

OCSE O&M and Continuous Services

# **Federal Case Registry**

## **Data Election Guide**

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Administration for Children and Families  
Office of Child Support Enforcement  
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Washington, DC 20201

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## 1. State Election of FCR Options

The Office of Child Support Enforcement (OCSE) continually improves in order to provide you with expanded data. The existing processes, as well as new enhancements, are available to you as an option because statewide systems may require additional programming in order to make optimal use of the data. This Data Election Guide provides the required forms that you must complete in order to take advantage of the options that are available, or when you no longer wish to exercise an option that you previously requested or received.

To begin the process, copy the required form to a separate MS Word document. The electronic version of this Data Election Guide is at

[http://www.acf.hhs.gov/sites/default/files/ocse/federal\\_case\\_registry\\_data\\_election\\_guide.pdf](http://www.acf.hhs.gov/sites/default/files/ocse/federal_case_registry_data_election_guide.pdf)

Your IV-D director or a designee should complete each form. Indicate ‘Y’ (Yes) in the last column to initiate an option, or ‘N’ (No) to discontinue an elected option. No signature is required. After the form is completed, attach the electronic form in an email to your state Technical Support (TS) Liaison. Contact information for your technical support liaison is located on the OCSE Federal Parent Locator Service Technical Support Contacts page (<https://www.acf.hhs.gov/css/resource/ocse-fpls-technical-support-contacts>).

Upon receipt of the data election forms, the state TS liaison forwards a copy to the OCSE Library, and returns the Data Election Acknowledgement form (Figure 1-1) to your IV-D director in an email, with a copy of the data election option form(s) that you submitted.

**Figure 1-1: Data Election Acknowledgement Form**

| Data Election Acknowledgement  |  |                         |  |
|--|--|-------------------------|--|
| OCSE has received the Data Election form(s) that your state submitted and the forms(s) is/are being processed. A copy of the request(s) is/are attached to this message. |  |                         |  |
| State Technical Support Liaison  |  | Date<br>MM/DD/CCYY      |  |
| Email Address  |  | Phone<br>(999) 999-9999 |  |

Part 2 of this document provides a separate section for each data election form. Each section includes instructions for selection of the available data options, followed by a copy of the form.

## 2. Data Election Option Forms

### 2.1 FCR Acknowledgement Record Suppression Options

You can suppress unwanted acknowledgements and can consolidate certain duplicate FCR-to-FCR Proactive Match records by submitting the FCR Acknowledgement Record Suppression Options form (Figure 2-1). This five-part form provides you with the option to suppress responses from the FCR, based on the programming of your statewide system. You may also use this form to request consolidation of multiple responses for the same person.

The FCR generates acknowledgements of input transactions for every submitted record. When FCR identifies errors or abnormal conditions, it returns records with error or warning messages. FCR may return ‘Pending’ case or person acknowledgements while the Social Security number (SSN) validation occurs. The default is for the FCR to return all of the records with their associated error, warning, or information codes.

#### A. FCR Case Acknowledgement/Error Record

This option allows you to suppress the accepted acknowledgements for case ‘adds’, and elect to receive only the errors and warnings. A second option allows you to suppress ‘pending’ case acknowledgements. To elect either of these options, complete Section A (shown in Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** This option is advantageous if your staff establishes a logical default for records that FCR does not return. However, you cannot assume a logical default if the FCR suppresses both accepted and pending acknowledgement records.

#### B. FCR Person/Locate Request Acknowledgement/Error Record

This option allows you to suppress the accepted person acknowledgements for person ‘adds’ and Locate Requests when no additional information is provided, no errors or warnings are returned, or the person acknowledgement is ‘pending’.

---

**Note:** The FCR does not suppress the accepted acknowledgement for an input transaction to add, change, or delete a person in a case when verifying the FCR Primary SSN, there were no error or warning conditions detected, and a date of death is present on the FCR Death Master file.

---

To elect this option, complete Section B (Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** See above (after Section A).

### **C. FCR Query Acknowledgement/Error Record**

This option allows you to suppress the accepted acknowledgements that have no warning codes. To elect this option, complete Section C (Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** See page 2-1 (after Section A).

### **D. FCR QUERY/PROACTIVE MATCH RESPONSE RECORD**

This option allows you to suppress multiple FCR-to-FCR Proactive Match records for the same person in the same case. This enables you to filter redundant data returned by the FCR. To elect this option, complete Section D (Figure 2-1), and submit the FCR Acknowledgement Record Suppression Options form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** Consolidation of responses is beneficial to you because it reduces the amount of redundant data returned by the FCR. You can use this process to consolidate the information returned for a particular case, to ease the programming burden on states, and to reduce the chance of duplicate information being stored.

### **E. FCR DMDC Proactive Match Response Record**

This option allows you to suppress redundant Defense Manpower Data Center (DMDC) Proactive Match Response Records. This enables you to reduce the amount of DMDC information you receive each quarter and concentrate on new or changed information.

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**Note:** If you don’t select the DMDC filter option, you will receive all DMDC responses.

