location:** 286  
**Condition:** Optional  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** Y – Confirmed  
N or blank filled – Not confirmed  
**Description:** Located in the Participant data block. Used when the participant’s employer is valid.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
If not used, must be blank filled.

**Field Name:** Alias-1-First  
**Location:** 235-250  
**Condition:** Optional  
**Length:** 16  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block. The 1st instance of the use of a pseudo first name by the noncustodial parent.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
Field Name: Alias-1-Last
Location: 267-287
Condition: Optional
Length: 21
Format: Alphanumeric
Value(s): N/A
Description: Located in NCP Locate data block. The 1st instance of the use of a pseudo last name by the noncustodial parent.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Alias-1-Middle
Location: 251-266
Condition: Optional
Length: 16
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block. The 1st instance of the use of a pseudo middle name by the noncustodial parent.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Alias-1-Suffix
Location: 288-290
Condition: Optional
Length: 3
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block. The 1st instance of the use of a pseudo name suffix, e.g., Jr., by the noncustodial parent.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
Field Name:  **Alias-2-First**  
Location:  291-306  
Condition:  Optional  
Length:  16  
Format:  Alphanumeric  
Value(s):  N/A  
Description:  Located in the NCP Locate data block. The 2\textsuperscript{nd} instance of the use of a pseudo first name by the noncustodial parent.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

Field Name:  **Alias-2-Last**  
Location:  323-343  
Condition:  Optional  
Length:  21  
Format:  Alphanumeric  
Value(s):  N/A  
Description:  Located in the NCP Locate data block. The 2\textsuperscript{nd} instance of the use of a pseudo last name by the noncustodial parent.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

Field Name:  **Alias-2-Middle**  
Location:  307-322  
Condition:  Optional  
Length:  16  
Format:  Alphanumeric  
Value(s):  N/A  
Description:  Located in the NCP Locate data block. The 2\textsuperscript{nd} instance of the use of a pseudo middle name by the noncustodial parent.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, fields must be blank filled.
Field Name: Alias-2-Suffix
Location: 344-346
Condition: Optional
Length: 3
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block. The 2nd instance of the use of a pseudo name suffix, e.g., Jr., by the noncustodial parent.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Alias-3-First
Location: 347-362
Condition: Optional
Length: 16
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block. The 3rd instance of the use of a pseudo first name by the noncustodial parent.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Alias-3-Last
Location: 379-399
Condition: Optional
Length: 21
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block. The 3rd instance of the use of a pseudo last name by the noncustodial parent.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.
**Field Name:** Alias-3-Middle  
**Location:** 363-378  
**Condition:** Optional  
**Length:** 16  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block. The 3rd instance of the use of a pseudo middle name by the noncustodial parent.  

Rules that apply to this data element:  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Alias-3-Suffix  
**Location:** 400-402  
**Condition:** Optional  
**Length:** 3  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block. The 3rd instance of the use of a pseudo name suffix, e.g., Jr., by the noncustodial parent.  

Rules that apply to this data element:  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Alias-SSN-1  
**Location:** 121-129  
**Condition:** Optional  
**Length:** 9  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the NCP ID data block and indicates the 1st instance of another social security number possibly used by the noncustodial parent.  

Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive.
**Field Name:** Alias-SSN-2  
**Location:** 130-138  
**Condition:** Optional  
**Length:** 9  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the NCP ID data block and indicates the 2nd instance of another social security number possibly used by the noncustodial parent.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive.

**Field Name:** Arrears-Non-TANF-Amount  
**Location:** 142-153  
**Condition:** Optional  
**Length:** 12  
**Format:** Numeric  
**Value(s):** This field can equal zero dollars.  
**Description:** Located in the Order data block and indicates the total dollar amount of the Non-TANF arrears balance.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.)  
- Zero is an acceptable amount, where noted in the comment section of the Data Block Record Layout.
Field Name: Arrears-Non-TANF-From-Date  
Location: 126-133  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the Order data block and indicates the start date of the period to which the Non-TANF arrears apply.  
Rules that apply to this data element:  
  All data must be in ASCII format.  
  If not used, must be blank filled.  
  The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Arrears-Non-TANF-Thru-Date  
Location: 134-141  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the Order data block and indicates the end date of the period to which the Non-TANF-arrears apply.  
Rules that apply to this data element:  
  All data must be in ASCII format  
  If not used, must be blank filled.  
  The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
Field Name: Arrears-TANF-Amount
Location: 114-125
Condition: Optional
Length: 12
Format: Numeric
Value(s): This field can equal zero dollars.
Description: Located in the Order data block and indicates the total dollar amount of the TANF arrears balance.

Rules that apply to this data element:
All data must be in ASCII format.
All unused fields must be blank filled.
The format is +999999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount, where noted in the comment section of the Data Block Record Layout.

Field Name: Arrears-TANF-From-Date
Location: 98-105
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the start date of the period to which the TANF arrears apply.

Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Arrears-TANF-Thru-Date  
**Location:** 106-113  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the end date of the period to which the TANF arrears apply.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** As-Of-Date  
**Location:** 43-51  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Information data block within the Information-Text-Line-1 and indicates the life of the case.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Attachments-Due-Date  
**Location:** 112-119  
**Condition:** Optional  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Transaction Header record Sent FROM the CSENet server. This field is blank filled. (Field reserved for future use by CSENet.)  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Attachments-Ind.
Location: 89
Condition: Required
Length: 1
Format: Alphanumeric
Value(s): Y = Yes
N = No
*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates whether attachments accompany a CSENet transaction.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.

**Field Name:** Case-Data-Ind.
Location: 90
Condition: Required
Length: 1
Format: Numeric
Value(s): 0 – Case data block is not included in this transaction
1 – Case data block is included in this transaction
*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates whether a Case data block is included in a CSENet transaction.
Rules that apply to this data element:
All data must be in ASCII format.
Field Name: Case-ID
Location: 46-60
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 15
Format: Alphanumeric
Value(s): N/A

Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and specifies the case ID used by your jurisdiction. The following criteria apply to this field:
- First position must not be a space.
- Must not contain all zeros.
- Must not contain an asterisk (*) or backslash (\) in any position.
- Must not contain a combination of spaces and zeros.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Case-Status
Location: 2
Condition: Required
Length: 1
Format: Alphanumeric
Value(s): O – Open
C – Closed

Description: Located in the Case data block and indicates whether a child support case is open in your state.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
**Field Name:** Case-Type  
**Location:** 1  
**Condition:** Required  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):**  
A – TANF  
N – Non-TANF*  
F – Foster Care  
R – TANF Arrears Only*  
C – Foster Care Arrears Only*  
V – Non-IV-D  
M – Medical Care  
S – Former Assistance  
T – Never Assistance  
*Description:* Located in the Case data block and indicates the type of child support case.  
*These case types are considered obsolete pursuant to modifications identified in the FPLS Release 01-01 Manifest Minor in support of changes in the Uniform Interstate Family Support Act (UIFSA) forms and implemented in November 2001. [They are to be considered for deletion during a Major Release.] States are encouraged to discontinue using these case types.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
All data must be in upper case.  

**Field Name:** Collection-Data-Ind.  
**Location:** 95  
**Condition:** Required  
**Length:** 1  
**Format:** Numeric  
**Value(s):**  
0 – Collection data block is not included in this transaction  
1 – One Collection data block is included in this transaction.  
2 – Two Collection data blocks are included in this transaction  
3 – Three Collection data blocks are included in this transaction  
4 – Four Collection data blocks are included in this transaction  
5 – Five Collection data blocks are included in this transaction  
6 – Six Collection data blocks are included in this transaction  
7 – Seven Collection data blocks are included in this transaction  
8 – Eight Collection data blocks are included in this transaction  
9 – Nine Collection data blocks are included in this transaction  
*Description:* Located in the Sent FROM the CSENet server Header and CSENet Sent TO the CSENet server Header records and indicates whether a Collection data block is included in a CSENet transaction.  
**Rules that apply to this data element:**  
All data must be in ASCII format.
Field Name: Contact-Address-Line-1
Location: 138-162
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates Line 1 of the address for the contact person.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Contact-Address-Line-2
Location: 163-187
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates Line 2 of the address for the contact person.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Contact-City
Location: 188-205
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates the contact person’s city.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
Field Name: **Contact-Name-First**
Location: 103-118
Condition: Optional
Length: 16
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates the first name of the contact person.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: **Contact-Name-Last**
Location: 82-102
Condition: Optional
Length: 21
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates the last name of the contact person.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: **Contact-Name-Middle**
Location: 119-134
Condition: Optional
Length: 16
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates the middle name of the contact person.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.
**Field Name:** Contact-Name-Suffix  
Location: 135-137  
Condition: Optional  
Length: 3  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Case data block and indicates the name suffix, e.g., Jr., of the contact person.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Contact-Phone-Num.  
Location: 217-226  
Condition: Optional  
Length: 10  
Format: Numeric  
Value(s): N/A  
Description: Located in the Case data block and indicates the contact person’s phone number.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.

