

Federal Parent Locator Service

# **Electronic Income Withholding Order**

Release 10-02 – Minor  
December 3, 2010

## **Release Specifications**

Version 1.0  
September 3, 2010

Administration for Children and Families  
Office of Child Support Enforcement  
370 L'Enfant Promenade, S.W.  
Washington, DC 20447

DCN: C8-03.02.102.01

This document was prepared for the United States Department of Health and Human Services, Office of Child Support Enforcement under Contract Number NIH CIOSP 263-01-D-0054 by Lockheed Martin, Information Systems and Global Services, Incorporated (LM IS&GS). The work was authorized in compliance with the following specific prime task order:

Delivery Order Number: HHS-ACF-2005-C2500M  
Delivery Order Title: Electronic Income Withholding Order  
Document Date: September 2010

## TABLE OF CONTENTS

<b>1.</b>	<b>Enhance e-IWO FEIN Notification File (OCSE Ref #3088)</b> .....	<b>1-1</b>
1.1	Summary of Changes.....	1-1
1.2	Background .....	1-1
1.3	Description of Changes .....	1-1
1.4	Impact on States .....	1-1
1.5	Record Specifications.....	1-2
<b>2.</b>	<b>Implement SSP e-Employer Query (OCSE Ref #3108)</b> .....	<b>2-1</b>
2.1	Summary of Changes.....	2-1
2.2	Background .....	2-1
2.3	Description of Changes .....	2-1
2.4	Impact on States .....	2-1
2.5	Record Specifications.....	2-1
<b>A.</b>	<b>Record Layout Changes</b> .....	<b>A-1</b>

## LIST OF CHARTS

Chart A-1:	FEIN Notification File Record Layout.....	A-1
------------	---	-----

## **1. ENHANCE e-IWO FEIN NOTIFICATION FILE (OCSE REF #3088)**

### **1.1 Summary of Changes**

The electronic income withholding order (e-IWO) Federal Employer Identification Number (FEIN) Notification file provides information about all of the employers that have registered to participate in the e-IWO process. It is being expanded to include an:

- alternative employer address to which paper income withholding orders are to be sent (when required)
- organizational “known as” name
- employer status indicator to identify whether the employer is currently active or inactive (e.g., no longer participating) in the e-IWO process

### **1.2 Background**

Currently, employers provide their FEIN with contact information to the e-IWO Portal when they register to use e-IWO. Employers must keep their FEIN information up-to-date in order to receive e-IWOs for child support income withholding orders. States must have the most up-to-date FEIN information for the e-IWO participating employers to ensure that they send e-IWO transactions only for those companies and organizations that are specified on the FEIN list.

States have two options for receiving employer information to load into their databases. Option 1 is a spreadsheet that is posted on the e-IWO Workplace, and Option 2 is a fixed-length file, which is sent electronically to the state. Both the spreadsheet and the FEIN Notification file provide the state with employer FEINs, organization name, address information and contact information. The updated information is available in a spreadsheet for manual download from the workplace or electronically on the first and 15<sup>th</sup> of each month, delivered via the state’s e-IWO interface.

### **1.3 Description of Changes**

The following elements are being added to the e-IWO FEIN Notification file:

- Alternative Employer Address, to which paper IWOs should be sent, if necessary
- Organization Known As Name
- Active/Inactive Indicator

### **1.4 Impact on States**

States that electronically receive the FEIN Notification file must expand their record formats to accommodate the additional data elements. States have indicated that this change requires a minimal amount of work.

## **1.5 Record Specifications**

The record layout for this release, with the updates, is shown in Appendix A. The new elements have been added to the FEIN Notification file, beginning at position 322.

## **2. IMPLEMENT SSP e-EMPLOYER QUERY (OCSE REF #3108)**

### **2.1 Summary of Changes**

The State Services Portal (SSP) will provide authorized state users with a query to search for employers that have registered to accept electronic income withholding orders through the e-IWO Portal. Users will be able to search by the employer's name, FEIN, or a "known as" name.

### **2.2 Background**

The e-IWO Portal transmits electronic income withholding orders from states to employers. The FEIN is the key to sending the income withholding order to the correct employer. Currently, employers provide their FEIN and contact information on the portal when they register to use e-IWO. Employers must keep their FEIN information up-to-date in order to receive e-IWOs. States must have the most up-to-date FEIN information to ensure that they send e-IWO documents only to those companies and organizations that are registered with the portal.

