

6.0 FEDERAL OFFSET PROGRAM ON-LINE SYSTEM PROCEDURES

6.1 Obtaining On-line System Access

On-line access is available to any State that would like to enter information on a case by case basis (i.e., add new cases, modify or delete existing cases and create State payments). States may query existing or prior case information on-line using a Personal Computer (PC).

6.1.1 ON-LINE SYSTEM ACCESS PROCEDURES

To obtain on-line system access the State must contact the OCSE Special Collections Unit to receive a user identification number (userid) and a system access password. Refer to Appendix D, Chart D-1, "Technical Assistance," for the OCSE Special Collections Unit telephone number, fax number and mailing address. The OCSE Special Collections Unit will forward Form SSA-120-U4, "Application for Access to SSA Systems" to the State for completion and return to OCSE.

After the Form SSA-120-U4 has been completed and returned to the OCSE Special Collections Unit, it is submitted to the Social Security Administration (SSA) for approval of the mainframe access request. The approval by SSA takes approximately two weeks. Once SSA approves access, the SimPC communication software will be forwarded to the State by OCSE. SimPC must be installed on the State PC before the State can access the Federal Offset Program On-line System. Before SimPC is installed the State must have the minimum system requirements to execute the communication software.

6.1.2 SYSTEM REQUIREMENTS FOR ON-LINE ACCESS

The following represents the minimum requirements necessary to access the Federal Offset Program On-line System:

1. IBM compatible PC with a 3 ½ inch disk drive.
2. A display monitor which may be monochrome, color or enhanced.
3. A printer adapter and printer.
4. A modem.
5. SimPC communication software from Simware Corporation, Canada, Version 6.0 or higher (provided by OCSE).
6. The following operating systems are supported:
 - DOS 3.3 or above.
 - Windows 3.1, 95, 98, NT 4 (Work Station or Server) all in a DOS or Command Line Session.

- Windows 2000 should work in all its versions, but has not been tested.
7. A minimum of 640k of memory.

6.1.2.1 Setting Up Your Computer

The SimPC communication software from Simware Corporation, Canada, Version 6.0 or higher is required. The OCSE computer center will not provide technical support on any other communication software package. To receive a copy of the SimPC software, contact the OCSE Special Collections Unit (Refer to Appendix D, Chart D-1 “Technical Assistance” for contact information). The SimPC package will include an installation guide to assist the States’ technical representative with installation of the software.

6.2 Entering the On-line System

Before a State can enter the Federal Offset Program On-line System it must first install and configure the SimPC communication software on its PC.

To enter the Federal Offset Program On-line System follow the instructions in section 6.2.1, “Log on Procedures”.

To exit the Federal Offset Program On-line System follow the instructions in section 6.3.8, “Log off Procedures”.

6.2.1 LOG ON PROCEDURES

There are two methods to initiate the SimPC communication software.

1. The SimPC software can be integrated into a menu on the PC. Double click the menu option for SimPC to initiate the communication software. Consult your technical representative in your office for detailed instructions on using the SimPC menu option.
2. SimPC can be accessed from the DOS prompt, also referred to as the command prompt, on the PC. From the DOS prompt change to the directory where the SimPC software was installed. Consult your technical representative in your office for detailed instructions on using the SimPC DOS prompt option.

After the communication software has been initiated, select “CONNECTING” from the SimPC Services screen. The “CONNECTING” screen will be displayed.

Follow the instructions listed below to complete the logon procedures:

1. Move the cursor on the screen, using the arrow keys on the PC keyboard, to highlight the SSA Mainframe connection option.
2. After the SSA Mainframe connection option has been highlighted press the “Enter” key.
3. SimPC will dial the telephone number that was provided during the installation process to connect the PC to the SSA Mainframe computer.
4. An “X WAIT” message will appear on the bottom-left corner of the screen. This message indicates that SimPC is performing the necessary functions to complete the connection with the SSA Mainframe.
5. A “PROCEED” message will appear on the bottom-right corner of the screen. This message indicates that SimPC is making the connection and is ready to continue.
6. An “X COM...” message will then appear on the bottom-left corner of the screen. This message indicates that SimPC is communicating with the SSA Mainframe computer.

The above process takes several seconds to execute and establish the connection between the State PC and the SSA Mainframe. After the connection has been completed the ACF Entry Menu will appear (Figure 6-1).

```
Administration for Children and Families (ACF)      Terminal ID: V1234567

Enter Application Name ==>
Enter your Userid Here ==>

Then Press: ENTER

Proceed
```

Figure 6-1: Administration for Children and Families (ACF) Entry Menu Screen

This is the first screen that will appear after the SimPC connection is complete. The ACF Menu is used to provide system access to the SSA Mainframe computer. The application

name and userid must be keyed in and validated before the State user can continue with the Federal Offset Program On-line System.

1. Type **OCSETAX** in the “Application Name” field. If the cursor is not already in the “Application Name” field, use the “Tab” key to move the cursor.
2. Press the “Tab” key to advance to the next field, “Enter your Userid Here”. If the cursor is already placed at this field, it is not necessary to press the “Tab” key.
3. Type the Userid that was assigned to the State by OCSE. The Userid will begin with a dollar sign “\$”, and will be followed by 4 numeric digits (\$####).
4. Press the “Enter” key. The Application Name and the Userid Name will be verified to ensure the State user is authorized to use the Federal Offset Program On-line System. Refer to Section 8, “System Access, Security and Privacy,” for the Federal and State security requirements.