**Field Name:** Contact-State  
Location: 206-207  
Condition: Optional  
Length: 2  
Format: Alphanumeric  
Value(s): See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.  
Description: Located in the Case data block and indicates the contact person’s state.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
If not used, must be blank filled.
Field Name: **Contact-Zip-1**  
Location: 208-212  
Condition: Optional  
Length: 5  
Format: Numeric  
Value(s): N/A  
Description: Located in the Case data block and specifies the 1st five digits of the ZIP Code for the contact person.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

Field Name: **Contact-Zip-2**  
Location: 213-216  
Condition: Optional  
Length: 4  
Format: Numeric  
Value(s): N/A  
Description: Located in the Case data block and specifies the last four digits of the ZIP Code for the contact person.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: **Controlling-Order-Flag**  
Location: 236  
Condition: Optional  
Length: 1  
Format: Alphanumeric  
Value(s): P – Presumed to be the controlling order  
D – Determined to be the controlling order  
Description: Located in the Order data block and indicates the status of the controlling order.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
If not used, must be blank filled.
**Field Name:** CSENet Version-Number  
**Location:** 15-17  
**Condition:** Required  
**Length:** 3  
**Format:** Numeric  
**Value(s):** 003  
*Description:* Located in the Sent FROM the CSENet server Header and CSENet Sent TO the CSENet server Header records. The current CSENet version number.  
Rules that apply to this data element:  
All data must be in ASCII format.

**Field Name:** Date-Address-Confirmed  
**Location:** 287-294  
**Condition:** Optional  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
*Description:* Located in the Participant data block and indicates the date that the participant’s employer’s address was confirmed.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Date-Employer-Confirmed  
**Location:** 296-303  
**Condition:** Optional  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
*Description:* Located in the Participant data block and indicates the date the participant’s employer was confirmed.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Date-Of-Birth  
**Location:** 66-73 – NCP ID data block  
57-64 – Participant data block  
**Condition:** Optional – NCP ID data block  
Conditionally required – Participant data block. See the Data Block Record Layout for conditionally required criteria  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
*Description:* Located in the NCP ID data block and indicates the noncustodial parent’s date of birth. Also located in the Participant data block and indicates the participant’s date of birth.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Date-Of-Collection  
**Location:** 1-8  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
*Description:* Located in the Collection data block and indicates the date the payment was received.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, fields must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
Field Name: **Date-Of-Last-Payment**
Location: 228-235
Condition: Optional
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the date the last payment was received in this case.
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: **Date-Of-Posting**
Location: 9-16
Condition: Conditionally required. See the Data Block Record Layout for Conditionally required criteria
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the Collection data block and indicates the date the payment was posted to the case.
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: **Date-Received**
Location: 97-104
Condition: Optional
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the Transaction Header sent FROM the CSENet server. The state CSE system may fill this field with the date the transaction was received.
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
Field Name: Debt-Type
Location: 34-35
Condition: Required
Length: 2
Format: Alphanumeric
Value(s): CS – Child Support
         SS – Spousal Support
         MS – Medical Support
Description: Located in the Order data block and indicates the obligation type.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.

Field Name: Dependent-Child-State-Of-Residence
Location: 339-340
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): See Appendix G, Standardized Postal Abbreviations, for a complete listing of
         valid values.
Description: Located in the Participant data block and indicates the state in which the
             dependent child resides.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
Field Name: Dependent-Paternity-Status
Location: 341
Condition: Optional
Length: 1
Format: Alphanumeric
Value(s):
- Y – Paternity status determined
- N or blank – Paternity status not determined
- [1 – Born in Wedlock]
- [2 – Paternity established through genetic testing]
- [3 – Paternity not an issue (adoptive)]
- [4 – Paternity established judicially (order)]
- [5 – Paternity established through acknowledgement]
- [6 – Other]
Description: Located in the Participant data block and indicates the status of paternity proceedings.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- If not used, must be blank filled.

Field Name: Dependent-Relation-CP
Location: 78
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s):
- A – Adopted Child
- C – Natural Child
- F – Foster Child
- G – Grandchild
- E – Niece/Nephew
- N – No Relation
- O – Other Relationship
- S – Sibling
- U – Cousin
- W – Ward
Description: Located in the Participant data block and indicates the relationship of the dependent to the custodial party in this case.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- If not used, must be blank filled.
Field Name: **Distinguishing-Marks**
Location: 101-120
Condition: Optional
Length: 20
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP ID data block and indicates any mark e.g., a scar, on the noncustodial parent that is easily identifiable.

Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: **Docket-Num.**
Location: 238-254
Condition: Optional
Length: 17
Format: Alphanumeric
Value(s): N/A
Description: Located in the Order data block and indicates the number assigned by the court.

Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: **Drivers-License-Num.**
Location: 215-234
Condition: Optional
Length: 20
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the driver’s license number issued to the noncustodial parent.

Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.
**Field Name:** Drivers-License-State  
**Location:** 213-214  
**Condition:** Optional  
**Length:** 2  
**Format:** Alphanumeric  
**Value(s):** See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.  
**Description:** Located in the NCP Locate data block and indicates the state in which the noncustodial parent has a driver’s license.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Due-Date  
**Location:** 111-118  
**Condition:** Optional  
**Length:** 8  
**Format:** Numeric  
**Value:** Blank  
**Description:** Located in the Transaction Header sent TO the CSENet server. This field must be blank filled by the state CSE system. (Field reserved for future use.)  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- If not used, must be blank filled.

**Field Name:** Emp-EIN  
**Location:** 277-285  
**Condition:** Optional  
**Length:** 9  
**Format:** Numeric  
**Value:** N/A  
**Description:** Located in the Participant data block and indicates the participant’s employer’s federal Employer Identification Number (EIN.)  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Employer2-Address-Line-1
Location: 1077-1101
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s 2nd employer’s address.
Rules that apply to this data element:
   - All data must be in ASCII format.
   - All data must be in upper case.
   - All data must be left justified.
   - If not used, must be blank filled.

Field Name: Employer2-Address-Line-2
Location: 1102-1126
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s 2nd employer’s address.
Rules that apply to this data element:
   - All data must be in ASCII format.
   - All data must be in upper case.
   - All data must be left justified.
   - If not used, must be blank filled.

Field Name: Employer2-City
Location: 1127-1144
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 2nd employer’s city.
Rules that apply to this data element:
   - All data must be in ASCII format.
   - All data must be in upper case.
   - All data must be left justified.
   - If not used, must be blank filled.
**Field Name:** Employer2-Confirmed-Ind.
Location: 1182
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): Y – Employer verified
N – Employer not verified
Description: Located in the NCP Locate data block and indicates if the noncustodial parent’s 2nd employer has been confirmed.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- If not used, must be blank filled.

**Field Name:** Employer2-Effective-Date
Location: 1166-1173
Condition: Conditionally required. Required if the noncustodial parent’s 2nd employer’s address is present.
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates when the noncustodial parent’s 2nd employer was discovered.
Rules that apply to this data element:
- All data must be in ASCII format
- If not used, must be blank filled.
- If used, the date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Employer2-EIN
Location: 1028-1036
Condition: Optional
Length: 9
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 2nd employer’s federal Employer Identification Number (EIN).
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Employer2-End-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>1174-1181</td>
</tr>
<tr>
<td>Condition</td>
<td>Optional</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Format</td>
<td>Numeric</td>
</tr>
<tr>
<td>Value(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Description</td>
<td>Located in the NCP Locate data block and indicates when the noncustodial parent’s 2nd employer became invalid.</td>
</tr>
<tr>
<td>Rules that apply</td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>If used, the date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Employer2-Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>1037-1076</td>
</tr>
<tr>
<td>Condition</td>
<td>Optional</td>
</tr>
<tr>
<td>Length</td>
<td>40</td>
</tr>
<tr>
<td>Format</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Value(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Description</td>
<td>Located in the NCP Locate data block and indicates the noncustodial parent’s 2nd current employer.</td>
</tr>
<tr>
<td>Rules that apply</td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>All data must be in upper case.</td>
</tr>
<tr>
<td></td>
<td>All data must be left justified.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Employer2-Phone-Num.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>1156-1165</td>
</tr>
<tr>
<td>Condition</td>
<td>Optional</td>
</tr>
<tr>
<td>Length</td>
<td>10</td>
</tr>
<tr>
<td>Format</td>
<td>Numeric</td>
</tr>
<tr>
<td>Value(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Description</td>
<td>Located in the NCP Locate data block and indicates the noncustodial parent’s 2nd employer’s phone number.</td>
</tr>
<tr>
<td>Rules that apply</td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>If used, must be filled with valid numbers between 0 – 9, inclusive.</td>
</tr>
</tbody>
</table>
### Field Name: Employer2-State
- **Location:** 1145-1146
- **Condition:** Optional
- **Length:** 2
- **Format:** Alphanumeric
- **Value(s):** See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.

**Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s 2nd employer’s state.

**Rules that apply to this data element:**
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

### Field Name: Employer2-Zip-1
- **Location:** 1147-1151
- **Condition:** Optional
- **Length:** 5
- **Format:** Numeric
- **Value(s):** N/A

**Description:** Located in the NCP Locate data block and specifies the 1st five digits of the noncustodial parent’s 2nd employer’s ZIP Code.

**Rules that apply to this data element:**
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

### Field Name: Employer2-Zip-2
- **Location:** 1152-1155
- **Condition:** Optional
- **Length:** 4
- **Format:** Numeric
- **Value(s):** N/A

**Description:** Located in the NCP Locate data block and indicates the last four digits of the noncustodial parent’s 2nd employer’s ZIP Code.