---

**Figure 2-1: FCR Acknowledgement Record Suppression Options**

|   |  |   |  |
|---|--|---|--|
| <b>FCR Acknowledgement Record Suppression Options</b>   |  | Enter 'Y' to begin or 'N' to discontinue options previously elected |  |
| <b>A. FCR Case Acknowledgement/Error Record</b>   |  |   |  |
| A-1. Suppress the accepted acknowledgement input record only if no error or warning codes are associated with the record.   |  |   |  |
| A-2. Suppress the pending acknowledgement for a IV-D or non-IV-D case input record.   |  |   |  |
| <b>B. FCR Person/Locate Request Acknowledgement/Error Record</b>  |  |   |  |
| B-1. Suppress the accepted acknowledgement for an input transaction to add, change, or delete a person in a case only if the submitted SSN was verified, there were no error or warning conditions detected, and SSA's records did not provide verified multiple SSNs associated with the person. |  |   |  |
| B-2. Suppress the pending acknowledgement for an input transaction to add the person to or change the person on the FCR.  |  |   |  |
| B-3. Suppress the accepted acknowledgement for an input transaction initiating a Locate Request for a person only after SSN verification and no error or warning codes are associated with the request.   |  |   |  |
| B-4. Suppress the pending acknowledgement for an input transaction initiating a Locate Request for a person.  |  |   |  |
| <b>C. FCR Query Acknowledgement/Error Record</b>  |  |   |  |
| C-1. Suppress the accepted acknowledgement for an input transaction only if there were no warning conditions associated with the request.   |  |   |  |
| <b>D. FCR Query/Proactive Match Response Record</b>   |  |   |  |
| D-1. Suppress multiple FCR-to-FCR proactive match records for the same person in the same case.   |  |   |  |
| <b>E. FCR DMDC Proactive Match Response Record</b>  |  |   |  |
| E-1. Suppress the redundant DMDC proactive match record if the match is identical to a proactive match from the previous quarter's match.   |  |   |  |
| Submitting Agency   |  | Date<br>MM/DD/CCYY  |  |
| Requester   |  | Phone<br>(999) 999-9999   |  |
| Email Address   |  | Title   |  |

## 2.2 Data Inconsistency and FCR Reconciliation File Election

The FCR produces two reports at your request that aid in identifying data issues or that help you to ensure the information on the State Case Registry (SCR) agrees with the information on the FCR.

### A. FCR Data Inconsistency File

This file provides information about specific data inconsistencies for all active participants on IV-D cases that have a verified SSN. This option allows you to make corrections to data, which improves the quality of the data on the FCR. The FCR excludes participants with a Family Violence (FV) indicator from this file.

The FCR sends you the Data Inconsistency file on a quarterly basis and edits for the following:

- The Participant Type is 'PF' (Putative Father) and the Order Indicator is 'Y'
- The Participant Type is 'CP' (Custodial Party), 'NP' (Noncustodial Parent) or 'PF', and the participant age is less than 11 years
- The Sex Code is not 'F' (Female) or 'M' (Male)
- The Participant Type is 'PF' and the Sex Code is 'F'

In order to receive the Data Inconsistency file, complete Line A-1 of the option form in Figure 2-2, and submit the form according to the instruction in Part 1, "State Election of FCR Options." Ensure that your email message also contains:

- Your contact information for establishing the CyberFusion Integration Suite (CFI) connection
- The dataset name you want the FCR to name the incoming file. This name should be consistent with your normal naming conventions.

**Benefit:** This aids in identifying data anomalies in Person records so you can correct participant data within your system.

### B. FCR Reconciliation File

This file provides all case and person data, or filtered case and person data stored on the FCR for your state. This enables you to verify the case and person data on the FCR agree with the statewide system. The FCR returns the FCR Reconciliation file to you upon request.

Complete Line B-1 (shown in Figure 2-2) to receive a complete file of all Cases and Participant records stored on the FCR. The FCR returns warning codes for persons who have an FV indicator stored on the FCR.

You may specify the type of data the FCR returns in the reconciliation file by using Lines B-2 through B-8 (Figure 2-2). For example, if planning a reconciliation of FV indicators, use Line B-4 to indicate the records that the FCR returns. This function saves you additional programming resources to further refine the Response Reconciliation file.

To request the FCR Reconciliation file, send the completed option form (Figure 2-2) to request the file according to the instructions in Part 1, “State Election of FCR Options.” Ensure that your email message also contains the name, email address, and telephone number of the individual who should receive the FCR Reconciliation file at your state.

**Benefit:** You should request an FCR Reconciliation file once each year to facilitate synchronization between the SCR and FCR. The file returns case and person data that the FCR stores for comparison to your SCR. You can then transmit data corrections to the FCR so the FCR remains an accurate reflection of the SCR. Additionally, you may request targeted reconciliation files that assist in reconciling specific areas, such as FV and SSN verification. It is important that your systems remain synchronized with the FCR so the FCR can return vital Locate information appropriately to you and to other FCR users. Additionally, the FCR Reconciliation file is helpful if you have missed transmissions to the FCR.