After the validation of the Application Name and Userid is complete the “TSO/E Logon” screen (Figure 6-2) will appear. This is the next level of security for entry to the Federal Offset Program On-line System.

```

----- TSO/E LOGON -----
PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention   PA2 ==>

You may request specific HELP information by entering a ? in any entry
ENTER LOGON PARAMETERS BELOW:      RACF LOGON PARAMETERS

USERID ==>      $####
PASSWORD        ==>                                NEW PASSWORD ==>
PROCEDURE       ==>      OCSETAX      GROUP IDENT    ==>
ACCT NMBR       ==>
SIZE            ==>      4096
PERFORM ==>
COMMAND ==>
ENTER AN  S    BEFORE EACH OPTION DESIRED BELOW:
          -NOMAIL      -NONOTICE      -RECONNECT      -OIDCARD
    
```

Figure 6-2: TSO/E LOGON Screen

The USERID and PROCEDURE fields will be pre-filled with the data that was entered on the ACF Entry Menu Screen (Figure 6-1).

Type the password that was assigned to the State on the TSO/E LOGON screen and press the “Enter” key. The “WARNING!” Screen will be displayed (Figure 6-3).

NOTE: First time State users will receive a temporary password from the OCSE Special Collections Unit. The first time the State accesses the on-line system they will be required to change their password. Every 30 days, the State user will be required to change their existing password to a new password.

To change the password follow the instructions below:

1. Type the existing password or the temporary password in the “PASSWORD” field and press the “Tab” key to advance to the “NEW PASSWORD” field. Type in a new password. The password must be from six to eight characters long.
2. Press the “Enter” key. The new password will be checked to ensure it is in the correct format. If the new password is not in the correct format an error message will appear in the upper left corner of the screen.
3. A confirmation will appear to enter the new password again. Type the new password again and press the “Enter” key.
4. Always protect the password and do not share it with others.

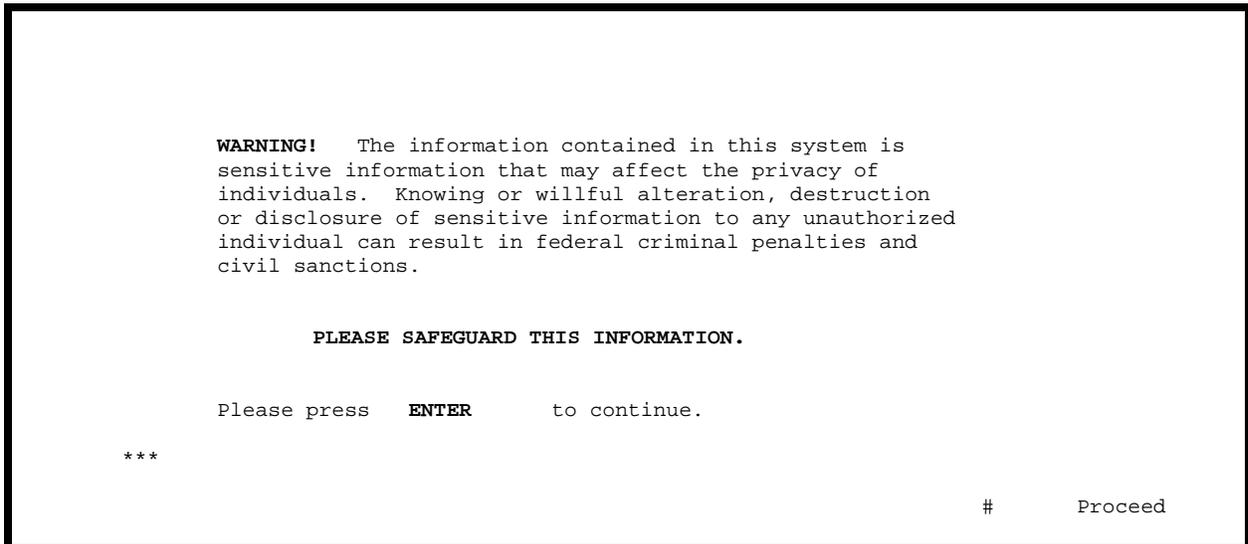


Figure 6-3: Warning! Screen

It is important to read the message provided on the “Welcome” Screen (Figure 6-4), as it may contain important information about mainframe availability, etc. Press the “Enter” key to continue to the next screen.

```
=====
= ADMINISTRATION FOR CHILDREN AND FAMILIES(ACF) =
= OFFICE OF CHILD SUPPORT ENFORCEMENT =
= FEDERAL OFFSET PROGRAM =
-----
=
=
= !! WELCOME !! =
=
=
=====

*** PRESS ENTER KEY ***

X Comm. . . . . # Working
```

Figure 6-4: Welcome Screen

If the State user cannot access the Federal Offset Program On-line System, instructions will appear. Follow the instructions and press the “Enter” key to continue.

```
***** FEDERAL OFFSET BULLETIN *****

WELCOME TO THE FEDERAL OFFSET BULLETIN, THIS FEATURE WILL ALLOW US TO
RELAY INFORMATION TO YOU ONLINE. WE WILL LET YOU KNOW ABOUT THE NEW
FUNCTIONS AVAILABLE, NEWS, AND OTHER IMPORTANT TIMES.

Please direct any questions regarding tax offset to the
Special Collection Unit at
(202) 401-9389
*****

----- End of Bulletin, Press ENTER to continue -----
***
```

Figure 6-5: Federal Offset Bulletin

The Federal Offset (FO) Bulletin (Figure 6-5) is an electronic message system used to communicate important messages, problems, or changes to the State on-line users. The Bulletin is automatically displayed after the “Welcome” Screen. Alternatively, it may be viewed at any time by selecting the FO Bulletin option on the Federal Offset Processing Menu (Section 6.3.1, “Federal Offset Processing Menu”).