**Rules that apply to this data element:**
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Employer3-Address-Line-1
Location: 1249-1273
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s 3rd employer’s address.
   Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Employer3-Address-Line-2
Location: 1274-1298
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s 3rd employer’s address.
   Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Employer3-City
Location: 1299-1316
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 3rd employer’s city.
   Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
<table>
<thead>
<tr>
<th>Field Name:</th>
<th>Employer3-Confirmed-Ind.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>1354</td>
</tr>
<tr>
<td>Condition:</td>
<td>Conditionally required. See the Data Block Record Layout for conditionally required criteria.</td>
</tr>
<tr>
<td>Length:</td>
<td>1</td>
</tr>
<tr>
<td>Format:</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Value(s):</td>
<td>Y – Employer verified</td>
</tr>
<tr>
<td></td>
<td>N – Employer not verified</td>
</tr>
<tr>
<td>Description: Located in the NCP Locate data block and indicates if the noncustodial parent’s 3rd employer has been confirmed. Rules that apply to this data element:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>All data must be in upper case.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name:</th>
<th>Employer3-Effective-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>1338-1345</td>
</tr>
<tr>
<td>Condition:</td>
<td>Conditionally required. See the Data Block Record Layout for conditionally required criteria.</td>
</tr>
<tr>
<td>Length:</td>
<td>8</td>
</tr>
<tr>
<td>Format:</td>
<td>Numeric</td>
</tr>
<tr>
<td>Value(s):</td>
<td>N/A</td>
</tr>
<tr>
<td>Description: Located in the NCP Locate data block and indicates when the noncustodial parent’s 3rd employer was discovered. Rules that apply to this data element:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>If used, the date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name:</th>
<th>Employer3-EIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>1200-1208</td>
</tr>
<tr>
<td>Condition:</td>
<td>Optional</td>
</tr>
<tr>
<td>Length:</td>
<td>9</td>
</tr>
<tr>
<td>Format:</td>
<td>Numeric</td>
</tr>
<tr>
<td>Value(s):</td>
<td>N/A</td>
</tr>
<tr>
<td>Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 3rd employer’s federal Employer Identification Number (EIN). Rules that apply to this data element:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>If used, must be filled with valid numbers between 0 – 9, inclusive.</td>
</tr>
</tbody>
</table>
**Field Name:** Employer3-End-Date  
Location: 1346-1353  
Condition: Optional  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates when the noncustodial parent’s 3rd employer became invalid.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Employer3-Name  
Location: 1209-1248  
Condition: Optional  
Length: 40  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 3rd current employer.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Employer3-Phone-Num.  
Location: 1328-1337  
Condition: Optional  
Length: 10  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 3rd employer’s phone number.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: **Employer3-State**  
Location: 1317-1318  
Condition: Optional  
Length: 2  
Format: Alphanumeric  
Value(s): See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.  
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s 3rd employer’s state.  
Rules that apply to this data element:  
    - All data must be in ASCII format.  
    - All data must be in upper case.  
    - All data must be left justified.  
    - If not used, must be blank filled.

Field Name: **Employer3-Zip-1**  
Location: 1319-1323  
Condition: Optional  
Length: 5  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the 1st five digits of the noncustodial parent’s 3rd employer’s ZIP Code.  
Rules that apply to this data element:  
    - All data must be in ASCII format.  
    - If not used, must be blank filled.  
    - If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

Field Name: **Employer3-Zip-2**  
Location: 1324-1327  
Condition: Optional  
Length: 4  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the last four digits of the noncustodial parent’s 3rd employer’s ZIP Code.  
Rules that apply to this data element:  
    - All data must be in ASCII format.  
    - If not used, must be blank filled.  
    - If used, must be filled with valid numbers between 0 – 9, inclusive.
**Field Name:** Employer-Address-Line-1  
**Location:** 540-564  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 25  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s employer’s address.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Employer-Address-Line-2  
**Location:** 565-589  
**Condition:** Optional  
**Length:** 25  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s employer’s address.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Employer-City  
**Location:** 590-607  
**Condition:** Optional  
**Length:** 18  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates the city of the noncustodial parent’s employer.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.
Field Name: **Employer-Confirmed**
Location: 295
Condition: Optional
Length: 1
Format: Alphanumeric
Value(s): Y – Confirmed
N or blank – Not confirmed
Description: Located in the Participant data block and indicates if the participant’s employer has been confirmed.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- If not used, must be blank filled.

Field Name: **Employer-Confirmed-Ind.**
Location: 645
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): Y – Employer verified
N – Employer not verified
Description: Located in the NCP Locate data block and indicates if the current noncustodial parent’s employer has been confirmed.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- If not used, must be blank filled.

Field Name: **Employer-Effective-Date**
Location: 629-636
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the date the noncustodial parent’s employer was discovered.
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, the date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
Field Name: Employer-EIN  
Location: 491-499  
Condition: Optional  
Length: 9  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the federal Employer Identification Number (EIN) for the employer listed in the Employer-Name field.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: Employer-End-Date  
Location: 637-644  
Condition: Optional  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the date the noncustodial parent’s current employer became invalid.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, the date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Employer-Name  
Location: 500-539  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 40  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the name of the noncustodial parent’s current employer.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
Field Name: **Employer-Phone-Num.**
Location: 619-628
Condition: Optional
Length: 10
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s employer’s phone number.
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: **Employer-State**
Location: 608-609
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.
Description: Located in the NCP Locate data block and indicates the state for the noncustodial parent’s employer.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If used, must be blank filled.

Field Name: **Employer-Zip-1**
Location: 610-614
Condition: Optional
Length: 5
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and specifies the 1st five digits of the noncustodial parent’s employer’s ZIP Code.
Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer-Zip-2</td>
<td>Located in the NCP Locate data block and specifies the last four digits of</td>
</tr>
<tr>
<td></td>
<td>the noncustodial parent’s employer’s ZIP Code.</td>
</tr>
<tr>
<td></td>
<td>Rules that apply to this data element:</td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>If used, must be filled with valid numbers between 0 – 9, inclusive.</td>
</tr>
<tr>
<td>Error-Reason-Code</td>
<td>Located in the Sent FROM the CSENNet server Header and Sent TO the</td>
</tr>
<tr>
<td></td>
<td>CSENNet server Header records. This field must be blank filled by the state</td>
</tr>
<tr>
<td></td>
<td>CSE system. (Field reserved for future use.)</td>
</tr>
<tr>
<td></td>
<td>Rules that apply to this data element:</td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td>Eye-Color</td>
<td>Located in the NCP ID data block and indicates the noncustodial parent’s</td>
</tr>
<tr>
<td></td>
<td>eye color.</td>
</tr>
<tr>
<td></td>
<td>Rules that apply to this data element:</td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>All data must be in upper case.</td>
</tr>
<tr>
<td></td>
<td>All data must be left justified.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
</tbody>
</table>
**Field Name:** Fax  
**Location:** 250-259  
**Condition:** Optional  
**Length:** 10  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Case data block and specifies the contact person’s fax number.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.

**Field Name:** Foster-Care-Amount  
**Location:** 170-181  
**Condition:** Optional  
**Length:** 12  
**Format:** Numeric  
**Value(s):** This field can equal zero dollars.  
**Description:** Located in the Order data block and indicates the total dollar amount of the foster care arrears balance.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
The data is in the format +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

**Field Name:** Foster-Care-From-Date  
**Location:** 154-161  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the start date of the period to which foster care arrears apply.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Foster-Care-Thru-Date  
**Location:** 162-169  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the end date of the period to which the Foster Care arrears apply.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Functional-Type-Code  
**Location:** 35-37  
**Condition:** Required  
**Length:** 3  
**Format:** Alphanumeric  
**Value(s):** LO1 – Quick Locate  
PAT – Paternity  
EST – Establishment  
ENF – Enforcement  
COL – Collection  
MSC – Managing State Cases  
CSI – Case Information  
*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates the child support business function of a transaction.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be upper case.
**Field Name:** Functional-Type-Code Information-Data-Block  
**Location:** 31-34  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 3  
**Format:** Alphanumeric  
**Value(s):** LO1 – Quick Locate  
PAT – Paternity  
EST – Establishment  
ENF – Enforcement  
COL – Collection  
MSC – Managing State Cases  
CSI – Case Information  
**Description:** Located in the Information-Data-Block within Information-Text-Line-1 and indicates the child support business function of a transaction rejected by a state.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be upper case.

**Field Name:** Gender  
**Location:** 75 – NCP ID data block  
74 – Participant data block  
**Condition:** Optional  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** M – Male  
F – Female  
O – Other (i.e., unborn, unknown)  
**Description:** Located in the NCP ID data block and indicates the sex of the noncustodial parent. Also located in the Participant data block and indicates the sex of the participant.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- If not used, must be blank filled.
Field Name: **Hair-Color**  
Location: 97-98  
Condition: Optional  
Length: 2  
Format: Alphanumeric  
Value(s): BD – Bald  
BL – Blonde  
BK – Black  
BN – Brown  
RD – Red  
GY – Gray  
OT – Other  
Description: Located in the NCP ID data block and indicates the noncustodial parent’s hair color.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

Field Name: **Height-Ft**  
Location: 91  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 1  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP ID data block and indicates the height (in feet) of the noncustodial parent.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.
**Field Name:** Height-In  
**Location:** 92-93  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 2  
**Format:** Numeric  
**Value(s):** 00 – zero inches  
01 – one inch  
02 – two inches  
03 – three inches  
04 – four inches  
05 – five inches  
06 – six inches  
07 – seven inches  
08 – eight inches  
09 – nine inches  
10 – ten inches  
11 – eleven inches  
**Description:** Located in the NCP ID data block and indicates the height (in inches) of the noncustodial parent.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.

**Field Name:** Home-Phone-Num.  
**Location:** 193-202  
**Condition:** Optional  
**Length:** 10  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s home phone number.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.
**Field Name:** Information-Ind.

Location: 96  
Condition: Required  
Length: 1  
Format: Numeric  
Value(s): 0 – Information data block is not included in this transaction  
1 – Information data block is included in this transaction

*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates whether an Information data block is included in a CSENet transaction.

Rules that apply to this data element:  
All data must be in ASCII format.

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**Field Name:** Information-Text-Line-1

Location: 17-96  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.

Length: 80  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Information data block and contains free form text.

Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

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**Field Name:** Information-Text-Line-2

Location: 97-176  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.

Length: 80  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Information data block and contains free form text.

Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
Field Name: Information-Text-Line-3
Location: 177-256
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 80
Format: Alphanumeric
Value(s): N/A
Description: Located in the Information data block and contains free form text. Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.
  All data must be left justified.
  If not used, must be blank filled.

Field Name: Information-Text-Line-4
Location: 257-336
Condition: Optional
Length: 80
Format: Alphanumeric
Value(s): N/A
Description: Located in the Information data block and contains free form text. Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.
  All data must be left justified.
  If not used, must be blank filled.

Field Name: Information-Text-Line-5
Location: 337-416
Condition: Optional
Length: 80
Format: Alphanumeric
Value(s): N/A
Description: Located in the Information data block and contains free form text. Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.
  All data must be left justified.
  If not used, must be blank filled.
Field Name: Initiating-Docket-Num.
Location: 295-311
Condition: Optional
Length: 17
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates the initiating state’s docket number.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Insurance-Carrier-Name
Location: 663-698
Condition: Optional
Length: 36
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the name of the noncustodial parent’s insurance carrier.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Insurance-Policy-Num.
Location: 699-718
Condition: Optional
Length: 20
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the number assigned to the insurance policy by the noncustodial parent’s insurance carrier.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.
**Field Name:** Internet-Address  
**Location:** 260-294  
**Condition:** Optional  
**Length:** 35  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the Case data block and indicates the contact person’s Internet address.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Interstate-Forms-Printed  
**Location:** 121  
**Condition:** Required  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** Blank  
*Description:* Located in the Transaction Header Sent FROM the CSENet server. This field must be blank filled. (Field reserved for future use.)  
Rules that apply to this data element:  
All data must be in ASCII format.

**Field Name:** Interstate-Payment-Method  
**Location:** 30  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** E – Electronic Funds Transfer  
M – Manual  
O – Other  
**Description:** Located in the Collection data block and indicates the means by which the state receives the payment.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
If not used, must be blank filled.
**Field Name:** Last-Employer  
**Location:** 893-932  
**Condition:** Optional  
**Length:** 40  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s last known employer.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Last-Employer-Address-Line-1  
**Location:** 941-965  
**Condition:** Optional  
**Length:** 25  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s last known employer’s address.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Last-Employer-Address-Line-2  
**Location:** 966-990  
**Condition:** Optional  
**Length:** 25  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s last known employer’s address.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.
Field Name: Last-Employer-City
Location: 991-1008
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s last known employer’s city.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: Last-Employer-Date
Location: 933-940
Condition: Optional
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the date when the noncustodial parent was most recently employed at this employer.
Rules that apply to this data element:
All data must be in ASCII format
If not used, must be blank filled.
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Last-Employer-Eff.-Date
Location: 1020-1027
Condition: Optional
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the date the noncustodial parent’s last employer was discovered to be invalid.
Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
### Field Name: Last-Employer-State
- **Location:** 1009-1010
- **Condition:** Optional
- **Length:** 2
- **Format:** Alphanumeric
- **Value(s):** See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.
- **Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s last known employer’s state.
- **Rules:***
  - All data must be in ASCII format.
  - All data must be in upper case.
  - All data must be left justified.
  - If not used, must be blank filled.

### Field Name: Last-Employer-Zip-1
- **Location:** 1011-1015
- **Condition:** Optional
- **Length:** 5
- **Format:** Numeric
- **Value(s):** N/A
- **Description:** Located in the NCP Locate data block and specifies the 1st five digits of the noncustodial parent’s last known employer’s ZIP Code.
- **Rules:***
  - All data must be in ASCII format.
  - If not used, must be blank filled.
  - If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

### Field Name: Last-Employer-Zip-2
- **Location:** 1016-1019
- **Condition:** Optional
- **Length:** 4
- **Format:** Numeric
- **Value(s):** N/A
- **Description:** Located in the NCP Locate data block and specifies the last four digits of the noncustodial parent’s last known employer’s ZIP Code.
- **Rules:***
  - All data must be in ASCII format.
  - If not used, must be blank filled.
  - If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Last-Mail-Address-Date
Location: 885-892
Condition: Optional
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the date the noncustodial parent’s last mailing address was discovered to be invalid.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Last-Mail-Address-Line-1
Location: 806-830
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s last known mailing address.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Last-Mail-Address-Line-2
Location: 831-855
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s last known mailing address.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
Field Name: Last-Mail-City
Location: 856-873
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the city of the noncustodial parent’s last known mailing address.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: Last-Mail-State
Location: 874-875
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.
Description: Located in the NCP Locate data block and indicates the state of the noncustodial parent’s last known mailing address.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: Last-Mail-Zip-1
Location: 876-880
Condition: Optional
Length: 5
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and specifies the 1st five digits of the ZIP Code of the noncustodial parent’s last known mailing address.
Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.
Field Name: Last-Mail-Zip-2  
Location: 881-884  
Condition: Optional  
Length: 4  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the last four digits of the ZIP Code of the noncustodial parent’s last known mailing address.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: Last-Res.-Address-Date  
Location: 798-805  
Condition: Optional  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the date the noncustodial parent’s last residential address was discovered to be invalid.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- The date must be in CYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Last-Res.-Address-Line-1  
Location: 719-743  
Condition: Optional  
Length: 25  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s last known residential address. May be used to store a residential address that recently became invalid.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.
**Field Name:** Last-Res.-Address-Line-2  
**Location:** 744-768  
**Condition:** Optional  
**Length:** 25  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s last known residential address. May be used to store a residential address that recently became invalid.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Last-Res.-City  
**Location:** 769-786  
**Condition:** Optional  
**Length:** 18  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s last known city of residence.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Last-Res.-State  
**Location:** 787-788  
**Condition:** Optional  
**Length:** 2  
**Format:** Alphanumeric  
**Value(s):** See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.  
**Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s last known state of residence.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.
Field Name: Last-Res.-Zip-1
Location: 789-793
Condition: Optional
Length: 5
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and specifies the 1st five digits of the ZIP Code of the noncustodial parent’s last known residence.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

Field Name: Last-Res.-Zip-2
Location: 794-797
Condition: Optional
Length: 4
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and specifies the last four digits of the ZIP Code of the noncustodial parent’s last known residence.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: Local-FIPS-County
Location: 3-5
Condition: Required
Length: 3
Format: Numeric
Value(s): N/A
*Description: Located in the Transaction Header Sent FROM the CSENet server and specifies the 3rd, 4th, and 5th digits of the FIPS code of the state sending a transaction to your state. Also located in the Transaction Header Sent TO the CSENet server and specifies the 3rd, 4th, and 5th digits of your FIPS code.
Rules that apply to these data elements:
   All data must be in ASCII format.
**Field Name:** Local-FIPS-State  
**Location:** 1-2  
**Condition:** Required  
**Length:** 2  
**Format:** Numeric  
**Value(s):** N/A  
*Description:* Located in the Transaction Header Sent FROM the CSENet server and specifies the 1st and 2nd digits of the FIPS code of the state sending a transaction to your state. Also, located in the Transaction Header Sent TO the CSENet server and specifies the 1st and 2nd digits of your FIPS code.  
**Rules that apply to these data elements:**  
- All data must be in ASCII format.

**Field Name:** Local-FIPS-Sub  
**Location:** 6-7  
**Condition:** Optional  
**Length:** 2  
**Format:** Alphanumeric  
**Value(s):** N/A  
*Description:* Located in the Transaction Header Sent FROM the CSENet server and specifies the 6th and 7th digits of the FIPS code of the state sending a transaction to your state. Also located in the Transaction Header Sent TO the CSENet server and specifies the 6th and 7th digits of your FIPS code.  
**Rules that apply to these data elements:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Maiden-Name  
**Location:** 140-160  
**Condition:** Optional  
**Length:** 21  
**Format:** Alphanumeric  
**Value(s):** N/A  
*Description:* Located in the NCP ID data block and indicates the noncustodial parent’s maiden name.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mailing-Address-Confirmed-Ind.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>192</td>
</tr>
<tr>
<td>Condition</td>
<td>Conditionally required. See the Data Block Record Layout for conditionally required criteria.</td>
</tr>
<tr>
<td>Length</td>
<td>1</td>
</tr>
<tr>
<td>Format</td>
<td>Alphanumeric</td>
</tr>
<tr>
<td>Value(s)</td>
<td>Y – Address verified</td>
</tr>
<tr>
<td></td>
<td>N – Address not verified</td>
</tr>
<tr>
<td></td>
<td>P – Partial address only</td>
</tr>
<tr>
<td>Description</td>
<td>Located in the NCP Locate data block and indicates if the mailing address has been verified.</td>
</tr>
<tr>
<td></td>
<td>Rules that apply to this data element:</td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>All data must be in upper case.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mailing-Address-Effective-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>176-183</td>
</tr>
<tr>
<td>Condition</td>
<td>Conditionally required. See the Data Block Record Layout for conditionally required criteria.</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Format</td>
<td>Numeric</td>
</tr>
<tr>
<td>Value(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Description</td>
<td>Located in the NCP Locate data block and indicates the date when the mailing address was discovered.</td>
</tr>
<tr>
<td></td>
<td>Rules that apply to this data element:</td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mailing-Address-End-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>184-191</td>
</tr>
<tr>
<td>Condition</td>
<td>Conditionally required. See the Data Block Record Layout for conditionally required criteria.</td>
</tr>
<tr>
<td>Length</td>
<td>8</td>
</tr>
<tr>
<td>Format</td>
<td>Numeric</td>
</tr>
<tr>
<td>Value(s)</td>
<td>N/A</td>
</tr>
<tr>
<td>Description</td>
<td>Located in the NCP Locate data block and indicates the date when the noncustodial parent’s mailing address was determined to be invalid.</td>
</tr>
<tr>
<td></td>
<td>Rules that apply to this data element:</td>
</tr>
<tr>
<td></td>
<td>All data must be in ASCII format.</td>
</tr>
<tr>
<td></td>
<td>If not used, must be blank filled.</td>
</tr>
<tr>
<td></td>
<td>The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.</td>
</tr>
</tbody>
</table>
Field Name: Mailing-Address-Line-1
Location: 80-104
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s mailing address.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Mailing-Address-Line-2
Location: 105-129
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Located data block and indicates Line 2 of the noncustodial parent’s mailing address.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Mailing-City
Location: 130-147
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the city of the noncustodial parent’s mailing address.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.
Field Name: Mailing-State  
Location: 148-149  
Condition: Optional  
Length: 2  
Format: Alphanumeric  
Value(s): See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.  
Description: Located in the NCP Locate data block and indicates the state of the noncustodial parent’s mailing address.  
Rules that apply to this data element:  
   All data must be in ASCII format.  
   All data must be in upper case.  
   All data must be left justified.  
   If not used, must be blank filled.