**Figure 2-2: Data Inconsistency and FCR Reconciliation File Election**

|  |  |  |                       |
|--|--|--|-----------------------|
| <b>A. DATA INCONSISTENCY FILE ELECTION</b>   |  | Enter 'Y' to begin or 'N' to discontinue options elected |                       |
| A-1. Return Data Inconsistency File to the state on a quarterly basis.   |  |  |                       |
| <b>B. FCR RECONCILIATION FILE ELECTION</b>   |  |  |                       |
| Select either B-1 or a combination of B-2 through B-8.   |  |  |                       |
| Full FCR Reconciliation  |  |  |                       |
| B-1. Return full reconciliation file.  |  |  |                       |
| Limited FCR Reconciliation Based on Selection Criteria Below   |  |  |                       |
| <b>Filter FCR Case Records</b>   |  | IV-D   | Non-IV-D              |
| B-2. Return selected Case Type.  |  |  |                       |
|  |  | With Order   | Without Order         |
| B-3. Return selected Order Indicator (applies to IV-D cases only).   |  |  |                       |
| <b>Filter FCR Person Records</b>   |  | IV-D   | Non-IV-D              |
| Select only one of the options B-4 through B-8, below. If you do not select Person record options, the FCR returns all persons who are associated with the cases selected above. |  | Set by Your State  | Not Set by Your State |
| B-4. Return Person records for participants with a family violence indicator (FV).   |  |  |                       |
|  |  | Verified   | Unverified            |
| B-5. Return Person records with SSN Verification Code.   |  |  |                       |
|  |  |  |                       |
| B-6. Return Person records with a date of death present.   |  |  |                       |
| B-7. Return Person records with multiple SSNs present.   |  |  |                       |
| B-8. Return Person records with a verified additional SSN.   |  |  |                       |
| Submitting Agency  |  | Date MM/DD/CCYY  |                       |
| Requester  |  | Phone (999) 999-9999                                     |                       |
| Email Address  |  | Title  |                       |

## 2.3 NDNH Response Options

FCR proactively returns National Directory of New Hires (NDNH) information to you when a submitter adds new information to the NDNH that matches an FCR participant, or when a state adds or changes a participant on the FCR. You can control whether the NDNH responses contain validated addresses or data from the requesting state.

### A. Receive NDNH Proactive Match Records that Fail Address Scrubbing

This provides the option to receive incorrect addresses and the Address Scrubbing Code on NDNH Proactive Match Responses. You may consider the address as useful, even though it failed address scrubbing. Section 6.10.1.1, “Address Editing of Proactive Match Responses,” of the FCR Interface Guidance Document (IGD), describes the filtering of addresses that failed the edits.

To receive Proactive Match records that have failed the FINALIST address scrubbing routines, complete Section A on the NDNH Response Options form (Figure 2-3), and submit it according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** This option may be helpful as a last resort for address data. Many have expressed the need to receive the information maintained on the NDNH, even if it is incomplete, because it may result in a Locate lead. Your systems should allow for the Address Scrubbing Code so caseworkers can understand that there may be a potential problem with the address.

### B. NDNH-to-FCR Proactive Match: Return Same State Data

This option allows you to receive your own NDNH data in FCR proactive matches. The FCR normally filters NDNH information sent because of NDNH-to-FCR or FCR-to-NDNH Proactive Matching process by not returning any records that your state submitted to the NDNH. You may choose to remove this filtering and receive, through the Proactive Match process, all of the appropriate NDNH records, including those records that you sent to the NDNH.

Section 2.5.2.2.2, “FCR Option to Receive Data Registration,” in the FCR IGD, describes the filtering of NDNH information that occurs as a result of NDNH-to-FCR and FCR-to-NDNH Proactive Matching. You may opt to receive your own submitted New Hires only, Quarterly Wage (QW) only, Unemployment Insurance (UI) only, or any combination, or all of the W-4, QW and UI records. To exercise this option, complete Section B (Figure 2-3) to indicate the data selected. Submit the form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** We developed this for those states that do not receive New Hires data on a regular basis from their State Directory of New Hires (SDNH). This process allows you to receive New Hires, QW, and UI information in a timely manner, which increases the possibility of locating a noncustodial parent (NCP) and initiating income withholding orders more quickly.

### C. NDNH ‘CS’ Locate: Return Same State Data

This option may be used to ensure that you receive all of the appropriate information in response to a ‘CS’ Locate Request (Child Support Request for IV-D purposes) – including data submitted by your own state. You may find the retrieval faster and easier than trying to obtain the data from your own state source.

Section 6.7.1.1.3, “FCR Option to Receive Data Registration,” in the FCR IGD, describes the filtering of NDNH information sent as a result of an NDNH CS Locate Response. You may choose to remove this filtering, and may opt to receive your own state-submitted New Hires only, QW only, UI only, or any combination, or all of the W-4, QW, and UI records. To exercise this option, complete Section C (Figure 2-3) to indicate the data you select. Submit this form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** States can use this as a backup for proactive matching. Submission of NDNH Locate Requests is another method for receiving New Hires, QW, and UI information. Prior to this enhancement, the CS Locate Request type returned QW records provided by federal agencies and other states. Now, you may request a CS-type Locate and receive this same information – in addition to your own state’s data. This is helpful for states that do not store QW and UI information as provided by their State Workforce Agency (SWA) – and for states that can receive W-4 data more quickly from the FPLS than from their SDNH.