6.3 Using the On-line System

6.3.1 FEDERAL OFFSET PROCESSING MENU

The “Federal Offset Processing Menu” Screen (Figure 6-6) lists the available functions a State may perform using the on-line system. One of the functions listed on the menu must be selected to continue processing. Each function is explained in the following sections.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT          XX00
FEDERAL OFFSET PROCESSING MENU                DATE - 05/05/2000
                                               TIME - 09:51

OPTION ==>

=

1      FMWKDATA          --- On-line Data Entry
2      File Transfer     --- Upload from PC to ACF Mainframe
3      Multi-Year Query  --- Multi-year Master File 1998)
4      Current Year QUERY --- Query CASE Master File (1999)
New    5      Local Contact --- Update Local Contact Addresses
New    6      FO BULLETIN --- Browse FO Bulletin
X      To Log Off
```

Figure 6-6: Federal Offset Processing Menu Screen

To access one of the listed functions on the Federal Offset Processing Menu, type the number or letter associated with the function in the “OPTION ==> _” field on the screen. Press the “Enter” key to transfer to the function selected.

The only valid options for this screen are: 1, 2, 3, 4, 5, 6 and X. If an option other than one of those listed is entered, an “INVALID OPTION” message will appear in the upper-right corner

of the screen. Retype a valid option and press the “Enter” key again to transfer to the function selected.

6.3.2 ON-LINE DATA ENTRY (OPTION 1)

The On-line Data Entry function gives States the opportunity to add new cases, modify existing certified cases, update exclusion indicators, delete cases and create State payments. This function creates batch transactions in the Case Submission and Update File format (see Appendix E, Chart E-2, for a complete description of fields and edit criteria). The batch transactions are processed once a week during the weekly processing cycle that is described in Section 2.2.1, “The Update Process.” Any transactions that do not pass the OCSE edit validation criteria will be returned to the State on the Rejected Case Submission and Update File (See Appendix F Chart F-2).

6.3.2.1 Enter Weekly Update Processing Records

The “Enter Weekly Update Records” Screen is a two-part screen followed by a final processing screen. “Part 1 of 2” in the upper-right corner of the screen identifies that the first screen of two is being displayed (Figure 6-7). The second screen (Figure 6-8) is identified with “Part 2 of 2”, and the final screen (Figure 6-9) prompts the State to submit, cancel or revisit the Weekly Update Record that has been entered.

```

                                OFFICE OF CHILD SUPPORT ENFORCEMENT
                                FEDERAL OFFSET PROCESSING MENU
                                ENTER WEEKLY UPDATE RECORDS
                                DATE - 02/02/2000
                                TIME - 11:44
                                Part 1 of 2

COMMAND ==>>  _

Transaction Type ==>> __ (A=add,M=mod,D=del,S=stpmt,T=trnsf,L=local,R=Excl)
Processing Year ==>> ___ (4 numeric digits)

Certifying State:
State Code ==>>  SS <
Local Code ==>>  ___ < (3 numeric digits)
Soc Sec No ==>>  _____ < (9 numeric digits)
Case Type ==>>  _ < (A=AFDC N=NON-AFDC)
Amount ==>>  _____ < (Ex; enter 1,200 as 1200)
Case ID ==>>  _____ <(optional)

Obligor Name:
Last Name ==>>  _____ <
First Name ==>>  _____ <

State Conducting Administrative Review:
Transfer State ==>>  _____ < Transfer Local ==>>  _____ <
```

Figure 6-7: Enter Weekly Update Records Screen Part 1 of 2

Add New Case

1. Type the letter 'A' in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press "Tab" to move to the next field):
 - Local Code
 - Social Security Number
 - Case Type
 - Amount
 - Case ID
 - Last Name
 - First Name
3. Press the "Enter" key.
4. If a field is missing or is not entered properly an error message will appear in the upper right corner of the screen. Correct the erroneous data and press "Enter" to continue.
5. After all of the data has been entered the second screen will be displayed.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT                               Part 2 of 2
FEDERAL OFFSET PROCESSING MENU   DATE - 02/02/2000
ENTER WEEKLY UPDATE RECORDS     TIME - 11:44

COMMAND ==>> =
  Offset exclusion indicator type
  >_____<
  (Ex:code,code,code,code)
An address is needed if this is a new case:
  Address Line 1 >_____<
  Address Line 2 >_____<
  City           >_____<
  State (code)  >__<
  Zip 4        >_____<

The following data is required if the submitting state issues its own
Pre-Offset Notices:
  Date the Pre-Offset Notice
  Was issued   >_____<           (CCYYMMDD)
```

Figure 6-8: Enter Weekly Update Records Screen Part 2 of 2

6. To complete the Add transaction, enter the following data on the Part 2 of 2 screen:
 - Offset exclusion indicator type
 - Address Line 1
 - Address Line 2
 - City

- State (code)
 - Zip Code
 - Date the Pre-Offset Notice was issued
7. Press the “Enter” key.
 8. If a field is missing or is not entered properly an error message will appear in the upper right corner of the screen. Correct the erroneous data and press “Enter” to continue.
 9. The “Weekly Update Final Processing” Screen will be displayed (Figure 6-9).