Field Name: Mailing-Zip-1  
Location: 150-154  
Condition: Optional  
Length: 5  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the 1st five digits of the noncustodial parent’s mailing address ZIP Code.  
Rules that apply to this data element:  
   All data must be in ASCII format.  
   If not used, must be blank filled.  
   If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

Field Name: Mailing-Zip-2  
Location: 155-158  
Condition: Optional  
Length: 4  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the last four digits of the noncustodial parent’s mailing address ZIP Code.  
Rules that apply to this data element:  
   All data must be in ASCII format.  
   If not used, must be blank filled.  
   If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Medical-Amount
Location: 198-209
Condition: Optional
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the total dollar amount of medical arrears.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

Field Name: Medical-From-Date
Location: 182-189
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the start date of the period to which medical arrears apply.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Medical-Ordered  
**Location:** 210  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** Y – Medical Coverage Ordered  
N – Medical Coverage Not Ordered  
**Description:** Located in the Order data block and indicates if medical coverage was ordered.  
Rules that apply to this data element:  
  - All data must be in ASCII format.  
  - All data must be in upper case.  
  - If not used, must be blank filled.

**Field Name:** Medical-Thru-Date  
**Location:** 190-197  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the end date of the period to which the medical arrears apply.  
Rules that apply to this data element:  
  - All data must be in ASCII format.  
  - If not used, must be blank filled.  
  - The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Mother’s-Maiden-Or-Father’s-Name  
**Location:** 161-181  
**Condition:** Optional  
**Length:** 21  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP ID data block and indicates the name of the noncustodial parent’s mother or father.  
Rules that apply to this data element:  
  - All data must be in ASCII format.  
  - All data must be in upper case.  
  - All data must be left justified.  
  - If not used, must be blank filled.
**Field Name:** Name-First  
**Location:** 22-37  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 16  
**Format:** Alphanumeric  
**Value(s):** N/A  
*Description:* Located in the NCP ID data block and indicates the first name of the noncustodial parent. Also located in the Participant data block and indicates the first name of the participant.  
Rules that apply to these data elements:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Name-Last  
**Location:** 1-21  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 21  
**Format:** Alphanumeric  
**Value(s):** N/A  
*Description:* Located in the NCP ID data block and indicates the last name of the noncustodial parent. Also located in the Participant data block and indicates the last name of the participant.  
Rules that apply to these data elements:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
**Field Name:** Name-Middle  
**Location:** 38-53  
**Condition:** Optional  
**Length:** 16  
**Format:** Alphanumeric  
**Value(s):** N/A  
*Description:* Located in the NCP ID data block and indicates the middle name of the noncustodial parent. Also located in the Participant data block and indicates the middle name of the participant.  
Rules that apply to these data elements:  
  - All data must be in ASCII format.  
  - All data must be in upper case.  
  - All data must be left justified.  
  - If not used, must be blank filled.

**Field Name:** Name-Suffix  
**Location:** 54-56  
**Condition:** Optional  
**Length:** 3  
**Format:** Alphanumeric  
**Value(s):** N/A  
*Description:* Located in the NCP ID data block and indicates the name suffix e.g., Jr., of the noncustodial parent. Also located in the Participant data block and indicates the name suffix of the participant.  
Rules that apply to these data elements:  
  - All data must be in ASCII format.  
  - All data must be in upper case.  
  - All data must be left justified.  
  - If not used, must be blank filled.

**Field Name:** NCP-Identification-Ind.  
**Location:** 91  
**Condition:** Required  
**Length:** 1  
**Format:** Numeric  
**Value(s):** 0 – NCP Identification data block is not included in this transaction  
1 – NCP Identification data block is included in this transaction  
*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates whether a NCP Identification data block is included in a CSENet transaction.  
Rules that apply to these data elements:  
  - All data must be in ASCII format.
Field Name: NCP-Locate-Data-Ind.
Location: 92
Condition: Required
Length: 1
Format: Numeric
Value(s): 0 – NCP Locate data block is not included in this transaction
1 – NCP Locate data block is included in this transaction
Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates whether a NCP Locate data block is included in a CSENet transaction.
Rules that apply to these data elements: All data must be in ASCII format.

Field Name: New-Case-ID
Location: 2-16
Condition: Optional
Length: 15
Format: Alphanumeric
Value(s): N/A
Description: Conditionally required. See the Data Block Record Layout for conditionally required criteria. Located in the Information data block and communicates the new, changed, or corrected case ID to another state. The following criteria apply to this field:
• First position must not be a space.
• Must not contain all zeros.
• Must not contain an asterisk (*) or backslash (\) in any position.
• Must not contain a combination of spaces and zeros.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: New-Order-Flag
Location: 237
Condition: Optional
Length: 1
Format: Alphanumeric
Value(s): Y – A new order
N or blank – Not a new order
Description: Located in the Order data block and indicates if the order is new.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
If not used, must be blank filled.
Field Name: Nondisclosure-Finding  
Location: 351  
Condition: Optional  
Length: 1  
Format: Alphanumeric  
Value(s): Y – Nondisclosure attachment on its way, treat case as confidential  
N or blank filled – No nondisclosure attachment  
Description: Located in the Case data block and indicates that information should not be disclosed to the noncustodial parent, custodial party or other participants in the case.  
Rules that apply to this data element:  
  All data must be in ASCII format.  
  All data must be in upper case.  
  All data must be left justified.  
  If not used, must be blank filled.

Field Name: Occupation  
Location: 459-490  
Condition: Optional  
Length: 32  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s profession.  
Rules that apply to this data element:  
  All data must be in ASCII format.  
  All data must be in upper case.  
  All data must be left justified.  
  If not used, must be blank filled.
**Field Name:** Order-Arrears-Freq.

- **Location:** 73
- **Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.
- **Length:** 1
- **Format:** Alphanumeric
- **Value(s):**
  - W – Weekly
  - B – Bi-weekly
  - S – Semi-monthly
  - M – Monthly
  - Q – Quarterly
  - E – Semi-annually
  - A – Annually

**Description:** Located in the Order data block and indicates the frequency of arrears payment.

**Rules that apply to this data element:**
- All data must be in ASCII format.
- All data must be in upper case.
- If not used, must be blank filled.

**Field Name:** Order-Arrears-Freq.-Amount

- **Location:** 74-85
- **Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.
- **Length:** 12
- **Format:** Numeric
- **Value(s):** N/A

**Description:** Located in the Order data block and indicates the dollar amount paid to arrears at the frequency ordered.

**Rules that apply to this data element:**
- All data must be in ASCII format.
- If not used, must be blank filled.
- The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.
Field Name: **Order-Arrears-Total-Amount**
Location: 86-97
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the total dollar amount of arrears owed.

Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- The format is +999999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

Field Name: **Order-Cancel-Date**
Location: 65-72
Condition: Optional
Length: 8
Format: Numeric
Value(s): Optional
Description: Located in the Order data block and indicates the date that the order was canceled. If entered, must be greater than the Order-Effective-Date field.

Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
Field Name: **Order-Data-Ind.**
Location: 94  
Condition: Required  
Length: 1  
Format: Numeric  
Value(s): 0 – Order data block is not included in this transaction  
1 – One Order data block is included in this transaction  
2 – Two Order data blocks are included in this transaction  
3 – Three Order data blocks are included in this transaction  
4 – Four Order data blocks are included in this transaction  
5 – Five Order data blocks are included in this transaction  
6 – Six Order data blocks are included in this transaction  
7 – Seven Order data blocks are included in this transaction  
8 – Eight Order data blocks are included in this transaction  
9 – Nine Order data blocks are included in this transaction  
*Description:* Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates whether an Order data block is included in a CSENet transaction. 

Rules that apply to these data elements:  
All data must be in ASCII format.

Field Name: **Order-Effective-Date**
Location: 49-56  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the Order data block and indicates the date that obligations start to accrue. 

Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
**Field Name:** Order-End-Date  
**Location:** 57-64  
**Condition:** Optional  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the date that the obligation terminates. If entered, must be greater than the Order-Effective-Date field.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Order-Filing-Date  
**Location:** 25-32  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 8  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the date in which the order was established.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

**Field Name:** Order-FIPS-County  
**Location:** 3-5  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 3  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Order data block and indicates the county FIPS code in which the order was established.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.
Field Name: Order-FIPS-State
Location: 1-2
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 2
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the state FIPS code in which the order was established.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.

Field Name: Order-FIPS-Sub
Location: 6-7
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): N/A
Description: Located in the Order data block and specifies the 6th and 7th digits of the FIPS code in the state in which the order was established.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Order-Freq.
Location: 36
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): W – Weekly
B – Bi-weekly
S – Semi-monthly
M – Monthly
Q – Quarterly
E – Semi-annually
A – Annually
Description: Located in the Order data block and indicates the frequency of payment.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   If not used, must be blank filled.
Field Name: Order-Freq.-Amount
Location: 37-48
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the Order data block and indicates the dollar amount owed per each Order-Freq.

Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

Field Name: Order-ID
Location: 8-24
Condition: Required
Length: 17
Format: Alphanumeric
Value(s): N/A
Description: Located in the Order data block and indicates the identification number assigned to the order.

Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.
Field Name: Order-Type
Location: 33
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): A – Administrative
J – Judicial
P – Paternity
Description: Located in the Order data block and indicates the type of order.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   If not used, must be blank filled.

Field Name: Other-Case-ID
Location: 61-75
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 15
Format: Alphanumeric
Value(s): N/A
*Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and identifies the Case ID used by the jurisdiction with which you are communicating. The following criteria apply to this field:
   • First position must not be a space.
   • Must not contain all zeros.
   • Must not contain an asterisk (*) or backslash (\) in any position.
   • Must not contain a combination of spaces and zeros.
Rules that apply to these data elements:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
Field Name: Other-FIPS-County
Location: 10-12
Condition: Required
Length: 3
Format: Numeric
Value(s): N/A
*Description: Located in the Transaction Header Sent FROM the CSENet server and specifies the 3rd, 4th, and 5th digits of the state’s FIPS code sending a transaction. Also located in the Transaction Header Sent TO the CSENet server and specifies the 3rd, 4th, and 5th digits of the FIPS code of the state for which the transaction is intended.
Rules that apply to these data elements:
   All data must be in ASCII format.

Field Name: Other-FIPS-State
Location: 8-9
Condition: Required
Length: 2
Format: Numeric
Value(s): N/A
*Description: Located in the Transaction Header Sent FROM the CSENet server and specifies the 1st and 2nd digits of the state’s FIPS code sending a transaction. Also located in the Transaction Header Sent TO the CSENet server and specifies the 1st and 2nd digits of the FIPS code of the state to which the transaction is intended.
Rules that apply to these data elements:
   All data must be in ASCII format.

Field Name: Other-FIPS-Sub
Location: 13-14
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): N/A
*Description: Located in the Transaction Header Sent FROM the CSENet server and specifies the 6th and 7th digits of the state’s FIPS code sending a transaction. Also located in the Transaction Header Sent TO the CSENet server and specifies the 6th and 7th digits of the FIPS code of the state for which a transaction is intended.
Rules that apply to these data elements:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Overdue-Ind.
Location: 127  
Condition: Required  
Length: 1  
Format: Numeric  
Value(s): 0  
*Description: Located in the Transaction Header Sent TO the CSENet 200 server. This field must be filled with 0 by the state CSE system. (Field reserved for future use.)

Rules that apply to this data element:
   All data must be in ASCII format.

Field Name: Participant-Address-Line-1  
Location: 79-103  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 25  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Participant data block and indicates Line 1 of the participant’s address.
   Rules that apply to this data element:
      All data must be in ASCII format.
      All data must be in upper case.
      All data must be left justified.
      If not used, must be blank filled.

Field Name: Participant-Address-Line-2  
Location: 104-128  
Condition: Optional  
Length: 25  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Participant data block and indicates Line 2 of the participant’s address.
   Rules that apply to this data element:
      All data must be in ASCII format.
      All data must be in upper case.
      All data must be left justified.
      If not used, must be blank filled.
Field Name: Participant-City
Location: 129-146
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the Participant data block and indicates the participant’s city of residence.
Rules that apply to this data element:
   - All data must be in ASCII format.
   - All data must be in upper case.
   - All data must be left justified.
   - If not used, must be blank filled.

Field Name: Participant-Data-Ind.
Location: 93
Condition: Required
Length: 1
Format: Numeric
Value(s):
   0 – Participant data block is not included in this transaction
   1 – One Participant data block is included in this transaction
   2 – Two Participant data blocks are included in this transaction
   3 – Three Participant data blocks are included in this transaction
   4 – Four Participant data blocks are included in this transaction
   5 – Five Participant data blocks are included in this transaction
   6 – Six Participant data blocks are included in this transaction
   7 – Seven Participant data blocks are included in this transaction
   8 – Eight Participant data blocks are included in this transaction
   9 – Nine Participant data blocks are included in this transaction
*Description: Located in the Sent FROM the CSENet server Header, and Sent TO the CSENet server Header records and indicate whether a Participant data block is included in a CSENet transaction.
Rules that apply to these data elements:
   - All data must be in ASCII format.
**Field Name:** Participant-Employer-Info-Emp-City  
**Location:** 248-265  
**Condition:** Optional  
**Length:** 18  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the Participant data block and indicates the city of the participant’s employer.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Participant-Employer-Info-Emp-Name  
**Location:** 158-197  
**Condition:** Optional  
**Length:** 40  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the Participant data block and indicates the participant’s employer name.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.

**Field Name:** Participant-Employer-Info-Emp-State  
**Location:** 266-267  
**Condition:** Optional  
**Length:** 2  
**Format:** Alphanumeric  
**Value(s):** See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.  
**Description:** Located in the Participant data block and indicates the state of the participant’s employer.  
**Rules that apply to this data element:**  
- All data must be in ASCII format.  
- All data must be in upper case.  
- All data must be left justified.  
- If not used, must be blank filled.
Field Name: Participant-Employer-Info-Emp-Street-Line-1
Location: 198-222
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the Participant data block and indicates Line 1 of the participant’s employer’s address.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Participant-Employer-Info-Emp-Street-Line-2
Location: 223-247
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the Participant data block and indicates Line 2 of the participant’s employer’s address.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Participant-Employer-Info-Emp-Zip-1
Location: 268-272
Condition: Optional
Length: 5
Format: Numeric
Value(s): N/A
Description: Located in the Participant data block and specifies the 1st five digits of the participant’s employer’s ZIP Code.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.
Field Name: **Participant-Employer-Info-Emp-Zip-2**  
Location: 273-276  
Condition: Optional  
Length: 4  
Format: Numeric  
Value(s): N/A  
Description: Located in the Participant data block and specifies the last four digits of the participant’s employer’s ZIP Code.  
Rules that apply to this data element:  
  - All data must be in ASCII format.  
  - If not used, must be blank filled.  
  - If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: **Participant-State**  
Location: 147-148  
Condition: Optional  
Length: 2  
Format: Alphanumeric  
Value(s): See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.  
Description: Located in the Participant data block and indicates the participant’s state of residence.  
Rules that apply to this data element:  
  - All data must be in ASCII format.  
  - All data must be in upper case.  
  - All data must be left justified.  
  - If not used, must be blank filled.

Field Name: **Participant-Status**  
Location: 77  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 1  
Format: Alphanumeric  
Value(s): O – Open (Active)  
C – Closed (Inactive)  
Description: Located in the Participant data block and indicates whether the participant is an active member in this case.  
Rules that apply to this data element:  
  - All data must be in ASCII format.  
  - All data must be in upper case.  
  - If not used, must be blank filled.
**Field Name:** Participant-Zip-1  
**Location:** 149-153  
**Condition:** Optional  
**Length:** 5  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Participant data block and specifies the 1st five digits of the participant’s ZIP Code.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

**Field Name:** Participant-Zip-2  
**Location:** 154-157  
**Condition:** Optional  
**Length:** 4  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the Participant data block and specifies the last four digits of the participant’s ZIP Code.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Payment-Amount
Location: 17-28
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the Collection data block and indicates the total payment received.
Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

Field Name: Payment-City
Location: 53-70
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates the city to which payments are mailed.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: Payment-FIPS-County
Location: 346-348
Condition: Optional
Length: 3
Format: Numeric
Value(s): N/A
Description: Located in the Case data block and specifies the 3rd, 4th and 5th digits of the FIPS code used, for the payment mailing address.
Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
Field Name: Payment-FIPS-State
Location: 344-345
Condition: Optional
Length: 2
Format: Numeric
Value(s): N/A
Description: Located in the Case data block and specifies the 1st and 2nd digits of the FIPS code for the payment mailing address.
Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.

Field Name: Payment-FIPS-Sub
Location: 349-350
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and specifies the 6th and 7th digits of the payment FIPS code.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: Payment-Mail-Address-Line-1
Location: 3-27
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates Line 1 of the address to which payments are mailed.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.
Field Name: Payment-Mail-Address-Line-2
Location: 28-52
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the Case data block and indicates Line 2 of the address to which payments are mailed.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
All data must be left justified.
If not used, must be blank filled.

Field Name: Payment-Source
Location: 29
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): A – Wage Assignment
G – Garnishment
I – IRS Tax Intercept
S – State Tax Intercept
U – UIB Intercept
N – Normal
O – Other
W – Worker’s Compensation Offset
Description: Located in the Collection data block and indicates the source of payment received.
Rules that apply to this data element:
All data must be in ASCII format.
All data must be in upper case.
If not used, must be blank filled.
Field Name: Payment-State
Location: 71-72
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): See Appendix G, Standardized Postal Abbreviations, for a complete listing of valid values.
Description: Located in the Case data block and indicates the state to which payments are mailed.
   Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.