**Figure 2-3: NDNH Response Options**

|   |  |   |  |
|---|--|---|--|
| <b>NDNH Response Options</b>  |  | Enter 'Y' to begin<br>or 'N' to<br>discontinue<br>options elected |  |
| <b>A. Request to Receive NDNH Proactive Match Records That Fail Address Scrubbing</b>                                     |  |   |  |
| A-1. Return the NDNH Proactive Match records, with the provided address, if the address fails address scrubbing routines. |  |   |  |
| <b>B. NDNH Proactive Matching</b>   |  |   |  |
| B-1. Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own state: QW.                   |  |   |  |
| B-2. Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own state: UI.                   |  |   |  |
| B-3. Return FCR-to-NDNH and NDNH-to-FCR Proactive Match information submitted to NDNH by own state: New Hires.            |  |   |  |
| <b>C. NDNH CS-Locate Response Record</b>  |  |   |  |
| C-1. Return Locate Response information submitted to NDNH by own state: QW.   |  |   |  |
| C-2. Return Locate Response information submitted to NDNH by own state: UI.   |  |   |  |
| C-3. Return Locate Response information submitted to NDNH by own state: New Hires.  |  |   |  |
| Submitting Agency   |  | Date<br>MM/DD/CCYY  |  |
| Requester   |  | Phone<br>(999) 999-9999   |  |
| Email Address   |  | Title   |  |

## 2.4 SSA Proactive Matches and Sweeps

State Verification and Exchange System (SVES) data identifies participants who receive, have previously received, or have been denied Social Security benefits. You receive SVES data upon submission of a Locate Request to the FPLS. You can use this form to request SVES data proactively when the FCR adds or changes a person.

---

**Note:** This match does not proactively provide information to the FCR when Social Security Administration (SSA) adds or changes a person record at SSA.

---

This form provides you with the option to proactively receive information about adult participants who have applied for Social Security benefits.

As you work to ensure that you are using available data from SSA, you may also request a sweep of SSA Title II, SSA Title XVI, and SSA Prisoner records to identify people who are receiving benefits. Using data from the sweep, you can ensure that you are taking into account benefits for current participants because the Title II Pending Claims file recognizes applicants for SSA benefits.

### A. FCR-to-SVES Proactive Match

This provides the option to automatically receive Title II, Title XVI, and Prisoner Locate Responses from the FCR-to-SVES Proactive Match interface. This interface creates an FCR-to-SVES Proactive Match Request for a person with a verified SSN, in a IV-D case, with no FV indicated, and a Participant Type of 'PF' or 'NP', with additional options for 'CP' and/or 'CH' (Children) to SVES.

The FCR-to-SVES Proactive Match process initiates Locate Requests when:

- A state adds a person to a IV-D case.
- A state changes case type from non-IV-D to IV-D.
- A state changes the person participant type in a IV-D case.
- A state changes a person with an unverified SSN to a verified SSN in a IV-D case.
- A state removes FV from a person, and the person is in a IV-D case.

The FCR returns only positive FCR-to-SVES Proactive Match Locate Responses with address and benefit information. You receive FCR SVES Title II (E05), Title XVI (E06), and/or Prisoner (E07) Locate Response records. An indicator in position 3 of the Response record identifies that the matched response is the result of FCR-to-SVES Proactive Match.

The FCR-to-SVES Proactive Match process does not return a negative Locate Response (FCR SVES Not Found Response [E10]).

You can request a SVES Locate if the Locate Request Type is 'CS' and the Locate Source field contains 'ALL' or 'E01' in the FCR Input Person/Locate Request record. The FCR suppresses a

FCR-to-SVES Proactive Locate Request if you initiate a SVES Locate Request for transaction types ‘add’ or ‘change’ person.

You may request the Proactive SVES match by completing Section A of Figure 2-4, and submit it according to the instructions in Part 1, “State Election of FCR Options.”

Section 10.4, “SSA’s State Verification and Exchange System (SVES),” in the FCR IGD, describes the access provided to you through the Locate process to Title II, Title XVI, and Prisoner Databases.

**Benefit:** This option allows you to proactively receive SVES data when a state adds a person to, or the Person record changes on, the FCR. Title II and Title XVI records contain address information that may be useful to locate NCPs. Title II responses contain information regarding disability and retirement income, which you can use to initiate income withholding orders and ensure dependent children are receiving eligible benefits. Title XVI responses provide Supplemental Security Income (SSI) benefits, which cannot be withheld for child support purposes but may be helpful in identifying the need for review and adjustment or an order modification. Prisoner data provided by SVES can be helpful in locating NCPs, particularly NCPs incarcerated in another state. You can use this data to determine an expected date of release, work status, and parole information.

## **B. Title II Pending Claim Responses**

The FCR proactively returns the FCR Title II Pending Claim Response record (Record Identifier ‘FK’) with a Locate Source Response Agency Code of ‘E04’, which contains the SSA Title II Pending Claim information. As claims are added to and/or changed on SSA’s Title II Pending Claims file, we compare the claim’s beneficiary SSN against the FCR. The SSA Title II Pending Claim information is returned to you as a proactive match if the SSA beneficiary’s SSN matches an FCR SSN that:

- Is verified
- Has no FV
- Is in an open IV-D case

Additionally, you must have elected to receive this proactive match.