### **2.3 Description of Changes**

The new e-Employer function, accessed via the SSP, allows a state user to perform a search for an employer's FEIN by entering an employer's organization name or an organization "known as" name. The query will return the employer's name, FEIN and contact information. A reverse search is also available, which will return employer information when a FEIN is entered. More information concerning the "look and feel" of the returned information will be made available at a later date.

### **2.4 Impact on States**

States must modify their systems to allow users to access the SSP with a new security role designated for e-Employer. The new role, SC (Employer Search for State Workers), will provide states with future employer-related services that will be offered on the SSP. States must make the required proxy server modifications, which are specified in the *FPLS State Services Portal Software Interface Specifications (SIS)*, in order to use the new application.

The *FPLS SSP SIS* is posted on the QUICK Workplace. To gain access to the QUICK Workplace, contact your QUICK technical representative directly, the QUICK Service Desk at (800) 258-2736 or direct your email to [CSENet.2000@lmco.com](mailto:CSENet.2000@lmco.com).

### **2.5 Specifications**

The new page layouts will be available at a later date.

## A. RECORD LAYOUT CHANGES

Chart A-1 describes the data elements that are included within the FEIN Notification file.

The elements that have been added to the file are highlighted in **turquoise**, and are enclosed in brackets ([ ]).

CHART A-1: FEIN NOTIFICATION FILE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
FEIN	1-9	9	N	<b>Required</b> This field contains the employer's/withholder's FEIN. Example: 123456789
Start Date	10-19	10	A/N	<b>Required</b> This field is the date that the employer/withholder will begin to exchange income withholding orders. The format is CCYY-MM-DD.
Organization Name	20-84	65	A/N	<b>Required</b> This is the name of the employer/withholder.
Address Line1	85-124	40	A/N	<b>Optional</b> This is the first line of the employer's/withholder's preferred National Directory of New Hires (NDNH) address.
Address Line2	125-164	40	A/N	<b>Optional</b> This is the second line of the employer's/withholder's preferred NDNH address.
City	165-189	25	A/N	<b>Optional</b> This is the employer's/withholder's preferred NDNH city.

CHART A-1: FEIN NOTIFICATION FILE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
State	190-191	2	A/N	<b>Optional</b> This is the employer's/withholder's preferred NDNH state code. It is the two-character state code. Examples: 'AL', 'AK', etc.
Postal Code	192-201	10	A/N	<b>Optional</b> This field contains the employer's/withholder's preferred NDNH postal code. It is a five-digit Zip code, or the five-digit Zip code plus the four-digit extension. Example: 12345 or 12345-1234
Contact Name	202-241	40	A/N	<b>Optional</b> This is the business contact's full name.
Phone Number	242-251	10	N	<b>Optional</b> This field contains the business contact's phone number. Example: 1115550100
Extension	252-256	5	N	<b>Optional</b> This is the business contact's phone extension.
Email	257-321	65	A/N	<b>Optional</b> This is the business contact's email address.
[Alternate Address Line1]	[322-361]	[40]	[A/N]	<b>[Optional]</b> This field contains the first line of the employer's/withholder's printed form address.]
[Alternate Address Line2]	[362-401]	[40]	[A/N]	<b>[Optional]</b> This field contains the second line of the employer's/withholder's printed form address.]

CHART A-1: FEIN NOTIFICATION FILE RECORD LAYOUT				
Field Name	Location	Length	A/N	Comments
[Alternate City]	[402-426]	[25]	[A/N]	<b>[Optional]</b> This field contains the employer's/withholder's printed form city.]
[Alternate State]	[427-428]	[2]	[A/N]	<b>[Optional]</b> This is the employer's/withholder's printed form state code. It is the two-character state code. Examples: 'AL', 'AK', etc.]
[Alternate Postal Code]	[429-438]	[10]	[A/N]	<b>[Optional]</b> This field contains the employer's/withholder's printed form postal code. It is a five-digit Zip Code, or the five-digit Zip Code plus the four-digit extension. Example: 12345 or 12345-1234]
[Active /Inactive Indicator]	[439]	[1]	[A]	<b>[Required]</b> This field contains an indicator that shows if the FEIN is active or inactive. A – Active I – Inactive]
[Inactive Date]	[440-449]	[10]	[A/N]	<b>[Optional]</b> This is the date that the FEIN became inactive in the e-IWO Portal. Format: CCYY-MM-DD]
[Organization Known As Name]	[450-514]	[65]	[A/N]	<b>[Required]</b> This contains the name that an organization may be known as, in addition to its legal business name.]
[Filler]	[515-600]	[86]	[A/N]	[This field contains all spaces.]