Field Name: Payment-Zip-1
Location: 73-77
Condition: Optional
Length: 5
Format: Numeric
Value(s): N/A
Description: Located in the Case data block and indicates the 1st five digits of the ZIP Code to which payments are mailed.
   Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

Field Name: Payment-Zip-2
Location: 78-81
Condition: Optional
Length: 4
Format: Numeric
Value(s): N/A
Description: Located in the Case data block and indicates the last four digits of the ZIP Code to which payments are mailed.
   Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   If used, must be filled with valid numbers between 0 – 9, inclusive.
**Field Name:** Phone-Extension  
Location: 227-232  
Condition: Optional  
Length: 6  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Case data block and indicates the contact person’s phone extension.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

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**Field Name:** Place-Of-Birth  
Location: 76-90 – NCP ID data block  
314-338 – Participant data block  
Condition: Optional  
Length: 15 – NCP ID data block  
25 – Participant data block  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP ID data block and indicates the noncustodial parent’s birthplace. Also located in the Participant data block and indicates the participant’s place of birth.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
**Field Name:** Possibly-Dangerous  
**Location:** 139  
**Condition:** Optional  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** Y – Possibly Dangerous  
N or Blank – Not known to be dangerous  
**Description:** Located in the NCP ID data block and indicates whether the noncustodial parent is known to be dangerous. This field is *not* the same as the Family Violence Indicator in the Federal Case Registry.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Processing-Complete  
**Location:** 111  
**Condition:** Optional  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the Transaction Header Sent From the CSENet server. This field will be blank filled. (Field reserved for future use.)  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Professional-Licenses  
**Location:** 1372-1421  
**Condition:** Optional  
**Length:** 50  
**Format:** Alphanumeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and identifies any professional licenses issued to the noncustodial parent.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
**Field Name:** Race  
**Location:** 74 – NCP ID data block  
75 – Participant data block  
**Condition:** Optional  
**Length:** 1  
**Format:** Alphanumeric  
**Value(s):**  
W – White  
B – Black  
I – American Indian, Eskimo or Aleutian  
A – Asian or Pacific Islander  
S – Hispanic  
X – Other  

*Description:* Located in the NCP ID data block and indicates the noncustodial parent’s ethnic group. Also located in the Participant data block and indicates the participant’s ethnic group.  

Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
If not used, must be blank filled.

**Field Name:** RDFI-Account-Num.  
**Location:** 51-70  
**Condition:** Optional  
**Length:** 20  
**Format:** Alphanumeric  
**Value(s):** N/A  

*Description:* Located in the Collection data block and indicates the account number used for electronic funds transfer.  

Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
Field Name: RDFI-ID
Location: 31-50
Condition: Optional
Length: 20
Format: Alphanumeric
Value(s): N/A
Description: Located in the Collection data block and indicates the identification number used for electronic funds transfer.
Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.
  All data must be left justified.
  If not used, must be blank filled.

Field Name: Relationship
Location: 76
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): A – Noncustodial Parent
         C – Custodial Party
         D – Dependent
         P – Putative
         S – Second Adult (Caretaker if not parent)
Description: Located in the Participant data block and indicates the relationship of the participant in the case.
Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.
  If not used, must be blank filled.
Field Name: Residential-Address-Confirmed-Ind.
Location: 175
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): Y – Address verified
         N – Address not verified
         P – Partial address only
Description: Located in the NCP Locate data block and indicates confirmation of the residential address.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   If not used, must be blank filled.

Field Name: Residential-Address-Effective-Date
Location: 159-166
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates when the noncustodial parent was discovered to be residing at the address.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Residential-Address-End-Date
Location: 167-174
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 8
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates when the NCP was no longer at this address.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.
Field Name: Residential-Address-Line-1
Location: 1-25
Condition: Conditionally required.
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 1 of the noncustodial parent’s residential address.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: Residential-Address-Line-2
Location: 26-50
Condition: Optional
Length: 25
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates Line 2 of the noncustodial parent’s residential address.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

Field Name: Residential-City
Location: 51-68
Condition: Optional
Length: 18
Format: Alphanumeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parent’s city of residence.
Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.
**Field Name:** Residential-State  
**Location:** 69-70  
**Condition:** Optional  
**Length:** 2  
**Format:** Alphanumeric  
**Value(s):** See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.  
**Description:** Located in the NCP Locate data block and indicates the noncustodial parent’s state of residence.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Residential-Zip-1  
**Location:** 71-75  
**Condition:** Optional  
**Length:** 5  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and specifies the 1st five digits of the noncustodial parent’s residential ZIP Code.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive, and the value of the field must not be repetitive unless it is 22222, 44444 or 55555.

**Field Name:** Residential-Zip-2  
**Location:** 76-79  
**Condition:** Optional  
**Length:** 4  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and specifies the last 4 digits of the noncustodial parent’s residential ZIP Code.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.
**Field Name:** Responding-Docket-Num.
**Location:** 233-249
**Condition:** Optional
**Length:** 17
**Format:** Alphanumeric
**Value(s):** N/A
**Description:** Located in the Case data block and indicates the responding state’s docket number.

Rules that apply to this data element:
- All data must be in ASCII format.
- All data must be in upper case.
- All data must be left justified.
- If not used, must be blank filled.

**Field Name:** Response-Date
**Location:** 119-126
**Condition:** Optional
**Length:** 8
**Format:** Numeric
**Value(s):** N/A
**Description:** Located in the Transaction Header Sent TO the CSENet server. This field must be blank filled by the state CSE system. (Field reserved for future use.)

Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.

**Field Name:** Send-Payments-Bank-Account
**Location:** 312-331
**Condition:** Optional
**Length:** 20
**Format:** Numeric
**Value(s):** N/A
**Description:** Located in the Case data block and indicates the bank account number for transfer of payments via Electronic Funds Transfer (EFT).

Rules that apply to this data element:
- All data must be in ASCII format.
- If not used, must be blank filled.
- If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Send-Payments-Routing-Code  
Location: 332-341  
Condition: Optional  
Length: 10  
Format: Numeric  
Value(s): N/A  
Description: Located in the Case data block and indicates the bank routing code used for the transfer of payments via Electronic Funds Transfer (EFT).  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: Sent-Date  
Location: 97-104  
Condition: Optional  
Length: 8  
Format: Numeric  
Value(s): N/A  
Description: Located in the Transaction Header Sent TO the CSENet server and indicates the date the transaction was generated or sent.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Sent-Time  
Location: 105-110  
Condition: Optional  
Length: 6  
Format: Numeric  
Value(s): N/A  
Description: Located in the Transaction Header Sent TO the CSENet server and indicates the time the transaction was generated or sent.  
Rules that apply to this data element:  
- All data must be in ASCII format.  
- If not used, must be blank filled.  
- Must be in HHMMSS format.
**Field Name:** Sent-to-State-Host  
Location: 120  
Condition: N/A  
Length: 1  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the Transaction Header sent FROM the CSENet server. This field is blank filled by the CSENet host. (Field reserved for future use by CSENet.) This field is sent to the state receiving a CSENet transaction.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.

**Field Name:** Spouse-Name-First  
Location: 424-439  
Condition: Optional  
Length: 16  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the first name of the noncustodial parent’s spouse.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

**Field Name:** Spouse-Name-Last  
Location: 403-423  
Condition: Optional  
Length: 21  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the last name of the noncustodial parent’s spouse.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.
Field Name: **Spouse-Name-Middle**  
Location: 440-455  
Condition: Optional  
Length: 16  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the middle name of the noncustodial parent’s spouse.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

Field Name: **Spouse-Name-Suffix**  
Location: 456-458  
Condition: Optional  
Length: 3  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and specifies the name suffix, e.g., Jr., of the noncustodial parent’s spouse.  
Rules that apply to this data element:  
All data must be in ASCII format.  
All data must be in upper case.  
All data must be left justified.  
If not used, must be blank filled.

Field Name: **SSN**  
Location: 57-65 – NCP ID data block  
65-73 – Participant data block  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 9  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP ID data block and indicates the noncustodial parent’s Social Security Number. Also located in the Participant data block and indicates the participant’s Social Security Number.  
Rules that apply to these data elements:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: State-With-CEJ
Location: 342-343
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): See Appendix G, “Standardized Postal Abbreviations,” for a complete listing of valid values.
Description: Located in the Case data block and indicates the state that has continuing exclusive jurisdiction (CEJ).
Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.
  All data must be left justified.
  If not used, must be blank filled.

Field Name: Status-Change-Code
Location: 1
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 1
Format: Alphanumeric
Value(s): O – Open
  C – Closed
Description: Located in the Information data block and indicates whether the case status has changed.
Rules that apply to this data element:
  All data must be in ASCII format.
  All data must be in upper case.

Field Name: Time-Received
Location: 105-110
Condition: Optional
Length: 6
Format: Numeric
Value(s): N/A
Description: Located in the Transaction Header sent FROM the CSENet server. The state CSE system may fill this field with the time the transaction was received.
Rules that apply to this data element:
  All data will be in ASCII format.
  Must be in HHMMSS format.
[Field Name: Total-Arrears Owed-Amount]
Location: 17-29
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the Information data block within Information-Text-Line-1 and indicates the total dollar amount of arrears plus interest owed.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.]

[Field Name: Total-Interest-Owed-Amount]
Location: 30-42
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the Information data block within the Information-Text-Line-1 and indicates the total dollar amount of interest owed.
Rules that apply to this data element:
   All data must be in ASCII format.
   If not used, must be blank filled.
   The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.]
Field Name: Transaction-Date
Location: 38-45
Condition: Required
Length: 8
Format: Numeric
Value(s): N/A
*Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and indicates the date this transaction was generated.

Rules that apply to these data elements:
- All data must be in ASCII format.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Transaction-Date [Information-Data-Block]
Location: 35-43
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 8
Format: Numeric
Value(s): N/A
*Description: Located in the Information-Data-Block within Information-Text-Line-1 and indicates the date the rejected transaction was generated.

Rules that apply to these data elements:
- All data must be in ASCII format.
- The date must be in CCYYMMDD format. Acceptable century-year ranges are 1900-2099.

Field Name: Transaction-Serial-Number
Location: 18-29
Condition: Required
Length: 12
Format: Numeric
Value(s): 000000000001 – 999999999999
*Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records and specifies a unique sequential number for each transaction sent by the state.