If you want to receive this proactive match, complete Section B of the “State Verification and Exchange System (SVES) Options” form (Figure 2-4). Submit the completed form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** FCR returns to you information about SSA benefits in response to a Locate Request or optionally, provided proactively when the FCR adds or changes a person. Neither of these Locate processes generally ensures that you learn about SSA benefits in time to attach initial lump sum payments and put an income withholding order in place to withhold initial benefit payments. SSA may award and pay benefits or payments before the child support office learns of the action. Having access to Title II Pending Claim data provides early detection of a Title II application for benefits. The SSA Title II applicant

file is matched daily with the FCR, ensuring that you can learn about an application in time to send an income withholding order to SSA. SSA holds the order indefinitely and acts on the order when benefits are paid. Using the information from the Title II Pending Claims Response file improves your ability to intercept lump sum payments, expedites collection of ongoing support payments, and increases overall collections.

### C. SVES Title II Sweep

This gives you the option to receive an on-demand sweep of your state's FCR participants that match against SSA's Title II, Title XVI SVES file, and SVES Prisoner file. If you currently receive Proactive SVES matches (Section A) and Title II Pending matches (Section B), you are eligible for the optional on-demand sweep of SVES Title II. If you currently receive Proactive SVES matches (Section A), you are eligible for the optional on-demand sweep of SVES Title XVI and SVES Prisoner. You may elect to receive one or more of the sweeps. The participant types specified in Section A are used to identify which participants the FCR sends to SVES for Title II, Title XVI, and Prisoner matching in this sweep request process.

The FCR only returns positive match responses in the format of the FCR SVES Title II Locate Response record with an SVES Match Type of 'P', for a person:

- With a verified SSN
- With no FV
- In a IV-D case

The FCR only returns positive match responses in the format of the FCR SVES Title XVI Locate Response record with an SVES Match Type of 'P', for a person:

- With a verified SSN
- With no FV
- In a IV-D case
- Participant type NCP or PF

The FCR only returns positive match responses in the format of the FCR SVES Prisoner Locate Response record with an SVES Match Type of 'P', for a person:

- With a verified SSN
- With no FV
- In a IV-D case
- Participant type NCP or PF

The FCR does not return negative responses. The option to filter positive redundant proactive responses (Figure 2-4) does not apply to this on-demand sweep. This process runs independently of other Locate Requests and unaffected by prior or future SVES requests.

**Benefit:** Receiving the Title II Sweep data could be helpful to you because you do not receive automated notification when pending Title II claims move from the SSA Pending Claim file to a Title II disposition. Therefore, depending upon how you have automated

the response to SVES data, you may need to periodically check participants against Title II to ensure that you know the benefit information and you are using it in case processing.

Receiving Title XVI and Prisoner data may be helpful to you in determining whether a participant meets the criteria for order review and potential modification or possible case closure.

**Figure 2-4: State Verification and Exchanges System (SVES) Options**

|   |  |                         |   |
|---|--|-------------------------|---|
| <b>FCR STATE VERIFICATION AND EXCHANGE SYSTEM (SVES)<br/>PROACTIVE MATCH ELECTION</b> |  |                         | Enter 'Y' to begin<br>or 'N' to<br>discontinue<br>options elected |
| <b>A. SVES Proactive Match Election</b>   |  |                         |   |
| A-1. Return all proactive SVES data for NCP and PF participants.                      |  |                         |   |
| A-2. Return all proactive SVES data for CP participants.                              |  |                         |   |
| A-3. Return Title II proactive SVES data for CH participants.                         |  |                         |   |
| <b>B. Title II Pending Claim Proactive Match Election</b>                             |  |                         |   |
| B-1. Return Title II Pending Claim proactive matches for all participants.            |  |                         |   |
| Submitting Agency   |  | Date<br>MM/DD/CCYY      |   |
| Requester   |  | Phone<br>(999) 999-9999 |   |
| Email Address   |  | Title                   |   |

**Figure 2-5: State Verification and Exchanges System (SVES) Sweep Request**

|  |  |  |  |
|--|--|--|--|
| <b>FCR STATE VERIFICATION AND EXCHANGE SYSTEM (SVES) SWEEP REQUEST</b>   |  | Enter 'Y' to begin or 'N' to discontinue options elected |  |
| <b>A. SVES Title II Sweep Request (State must have elected to receive SVES Proactive matching)</b>   |  |  |  |
| A-1. State requests a SVES Title II Sweep for the same participants as elected for proactive matching.                                       |  |  |  |
| <b>B. SVES Title XVI and Prisoner Sweep Request (State must have elected to receive SVES Proactive matching for NCP and PF participants)</b> |  |  |  |
| B-1. State requests a SVES Title XVI Sweep for NCP and PF participants as elected for proactive matching.                                    |  |  |  |
| B-2. State requests a SVES Prisoner Sweep for NCP and PF participants as elected for proactive matching.                                     |  |  |  |
| Submitting Agency  |  | Date<br>MM/DD/CCYY                                       |  |
| Requester  |  | Phone<br>(999) 999-9999                                  |  |
| Email Address  |  | Title  |  |

## 2.5 FPLS Locate Filtering Options

Due to the large amount of data passing between the states and the FPLS, you have the option to suppress data that may not prove useful, or that you have received previously. Locate Requests that do not return information may consume valuable processing time. Receiving the same Locate data repeatedly may be problematic for caseworkers.