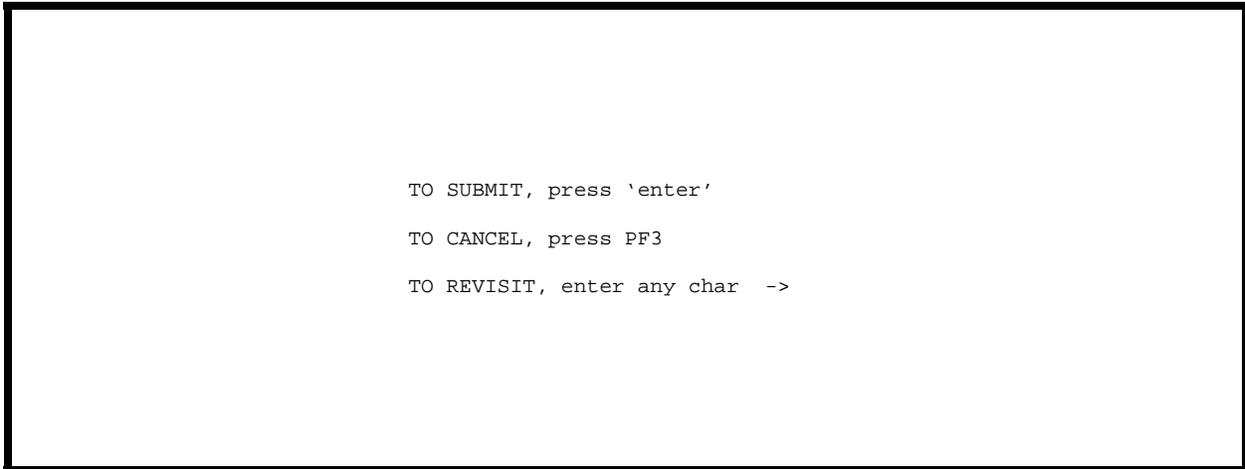


Figure 6-9: Weekly Update Final Processing Screen

10. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

Delete An Existing Case

1. Type the letter ‘D’ in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press “Tab” to move to the next field):
 - Local Code
 - Social Security Number
 - Case Type
 - Amount
 - Case ID

- Last Name
 - First Name
3. Press the “Enter” key. The second screen, Part 2 of 2, will be displayed.
 4. Press the “Enter” key again. The “Weekly Update Final Processing” Screen will be displayed.
 5. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

Change Submitting State Local Code

1. Type the letter ‘L’ in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press “Tab” to move to the next field):
 - Local Code (new)
 - Social Security Number
 - Case Type
 - Amount
 - Case ID
 - Last Name
 - First Name
3. Press the “Enter” key. The second screen, Part 2 of 2, will be displayed.
4. Press the “Enter” key again. The “Weekly Update Final Processing” Screen will be displayed.
5. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

Modify Amount Owed

1. Type the letter ‘M’ in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press “Tab” to move to the next field):
 - Local Code
 - Social Security Number
 - Case Type
 - Amount
 - Case ID
 - Last Name

- First Name
3. Press the “Enter” key. The second screen, Part 2 of 2, will be displayed.
 4. Press the “Enter” key again. The “Weekly Update Final Processing” Screen will be displayed.
 5. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

Replace Existing Offset Exclusion Indicator(s)

1. Type the letter ‘R’ in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press “Tab” to move to the next field):
 - Local Code
 - Social Security Number
 - Case Type
 - Amount
 - Case ID
 - Last Name
 - First Name
3. Press the “Enter” key. The second screen, Part 2 of 2, will be displayed.
4. Type in the desired exclusion indicators for the case in the Offset Exclusion Indicator field.
5. Press the “Enter” key again. The final screen will be displayed.
6. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

Create a State Payment

1. Type the letter ‘S’ in the Transaction Type field.
2. Type the Offset Year for the State payment in the Processing Year field.
3. Enter the following data on the screen (if the field is not required, press “Tab” to move to the next field):
 - Local Code
 - Social Security Number
 - Case Type
 - Amount
 - Case ID

- Last Name
 - First Name
4. Press the “Enter” key. The second screen, Part 2 of 2, will be displayed.
 5. Press the “Enter” key again. The “Weekly Update Final Processing” Screen will be displayed.
 6. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

Transfer For Administrative Review to State With the Order

1. Type the letter ‘T’ in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press “Tab” to move to the next field):
 - Local Code
 - Social Security Number
 - Case Type
 - Amount
 - Case ID
 - Last Name
 - First Name
3. Type the Transfer State and the Transfer Local code in the corresponding fields at the bottom of the screen.
4. Press the “Enter” key. The second screen, Part 2 of 2, will be displayed.
5. Press the “Enter” key again. The “Weekly Update Final Processing” Screen will be displayed.
6. There are three options for completing the Weekly Update Records process:
 - The new transaction may be submitted by pressing the “Enter” key,
 - The new transaction may be cancelled by pressing the “F3” key, or
 - Entering any character and pressing the “Enter” key will revisit the data that has been entered for the transaction. You will be returned to the Part 1 of 2 screen.

6.3.3 UPLOAD FROM PC TO ACF MAINFRAME (OPTION 2)

When entering data on-line (see Section 6.3.2) a file is automatically created at OCSE for inclusion in the weekly update process. The “Upload Weekly Update Data” Screen (Figure 6-10) transmits text data entered off-line from the State PC to the ACF Mainframe. The text data must be in the Case Submission and Update Record format. This data will be processed in the next OCSE processing cycle. If the text data does not pass the edit validation process, the data will be rejected and returned to the State in the Rejected Case Submission and Update file. OSCE should be contacted prior to using this option.