Rules that apply to these data elements:
- All data must be in ASCII format.
[Field Name: Transaction-Serila-Number [Information-Data-Block]
Location: 17-29
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): 000000000001 – 999999999999
Description: Located in the Information-Data-Block within Information-Text-Line-1 and specifies a unique sequential number for a transaction that was rejected by a state.
Rules that apply to these data elements:
   All data must be in ASCII format.]

Field Name: Transaction-Type
Location: 32-33
Condition: Optional
Length: 2
Format: Alphanumeric
Value(s): Blank
*Description: Located in the Sent FROM the CSENet server Header and Sent TO the CSENet server Header records. (Field reserved for future use by CSENet.) Ignore on received transactions.
Rules that apply to these data elements:
   All data must be in ASCII format.
   If not used, must be blank filled.

Field Name: Tribunal-Case-Number
Location: 211-227
Condition: Optional
Length: 17
Format: Alphanumeric
Value(s): N/A
Description: Located in the Order data block and indicates the case number issued by the tribunal.
Rules that apply to this data element:
   All data must be in ASCII format.
   All data must be in upper case.
   All data must be left justified.
   If not used, must be blank filled.
**Field Name:** Wage2-Amount  
**Location:** 1188-1199  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 12  
**Format:** Numeric  
**Value(s):** N/A  
**Description:** Located in the NCP Locate data block and indicates the amount of wages reported by the noncustodial parent’s 2nd employer.  
   Rules that apply to this data element:  
   All data must be in ASCII format.  
   If not used, must be blank filled.  
   The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

**Field Name:** Wage2-Qtr  
**Location:** 1183  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 1  
**Format:** Numeric  
**Value(s):** 1 – 1st Quarter  
2 – 2nd Quarter  
3 – 3rd Quarter  
4 – 4th Quarter  
**Description:** Located in the NCP Locate data block and indicates the quarter of the year in which wages were reported by the noncustodial parent’s 2nd employer.  
   Rules that apply to this data element:  
   All data must be in ASCII format.  
   If not used, must be blank filled.
Field Name: Wage2-Year
Location: 1184-1187
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 4
Format: Numeric
Value(s): Any year between 1900 – 2099, inclusive
Description: Located in the NCP Locate data block and indicates the calendar year in which wages were reported by the noncustodial parent’s 2nd employer.
Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
Must be in CCYY format.

Field Name: Wage3-Amount
Location: 1360-1371
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.
Length: 12
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the amount of wages reported by the noncustodial parent’s 3rd employer.
Rules that apply to this data element:
All data must be in ASCII format
If not used, must be blank filled.
The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.
**Field Name:** Wage3-Qtr  
**Location:** 1355  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 1  
**Format:** Numeric  
**Value(s):**  
1 – 1st Quarter  
2 – 2nd Quarter  
3 – 3rd Quarter  
4 – 4th Quarter  
**Description:** Located in the NCP Locate data block and indicates the quarter of the year in which wages were reported by the noncustodial parent’s 3rd employer.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.

**Field Name:** Wage3-Year  
**Location:** 1356-1359  
**Condition:** Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
**Length:** 4  
**Format:** Numeric  
**Value(s):** Any year between 1900 – 2099, inclusive  
**Description:** Located in the NCP Locate data block and indicates the calendar year in which wages were reported by the noncustodial parent’s 3rd employer.  
**Rules that apply to this data element:**  
All data must be in ASCII format.  
If not used, must be blank filled.  
Must be in CCYY format.
Field Name: Wage-Amount  
Location: 651-662  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 12  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP Locate data block and indicates the amount of wages reported by the noncustodial parent’s 1st employer. 
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
The format is +99999999.99. If used, the amount must be right justified and zero filled to the left. If not used, the field must be blank filled. If negative, the minus (-) character must appear in the 1st position of the field. If positive, the plus (+) character (or blank fill) must be in the 1st position of the field. (If blank filled in the 1st position of the field, the state CSE system should read as positive.) Zero is an acceptable amount where noted in the comments section of the Data Block Record Layout.

Field Name: Wage-Qtr  
Location: 646  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 1  
Format: Numeric  
Value(s): 1 – 1st Quarter  
2 – 2nd Quarter  
3 – 3rd Quarter  
4 – 4th Quarter  
Description: Located in the NCP Locate data block and indicates the quarter of the year in which wages were reported by the noncustodial parent’s 1st employer. 
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.
Field Name: Wage-Year  
Location: 647-650  
Condition: Conditionally required. See the Data Block Record Layout for conditionally required criteria.  
Length: 4  
Format: Numeric  
Value(s): Any year between 1900 – 2099, inclusive  
Description: Located in the NCP Locate data block and indicates the calendar year in which wages were reported by the noncustodial parent’s 1st employer.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
Must be in CCYY format.

Field Name: Weight  
Location: 94-96  
Condition: Optional  
Length: 3  
Format: Numeric  
Value(s): N/A  
Description: Located in the NCP ID data block and indicates the weight (in pounds) of the noncustodial parent.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.

Field Name: Work-Phone  
Location: 304-313  
Condition: Optional  
Length: 10  
Format: Numeric  
Value(s): N/A  
Description: Located in the Participant data block and indicates the participant’s work phone number.  
Rules that apply to this data element:  
All data must be in ASCII format.  
If not used, must be blank filled.  
If used, must be filled with valid numbers between 0 – 9, inclusive.
Field Name: Work-Phone-Num.
Location: 203-212
Condition: Optional
Length: 10
Format: Numeric
Value(s): N/A
Description: Located in the NCP Locate data block and indicates the noncustodial parents work phone number. Rules that apply to this data element:
All data must be in ASCII format.
If not used, must be blank filled.
If used, must be filled with valid numbers between 0 – 9, inclusive.

A.1 Data Definitions for the CSENet Server Transaction Error Report

Field Name: Action-Code
Location: 56
Condition: N/A
Length: 1
Format: Alphanumeric
Value(s): N/A
Description: Located in the CSENet Transaction Error Report and contains the Action Code from the erred transaction.

Field Name: Action-Reason-Code
Location: 62-66
Condition: N/A
Length: 5
Format: Alphanumeric
Value(s): N/A
Description: Located in the CSENet Transaction Error Report and contains the Reason code from the erred transaction.

Field Name: Action-Resolution-Date
Location: 68-75
Condition: N/A
Length: 8
Format: Alphanumeric
Value(s): N/A
Description: Located in the CSENet Transaction Error Report and contains the value from the Action-Resolution-Date field from the erred transaction. Date is in CCYYMMDD format.
**Field Name:** Error-Code  
Location: 86-89  
Condition: N/A  
Length: 4  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains a number assigned by the server to the particular error. All data is in ASCII format.

**Field Name:** Error-Mess.  
Location: 91-145  
Condition: N/A  
Length: 55  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report. Positions 91-102 contain the Transaction-Serial-Number from the erred transaction. Position 103 contains a space used as a separator. Positions 104-145 contain a description of the error. All data is in ASCII format.

**Field Name:** Filler  
Location: 7, 15, 23, 39, 55, 57, 61, 67, 76, 85, 90  
Condition: N/A  
Length: 1  
Format: Alphanumeric  
Value(s): Blank  
Description: Located in the CSENet Transaction Error Report. (Field reserved for future use by CSENet.) This field is blank.

**Field Name:** Functional-Type-Code  
Location: 58-60  
Condition: N/A  
Length: 3  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the Functional Type Code from the transaction.

**Field Name:** Local-Case-ID  
Location: 24-38  
Condition: N/A  
Length: 15  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the originating state’s case ID from the erred transaction.
Field Name: Local-FIPS-Code  
Location: 8-14  
Condition: N/A  
Length: 7  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the seven-digit FIPS code of the originating state from the erred transaction.

Field Name: Other-Case-ID  
Location: 40-54  
Condition: N/A  
Length: 15  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the receiving state’s case ID from the erred transaction.

Field Name: Other-FIPS-Code  
Location: 16-22  
Condition: N/A  
Length: 7  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the receiving state’s seven digit FIPS Code from the erred transaction.

Field Name: Transaction-Date  
Location: 77-84  
Condition: N/A  
Length: 8  
Format: Alphanumeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the value from the Transaction-Date field from the erred transaction. Date is in CCYYMMDD format.

Field Name: Txn-Counter  
Location: 1-6  
Condition: N/A  
Length: 6  
Format: Numeric  
Value(s): N/A  
Description: Located in the CSENet Transaction Error Report and contains the sequential number assigned to the error by the CSENet server. Data is in ASCII.
### A.2  [Summary of Changes for the Data Dictionary]

Chart A-1 lists the data elements to which there have been changes. Within the detailed description of data elements, [opening and closing brackets] surrounding text signify changed material.

**Note:** There is a change notice on the first page of this document referring to a new appendix (Appendix G) containing the standardized postal codes that were formerly part of this appendix. All other changes in this document are found in the data elements listed in Chart A-1.

**A-1: SUMMARY OF CHANGES TO APPENDIX A – DATA DICTIONARY**

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<tr>
<td>Action-Code [Information-Data-Block]</td>
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<tr>
<td>Action-Reason</td>
</tr>
<tr>
<td>Action-Reason [Information-Data-Block]</td>
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<tr>
<td>As-Of-Date</td>
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<td>Case-Type</td>
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<td>Functional-Type-Code [Information-Data-Block]</td>
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<tr>
<td>Total-Arrears Owed-Amount</td>
</tr>
<tr>
<td>Total-Interest-Owed-Amount</td>
</tr>
<tr>
<td>Transaction-Date [Information-Data-Block]</td>
</tr>
<tr>
<td>Transaction-Serial-Number [Information-Data-Block]</td>
</tr>
</tbody>
</table>