### A. Suppress Negative Locate Responses

This option allows you to avoid receiving Locate Responses when the request found no information. This option applies only to Locate Request Type 'CS' (Child Support Request for IV-D purposes). No other Locate Request types, (Adoption/Foster Care [AD], Custody and Visitation [CV], Locate Only [LC], and Parental Kidnapping [PK]), are suppressed.

The FCR also offers you an additional option to continue receiving the field Locate Closed Indicator (position 353) on the last negative Locate Response, though the response would have otherwise been suppressed as yielding no information.

When you opt to suppress Negative Locate Responses, FCR does not return the following Locate Responses:

- FCR NDNH Locate/Proactive Match Response record (Record Identifier 'FN') with a:
  - NDNH Match Type of 'L' (NDNH Locate Request Response)
  - Locate Source Response Agency Code of 'H01'
  - Locate Response Code of '10' (NDNH does not have the SSN on file, or the submitter of this CS-type Locate Request provided the only information on file for the SSN and has not requested its return)
- FCR SVES Not Found Response record (Record Identifier 'FK') with a:
  - Locate Source Response Agency Code of 'E10'
  - Locate Response Code of '10' (Locate source does not have the SSN on file)
- FCR Locate Response record (Record Identifier 'FF') with a:
  - Locate Response Code of '10' (Locate source does not have the SSN on file)
  - Locate Source Response Agency Code of:
    - A01 – Department of Defense (DoD)
    - A02 – Federal Bureau of Investigation (FBI)
    - A03 – National Security Agency (NSA)
    - C01 – IRS non-1099
    - C03 – AWR
    - E01 – SSA, or
    - F01 – Veterans Affairs (VA)
- FCR Locate Response record (Record Identifier 'FF') with a:
  - Locate Response Code of '22' (Good SSN, no record of earning)
  - Locate Source Response Agency Code of 'E01' (SSA)

The Locate Response codes '06' (FCR case type change from IV-D to non-IVD, person deleted from case or case closed) and '39' (disclosure prohibited – person is associated with FV) are returned to the submitter for all Locate sources.

Complete Section A of the FCR Locate Response Suppression Options form (Figure 2-6). Submit the form according to the instructions in Part 1, "State Election of FCR Options."

**Benefit:** Electing this option helps reduce the volume of data, and negative Locate Responses, that the FCR returns.

## **B. Suppress Positive Redundant Proactive/Locate Responses**

This option offers you the ability to suppress data from certain FPLS transactions when you have received the data previously, and the Case Type is 'IV-D'. An additional option allows you to specify the time period before FCR returns the redundant data. For example, if the FCR returned data in October 2013, for a state that specified a three-year suppression period, FCR would not return redundant data until after October 2016.

The following suppression options are available:

- Suppress redundant FCR-to-NDNH Proactive Match Responses that were initiated by a Change Person transaction
- Suppress redundant FCR-to-SVES Proactive Match Responses that were initiated by a Change Person transaction
- Suppress DoD, VA, IRS, SSA, AWR and/or SVES Locate Responses with a Locate Request Type of 'CS' that were initiated by a Change or Locate Person transaction

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**Note:** You can suppress any combination of these Locate sources.

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- Suppress NDNH Locate Responses with a Locate Request Type of 'CS' that were initiated by an Add, Change, or Locate Person transaction

See Section 6.7.1.1.5, "Filter Positive Redundant Proactive and/or Locate Responses," of the FCR IGD, for a detailed description of this process. Chart 6-21, in Part 6 of the IGD, "FCR Transaction Specific Information," summarizes the transactions that are eligible for suppression.

The FCR suppression process determines whether the FCR has already returned information from the Locate Response within your specified timeframe. The FCR stores response information on a file for comparison against the next response returned from a Locate source. If the response information is determined to be a match of a previous response that the FCR already returned, and you selected the option to suppress redundant data, the FCR does not return the current response.

You can suppress positive redundant Locate Responses by completing Section B (Figure 2-6) that specifies which responses to filter, and specifies the time period of suppression for one or three years (except for NDNH, which is one year). You may also take advantage of an additional

option to override the suppression if the positive response is the last response of a group, so the FCR can return a Locate Closed Indicator.

To take advantage of these options, complete the FCR Locate Response Suppression Options form, (Figure 2-6), and submit the form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** Electing this option helps reduce the volume of data, and duplicate Locate Responses, returned.

---

**Note:** When you first elect this option, each selected Locate source returns the first tracked Locate Response. FCR compares future responses against the initial tracked Locate Response to determine whether it should return a response.