6.3.3.1 Upload Weekly Update Data

The “Upload Weekly Update Data” Screen (Figure 6-10), allows the State to enter the file name that is required for the automatic transmission of data to OCSE.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT
TAX OFFSET PROCESSING MENU          DATE - 02/02/2000
UPLOAD WEEKLY UPDATE DATA          TIME - 11:44

COMMAND = = =>      _____

Please enter the following information:

Name of the file on your PC to be transmitted:
===> _____

Approximate number of records ==> _____ (Optional, for large files)

Press ENTER to start file transfer or END / F3 to exit.
```

Figure 6-10: Upload Weekly Update Data Screen

1. Enter the file name that you would like to transmit to OCSE for processing. The file name is the name of the file that was created on the State’s PC by the off-line data entry process (e.g., C:\weekly\update.txt.)
2. Enter the total number of records that are on the file.
3. Press the “Enter” key to transmit the Case Submission and Update file to OCSE for processing.

6.3.4 MULTI-YEAR MASTER FILE (OPTION 3)

The “Query Multi-year Master File” Screen (Figure 6-11) gives the State the option to view the transaction history for a case for a selected year. The transaction history can be queried up to seven years prior to the current year (e.g., PY1993 – PY2000).

6.3.4.1 Query Multi-Year Master File

Entry of a Social Security Number along with a processing year will provide the summary and history information for the requested SSN in the requested year.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT
TAX OFFSET PROCESSING MENU
QUERY MULTI-YEAR MASTER FILE FOR US08

DATE-02/02/2000
TIME-11:46

COMMAND ====>      ==

SSN or State Code ====>  _____

Processing Year   ====>  =
```

Figure 6-11: Query Multi-Year Master File Screen

1. Enter the Social Security Number in the SSN or State Code field.
2. Enter the prior year the State would like to query in the Processing Year field. The year is a two-digit year on this screen.
3. Press the “Enter” key to display the multi-year “Federal Refund Processing Menu” (Figure 6-12) or press the “F3” key to cancel the query.

6.3.4.2 Federal Refund Processing Menu – Case History Prior to 1999

The “Federal Refund Processing Menu” Screen (Figure 6-12), provides summary and history information for cases prior to the year 1999. Refer to Chart 6-1 for a complete description of the fields on this screen.

```

OFFICE OF CHILD SUPPORT ENFORCEMENT                                Row 1 of 23
                                Page 1 of 2    FEDERAL REFUND PROCESSING MENU
DATE - 05/05/2000
TIME - 10:06
COMMAND ==>>>                (Enter any char for next screen)

PY : 97                        Name : JONES, TOM
SSN : 123 11 6789              State:
Case-id: 121212                Type : NAFDC      Local Code: 000

Orig Arrear   : $6,473.00      Mod Arrear:
Ytd Collection: $1,200.00      Ytd IRS Claims: $1,200.00
Recertify Ind :                State Payments:
Case Priority  : 27            Joint Return  :

Case Deleted   : Y              Transfer State:      Local:
Deny Passport :                FMS-indicator  :
Type
Trans      Date      St  Case  Amount  Tax Adj  Name
-----
DELETE    04/30/97   XX  N    $6,473.00  97      DELETED FROM FILE
MODIFY    04/30/97   XX  N    $5,723.00  97      DUPLICATE RECORD
IRS OFF   04/16/97   XX  N    $150.00   97      TOM JONES
IRS OFF   04/01/97   XX  N    $150.00   97      TOM JONES
IRS OFF   03/03/97   XX  N    $150.00   97      TOM JONES
IRS OFF   02/04/97   XX  N    $750.00   97      TOM JONES
IRS OFF   08/07/96   XX  N    $450.00   96      TOM JONES
    
```

Figure 6-12: Federal Refund Processing Menu – Cases Prior to 1999

CHART 6-1: Federal Refund Processing Menu – Cases Prior to 1999	
Field Names	Field Description
Page X of X	The number of pages associated with the record. For example, “Page 1 of 3” indicates that this is the first of three pages for the history of the record displayed.
Row X of XX	Indicates that there is more to the history record than can be viewed on the screen.
Date/Time	Indicates the Date and Time the record was called up.
Command	At the command prompt, type any character and press “Enter” to get to the next page in the record.
PY	The Processing Year for the case data displayed.
Name	The name of the obligor.
SSN	Social Security Number of the obligor.
State	The State that certified this case. States can only view cases from their own State.
Case-id	ID given to this case by the State.
Type	Type of Case AFDC – TANF NAFDC - Non-TANF
Local Code	County Code
Orig Arrear	Arrearage at the time the case was certified.
Mod Arrear	Current arrearage.
Ytd Collections	The year-to-date collections for the case by IRS and FMS.
Ytd IRS Claims	The year-to-date amount collected by IRS.
Recertify Ind	For cases prior to Processing Year 1999, this field will always be a blank.
State Payments	Payment made by the State to the obligor.
Case Priority	For cases prior to Processing Year 1999, the Case Priority was assigned based on the order that the cases were submitted by the State. For example ‘27’ in this field indicates that the State was the 27 th State to submit cases to the Federal Offset System.
Joint Return	Indicates if the obligor filed a joint return with his current spouse. Y – Yes, the obligor has filed a joint return Blank – No, the obligor has NOT filed a joint return
Case Deleted	Indicates if the case was deleted: Blank – The case was not deleted Y – The case was deleted
Transfer State	The State the case was transferred to for administrative review.
Local	The local code for the transfer State.
Deny Passport	Indicates the obligor’s status for the Passport Denial Program S – OCSE submitted the obligor to the Department of State for denial of passport based on a State’s submittal. D – OCSE has forwarded a delete record to the Department of State; the obligor is eligible to receive their passport. C – The TANF and Non-TANF cases combined exceeded the