---

**Figure 2-6: FCR Locate Response Suppression Options**

|   |  |  |  |
|---|--|--|--|
| <b>FCR Locate Response Suppression Options</b>  |  | Enter 'Y' to begin or 'N' to discontinue options elected |  |
| <b>A. Suppress Negative Locate Responses</b>  |  |  |  |
| A-1. Suppress Negative Locate Responses for Locate Request Type of 'CS.'  |  |  |  |
| A-2. Return a Locate Response containing the Locate Closed indicator even though the FCR would have otherwise suppressed the response as a negative response.                     |  |  |  |
| <b>B. Suppress Positive Redundant Proactive/Locate Responses</b>  |  |  |  |
| B-1. Suppress redundant FCR-to-NDNH Proactive Match Responses.  |  |  |  |
| B-2. Suppress redundant FCR-to-SVES Proactive Match Responses.  |  |  |  |
| B-3. Suppress redundant NDNH Locate Responses with a Locate Request Type of 'CS'.   |  |  |  |
| B-4. Suppress redundant DoD Locate Responses with a Locate Request Type of 'CS'.  |  |  |  |
| B-5. Suppress redundant VA Locate Responses with a Locate Request Type of 'CS'.   |  |  |  |
| B-6. Suppress redundant IRS Locate Responses with a Locate Request Type of 'CS'.  |  |  |  |
| B-7. Suppress redundant AWR Locate Responses with a Locate Request Type of 'CS'.  |  |  |  |
| B-8. Suppress redundant SVES Locate Responses with a Locate Request Type of 'CS'.   |  |  |  |
| B-9. Specify time period (1 or 3 years) to use to suppress redundant responses.<br><b>Note:</b> For NDNH, the time period for suppressing redundant Locate Responses is one year. |  |  |  |
| B-10. Return a Locate Response that contains the Locate Closed indicator, even though the FCR would have otherwise suppressed the response as redundant.                          |  |  |  |
| Submitting Agency   |  | Date MM/DD/CCYY  |  |
| Requester   |  | Phone (999) 999-9999                                     |  |
| Email Address   |  | Title  |  |

## 2.6 FCR Change of Address Verification Annual Election and Agreement

The FCR facilitates change of address verification using files submitted by participating states (FCR Change of Address Verification Request record, Record Identifier of 'NC'). This process returns reports of address changes from the U.S. Postal Service (USPS). You have the option to check IV-D participants' (with verified SSN/Name Combination and no FV) addresses against the NCOA<sup>Link®</sup> database.

You also have the option of suppressing negative responses. This suppression is specific to this data source. If you elect this option, ensure that system programming accounts for a negative response.

When you are ready to begin the FCR-to-NCOA interface, the FCR Change of Address Verification Annual Election and Agreement form (Figure 2-7) must be completed and submitted according to the instructions in Part 1, "State Election of FCR Options.." Upon receipt, OCSE sends an Information Package to you that contains the USPS' NCOA<sup>Link</sup> Processing Acknowledgement Form (PAF). You must return the signed PAF to OCSE.

The interface takes effect as soon as both forms are processed, and continues until the following September 30. Each year, you must re-certify participation for the FCR-to-NCOA interface, and must complete both forms before September 30 to continue the interface without interruption.

**Benefit:** Participating states benefit in many areas of case management, such as reducing the volume of undeliverable mail, reducing forwarding mail fees, reducing the need to generate postmaster letters to the USPS, proactively tracking participants as they move, and expediting the service of process.

**Figure 2-7: FCR Change of Address Verification Annual Election and Agreement**

| <b>FCR Change of Address Verification Annual Election and Agreement</b>   |  |  |  |
|---|--|--|--|
| <p>The Federal Case Registry has added an interface with the United States Postal Service's (USPS) National Change of Address (NCOA<sup>Link</sup>®). The NCOA<sup>Link</sup> database is a national database of address change information maintained by the USPS. States have the option to check IV-D participants' (with verified SSN/Name Combination and no family violence) addresses against the NCOA<sup>Link</sup> database.</p>  |  |  |  |
| <p>Enter 'Yes' in the box to the right if the following statements are true.</p>  |  |  |  |
| <p>I certify and acknowledge that the addresses returned by the NCOA<sup>Link</sup> from the Federal Parent Locator Service/FCR will be used for the sole purpose of maintaining IV-D participant addresses. The NCOA<sup>Link</sup> addresses may be used to establish paternity or to establish, set the amount of, or modify a child support obligation; and to enforce a child support obligation pursuant to Part D, Title IV of the Social Security Act. The USPS prohibits the usage of the NCOA<sup>Link</sup> for location purposes.</p> |  |  |  |
| <p>I understand that the state must complete this form every year to participate in this interface.</p>   |  |  |  |
| <p>Enter From Date and To Date in the box to the right.</p>   |  | <p>Certification Period</p> <p>From: _____ To: September 30, 20_____</p> |  |
| <p>The FCR is offering a suppression option for "no match found" responses. Enter 'Yes' in the box to the right to suppress the Change of Address Verification Response Code of '10', (no match found by NCOA<sup>Link</sup>).</p>  |  |  |  |
| <p>Enter 'Yes' in the box to the right if the following statement is true.</p> <p>State elects to discontinue participation in the FCR Change of Address interface.</p>   |  |  |  |
| Submitting Agency   |  | Date<br>MM/DD/CCYY   |  |
| Requester   |  | Phone<br>(999) 999-9999  |  |
| Email Address   |  | Title  |  |

## 2.7 FCR Print Reports Programs Election

Because you may not have had the opportunity to automate the handling of some of the data received from the FPLS, OCSE offers the option of receiving formatted reports that you can view or print.