CHART 6-1: Federal Refund Processing Menu – Cases Prior to 1999	
Field Names	Field Description
	<p>\$5,000 threshold. Case was submitted to the Department of State for denial of passport.</p> <p>X – The individual is excluded from the Passport Denial Program. They can receive a passport.</p> <p>N – The individual meets the criteria for the Passport Denial Program, but certain information is not available, such as date of birth. These cases cannot be forwarded to the Department of State.</p> <p>Blank – The individual is entitled to receive their passport.</p>
FMS-indicator	<p>Indicates if the case was eligible for Administrative Offset:</p> <p>A – Case excluded from Administrative Offset</p> <p>Blank – Case eligible for Administrative Offset</p>
The following fields will occur for each type of transaction associated with the case.	
Type Trans	<p>Type of transaction that occurred. Examples are:</p> <p>ADM CLM – FMS made an administrative refund back to the taxpayer.</p> <p>ADM Off – An administrative payment was offset; the amount of the interception will be listed on the right.</p> <p>Delete – Case was closed.</p> <p>IRS CLM – IRS made a Federal tax refund back to the taxpayer.</p> <p>IRS Off – IRS intercepted the Obligor’s Federal tax return; the amount of the interception and the name of the person(s) intercepted will be listed on the right.</p> <p>Modify –The amount of the transaction and what occurred will be listed on the right.</p> <p>Payment – The State made a payment back to the obligor; additional information will be listed on the right, along with the amount.</p> <p>Reject – The record was rejected; the reason for the IRS rejection will be listed on the right. If OCSE rejected the file, there will be no annotation.</p> <p>The date the transaction occurred will be next to the transaction. The date on the State submission file will not exactly match the date on the OCSE or IRS file. The date listed on the screen is the date IRS sent confirmation of the transaction.</p>
Date	The date the transaction was processed.
St	The State that initiated a particular transaction or received an offset.
Case Type	<p>The case will be listed as:</p> <p>A – AFDC (TANF)</p> <p>N – NonAFDC (Non-TANF)</p>
Amount	The amount of the change to the arrearage balance based on the Type of Transaction.

CHART 6-1: Federal Refund Processing Menu – Cases Prior to 1999	
Field Names	Field Description
Tax Cycle	This is the cycle that the individual transaction was processed, or the year the transaction occurred. For example, 9917 would indicate that the transaction was processed in the 17 th cycle of 1999. For some transactions, only the year will be listed.
Adj. Year	This field indicates if a prior year adjustment was made.
Name	This field will contain a short description of the action taken for the transaction type or the name of the person offset.

6.3.5 QUERY CASE MASTER FILE 1999 (OPTION 4)

The “Query Case Master File” Screen (Figure 6-13), gives the State the option to view the transaction history for a case from PY 1999 and beyond.

```

OFFICE OF CHILD SUPPORT ENFORCEMENT
TAX OFFSET PROCESSING MENU          DATE-08/13/1999
QUERY CASE MASTER FILE 1999        TIME-11:46

COMMAND = = =>      ==

SSN or State Code ====> _____
Processing Year     ====>  ==
  
```

Figure 6-13: Query Case Master File 1999 Screen

1. Enter the Social Security Number in the SSN or State Code field.
2. Enter the year the State would like to query in the Processing Year field. The year is a four-digit year on this screen.
3. Press the “Enter” key to continue. The Tax Refund Processing Menu will be displayed. Refer to Figure 6-14: “Tax Refund Processing Menu PY 1999 and Beyond” Screen for an example.
4. Press the “F3” key to cancel the query.

6.3.5.1 Tax Refund Processing Menu – PY 1999 and Beyond

The “Tax Refund Processing Menu” Screen (Figure 6-14) provides summary and history information for cases from 1999 and beyond. Refer to Chart 6-2 for a complete description of the fields on this screen.

```

OFFICE OF CHILD SUPPORT ENFORCEMENT

Page 1 of 2          TAX REFUND PROCESSING MENU          Row 1 of 8
                                                           DATE - 05/05/2000
                                                           TIME- 09:57

COMMAND ==>> _____ (Enter any char for next screen)

SSN : 123-45-6789          Name : Jones, Tom          Recertification
Case-id:0000000          State : XX
Type : AFDC          Local Code : 000

Orig. Arrear : $916          Mod Arrear :1,950
Ytd Coll. ADM :          Ytd Claim ADM :
TAX : $1,810.00          TAX : $1,810.00
PO Notice Date : 12/01/1998          State Payments :
Incept Date : 02/16/1999          Joint Return :
Case Status :          Transfer State : Local :
Deny Passport :          Exclusions :P
SD Action Date:

TYPE STATE CASE TAXPD ADJ. YR PTYPE
IRS 04/17/2000 XX $1,810.00 0015 2000
ISR 04/17/2000 XX $1,810.00 0015.. TOM JONES
MODIFY 04/17/2000 XX $1,810.00 0000
AMOUNT CHANGED ON FILE
    
```

Figure 6-14: Tax Refund Processing Menu – PY 1999 and Beyond Screen

CHART 6-2 FEDERAL REFUND PROCESSING MENU – PY 1999 and BEYOND	
Field Names	Field Description
Page X of X	“Page 1 of 2” indicates that there are two pages in this record, the case summary and the case history. Page “1 of 3” indicates the record will contain a TANF case, a Non-TANF case and a case history.
Row X of XX	Indicates that there is more to the history record than can be viewed on the screen.
Date/Time	Indicates the Date and Time the record was called up.
Command	At the command prompt, type any character and press “Enter” to get to the next page in the record.
Name	The name of the obligor.
Recertification	Indicates that the case is new for the processing year or was re-certified by the State. A – New case for the processing year Y – Case was re-certified
SSN	Social Security Number of the obligor.
State	The State that certified this case. States can only view cases from their State.

CHART 6-2 FEDERAL REFUND PROCESSING MENU – PY 1999 and BEYOND	
Field Names	Field Description
Case-id	ID given to this case by the State.
Type	Type of Case AFDC – TANF NAFDC – Non-TANF
Local Code	County Code.
Orig. Arrear	Arrearage at the time the case was certified.
Mod Arrear	Current arrearage.
Ytd Coll ADM	Administrative collections for the current year.
Ytd Coll TAX	Tax collections for the current year.
Ytd Claim ADM	Administrative adjustments taken by FMS for the current year.
Ytd Claim TAX	Tax adjustments taken by FMS for the current year.
PO Notice Date	The date the Pre-Offset Notice was sent to the obligor.
State Payments	Payments made by the State to the obligor.
Inception Date	The date the case was added to the Master File.
Joint Return	Indicates if the obligor filed a joint return with his current spouse. Y – Yes, the obligor has filed a joint return Blank – No, the obligor has NOT filed a joint return
Case Status	Indicates the current status of the case Y – the case has been deleted from the Master File and is Inactive Blank – the case is currently active
Transfer State	The State the case was transferred to for administrative review.
Local	The local code for the transfer State.
Deny Passport	Indicates the obligor’s status for the Passport Denial Program S – OCSE submitted the obligor to the Department of State for denial of passport based on a State’s submittal. D – OCSE has forwarded a delete record to the Department of State; the obligor is eligible to receive their passport. C – The TANF and Non-TANF cases combined exceeded the \$5,000 threshold. Case was submitted to the Department of State for denial of passport. X – The individual is excluded from the Passport Denial Program. They can receive a passport. N – The individual meets the criteria for the Passport Denial Program, but certain information is not available, such as date of birth. These cases cannot be forwarded to the Department of State. Blank –The individual is entitled to receive their passport.
Exclusions	Indicates the collection remedies from which the obligor is being excluded. A – The obligor is excluded from all administrative offsets. S – The obligor is excluded from Federal salary offset (currently not used; FMS does not offset Federal salaries). R – The obligor’s Federal retirement entitlement is excluded from intercept.

CHART 6-2 FEDERAL REFUND PROCESSING MENU – PY 1999 and BEYOND	
Field Names	Field Description
	<p>V – The obligor’s vendor/misc. payments are excluded from intercept.</p> <p>F – The obligor is excluded from the FIDM program.</p> <p>P – The obligor is excluded from the Passport Denial program.</p> <p>T – The obligor’s Federal Income Tax is excluded from intercept.</p>
SD Action Date	The date an action was taken on this case and sent to the Department of State.
The following fields will occur for each type of transaction associated with the case.	
Type	<p>Type of transaction that occurred. Examples are:</p> <p>ADM CLM – FMS made an administrative refund back to the taxpayer.</p> <p>ADM Off – An administrative payment was offset; the amount of the interception will be listed on the right.</p> <p>Delete – Case was deleted from the file.</p> <p>IRS CLM – IRS made a Federal Tax refund back to the taxpayer.</p> <p>IRS Off – IRS intercepted the Obligor’s Federal tax return; the amount of the interception will be listed on the right and the name of the person(s) will be listed on the second line.</p> <p>Modify –The amount of the transaction and what occurred will be listed on the right and the action taken will be listed on the second line.</p> <p>Payment – The State made a payment back to the obligor; additional information will be listed on the right, along with the amount.</p> <p>Reject – The record was rejected; the reason for the FMS rejection will be listed on the right. If OCSE rejected the file, there will be no annotation.</p> <p>The date the transaction occurred will be next to the transaction. The date on the State submission file will not exactly match the date on the OCSE or FMS file. The date listed on the screen is the date FMS sent confirmation of the transaction.</p>
(Date)	The date the transaction was processed.
State	The State that initiated a particular transaction or received an offset.
Case	<p>The case will be listed as:</p> <p>A – AFDC (TANF)</p> <p>N – NonAFDC (Non-TANF)</p>
(Amount)	The amount of the change to the arrearage balance based on the Type of Transaction, or the amount of the offset.
Taxpd	This is the cycle that the individual transaction was processed, or the year the transaction occurred. For example, 9917 would indicate that the transaction was processed in the 17 th cycle of 1999. For some transactions, only the year will be listed.

CHART 6-2 FEDERAL REFUND PROCESSING MENU – PY 1999 and BEYOND	
Field Names	Field Description
Adj. Yr.	This field indicates the year of the adjustment. If the transaction type is IRS Offset, the name on the offset will appear on the second line for the transaction. If the transaction type is Modify, the action taken for the modify transaction will be noted on the second line.
Ptype	This field provides further explanation for the Administrative offsets. R or RET- Retirement V- Vendor/misc.

6.3.6 UPDATE LOCAL CONTACT ADDRESSES (OPTION 5)

The “Local Address Update” Screen (Figure 6-15) gives the State the opportunity to add, modify and delete their State/Local contact phone and address information. This screen creates batch transactions in the State/Local Contact Phone and Address File Format (see Appendix E, Chart E-3, for a complete description of fields and edit criteria). The batch transactions will be processed periodically throughout the year. States may notify OCSE of changes to their State/Local contact information via phone or email to ensure that OCSE has received the update, but this is not required. Any transactions that do not pass the OCSE edit validation criteria will be rejected. The Special Collection Unit will contact the State and assist with the correction of rejected transactions.

6.3.6.1 Local Address Update

```

OFFICE OF CHILD SUPPORT ENFORCEMENT
FEDERAL OFFSET PROCESSING MENU          DATE - 08/13/1999
LOCAL ADDRESS UPDATE                    TIME - 11:47

Enter new data for Add or State / Local Code for Modify and press ENTER
COMMAND = = =>
_____

Option: _____ (A)dd, (M)odify or (D)elete

State Code = => _____
Local Code = => _____
                (999) 999-9999                9999

Phone1 = => _____ Ext = => _____
Phone2 = => _____ Ext = => _____ (Toll
Free No.)

Department Name: ==> _____
Address Line2 ==> _____
Line3 ==> _____
Line4 ==> _____
Line5 ==> _____

Send Address to FMS? = => Y (Y/N) (Add record to file going to FMS)
Press ENTER to accept record / changes or END / F3 to exit.

```

Figure 6-15: Local Address Update Screen

Add State and Local Contact Information

1. Type the letter 'A' in the Option Field.
2. Enter the following data on the screen.
 - Local Code
 - Phone 1
 - Phone 1 Extension
 - Phone 2
 - Phone 2 Extension
 - Toll Free Number
 - Department Name
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - Address Line 5
 - Send Address to FMS
3. Press the "Enter" key.
4. The State and Local Contact information will be added to a dataset that will be processed by OCSE and forwarded to FMS.

Modify State or Local Contact

1. Type the letter 'M' in the Option Field.
2. Enter the Local Code in the Local Code Field.
3. Press the "Enter" key.
4. The message "Make any changes to record and press ENTER" will appear on the bottom of the screen.
5. Type the new information on the screen and press the "Enter" key to add the modified data to a dataset that will be processed by OCSE and forwarded to FMS.

Delete An Existing State and Local Contact

1. Type the letter 'D' in the Option Field.
2. Enter the Local Code in the Local Code Field.
3. Press the "Enter" key.
4. The existing data for the Local Code will be displayed on the screen and the message "Do you want to delete this record? (Y/N)" will appear at the bottom of the screen.
5. Enter the letter 'N' in the Command Field and press the "Enter" key to cancel the delete request.
6. Enter the letter 'Y' in the Command Field and press the "Enter" key to add the delete request to a dataset that will be processed by OCSE and forwarded to FMS.

6.3.7 BROWSE FEDERAL OFFSET BULLETIN (OPTION 6)

6.3.7.1 Federal Offset Bulletin (Menu)

The Federal Offset (FO) Bulletin (Figure 6-16) is an electronic message system used to communicate important messages, problems, or changes to the State on-line users. The Bulletin may be viewed at any time by selecting the FO Bulletin (Option 6) on the Federal Offset Processing Menu. The Bulletin is also automatically displayed after the Welcome screen when entering the system. Press the “Enter” key to return to the Federal Offset Processing Menu.

```
OFFICE OF CHILD SUPPORT ENFORCEMENT      DATE - 08/13/1999
FEDERAL OFFSET PROCESSING MENU          TIME - 11:47

COMMAND = = => _____ (END/PF3=Exit;  UP/PF7=Scroll Up;  DOWN/PF8=Scroll Down)

***** Top of Data *****
***** FEDERAL OFFSET BULLETIN *****

WELCOME TO THE FEDERAL OFFSET BULLETIN, THIS FEATURE WILL ALLOW US TO RELAY INFORMATION TO YOU
ONLINE.  WE WILL LET YOU KNOW ABOUT THE NEW FUNCTIONS AVAILABLE, NEWS, AND OTHER IMPORTANT
ITEMS.

      Please direct any questions regarding tax offset to the
      Special Collection Unit at
      (202) 401-9389
      *****

End of Bulletin, Press ENTER to continue -----
***** Bottom of Data *****
```

Figure 6-16: Federal Offset Bulletin Screen

6.3.8 LOG OFF PROCEDURES

To exit the ACF Mainframe, the State user must first exit the Federal Offset Program On-line System. To exit the on-line system press the “F3” key until the Federal Offset Processing Menu is displayed. Type the letter X in the option field and press the “Enter” key. After the State user has completed the “To Log Off” instructions, the Federal Offset Program On-line System will automatically exit the SSA Mainframe.

Follow the instructions listed below to complete the log off procedures.

1. Wait for the SimPC communication software to transfer control back to the State user’s PC.

2. The “CONNECTING” screen on the PC will be displayed.
3. Press the “F3” key to return to the DOS prompt.
4. At the DOS prompt type “EXIT” and the PC will return to the Desk Top of the PC.