You can opt to receive any of the following FCR print reports:

1. SVES Title II
2. SVES Title XVI
3. SVES Prisoner
4. SVES Not Found
5. Title II Pending Claim
6. SSA Death Master Match
7. Insurance Match
8. Defense Manpower Data Center (DMDC) Proactive Match
9. ICR Match
10. FCR-ICR Supplemental Match
11. AWR Locate

You must allocate a dataset to receive a new FCR 132-byte fixed-block report transmission file via CyberFusion Integration Suite (CFI). If multiple FCR print reports (i.e., from more than one source) are created in the same day, the reports are transmitted in a single file.

If you opt to receive the Interstate Case Reconciliation (ICR) print report, you must allocate a data set to receive a new ICR 132-byte fixed-block report transmission file via CFI. For ICR, you must indicate whether you want reports from the regular ICR match and/or the ICR-FCR Supplemental match. For more information on how to set up this transmission, consult your state Technical Support (TS) Liaison. Contact information for your technical support liaison is located on the OCSE Federal Parent Locator Service Technical Support Contacts page (<https://www.acf.hhs.gov/css/resource/ocse-fpls-technical-support-contacts>).

If you want to receive one or more of the available report formats, you must complete the FCR Print Programs Election form (Figure 2-8). When you are ready to begin receiving the report format information, and have established the necessary CFI process, you must submit the completed form according to the instructions in Part 1, “State Election of FCR Options.”

**Benefit:** Use of the print programs option provides important FCR data in a format for distribution to staff and for use in case processing, well in advance of system programming. Additionally, making information available to staff can be accomplished using minimal state technical resources.

**Figure 2-8: FCR Print Programs Election**

| <b>FCR Print Programs Election</b>  |  |                         |  |
|---|--|-------------------------|--|
| <b>A. FCR Response Data Available in Report Format</b>  |  |                         | Enter 'Y' to begin or 'N' to discontinue options elected |
| A-1. SVES Title II  |  |                         |  |
| A-2. SVES Title XVI   |  |                         |  |
| A-3. SVES Prisoner  |  |                         |  |
| A-4. SVES Not Found   |  |                         |  |
| A-5. Title II Pending Claim   |  |                         |  |
| A-6. SSA Death Master Match   |  |                         |  |
| A-7. Insurance Match  |  |                         |  |
| A-8. DMDC Proactive Match   |  |                         |  |
| A-9. ICR Match  |  |                         |  |
| A-10. FCR-ICR Supplemental Match  |  |                         |  |
| A-11. AWR Locate  |  |                         |  |
| Note: The FCR returns these response reports in an FCR and/or ICR Report Transmission file separately from the FCR and/or ICR Response Batch Transmission file. |  |                         |  |
| Submitting Agency   |  | Date<br>MM/DD/CCYY      |  |
| Requester   |  | Phone<br>(999) 999-9999 |  |
| Email Address   |  | Title                   |  |

## 2.8 AWR and IRS Election

The AWR and IRS Election form provides you with options to suppress locate requests for Annual Wage Reporting (AWR) and IRS. You may elect not to participate in the AWR and IRS match process entirely for your state, or just not allow your state's portal users online access to generate locate requests for AWR and IRS.

The AWR Sweep option is no longer available.

To elect your options, complete the AWR and IRS Election form (Figure 2-9) and submit the form according to the instruction in Part 1, "State Election of FCR Options."

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**Note:** AWR data is federal tax information and requires the same safeguarding protection as any other IRS data. For more information, please refer to IRS Publication 1075, Tax Information Security Guidelines for Federal, State, and Local Agencies and Entities.

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**Figure 2-9: AWR and IRS Election**

|   |  |   |  |
|---|--|---|--|
| <b>AWR and IRS Election</b>   |  | Enter 'Y' to begin<br>or 'N' to<br>discontinue options<br>elected |  |
| <b>A. Suppress Annual Wage Reporting (AWR) Locate Requests with Locate Source 'C03' or 'ALL'</b>  |  |   |  |
| A-1. State elects to suppress all AWR requests, including those that might have resulted from a locate source 'ALL', for state's batch and Child Support Portal's online users. |  |   |  |
| A-2. State elects to suppress AWR requests only from the Child Support Portal's online users. The state will continue to receive AWR batch records.                             |  |   |  |
| <b>B. Suppress IRS Locate Requests with Locate Source 'C01' or 'ALL'</b>  |  |   |  |
| B-1. State elects to suppress all IRS requests, including those that might have resulted from a locate source 'ALL', for state's batch and Child Support Portal's online users. |  |   |  |
| B-2. State elects to suppress IRS requests only from the Child Support Portal's online users. The state will continue to receive IRS batch records.                             |  |   |  |
| Submitting Agency   |  | Date<br>MM/DD/CCYY  |  |
| Requester   |  | Phone<br>(999) 999-9999   |  |
| Email Address   |  | Title   |  |

## **2.9 Delete FCR Open Cases for Reload**

The Delete FCR Open Cases for Reload form provides you with an option to delete all open FCR cases in your state prior to submitting your state replacement cases. The Suppress FCR-to-FCR Proactive Matches option prevents FCR-to-FCR Proactive Matches, created by the delete transactions, from being sent to other states when the case/person information is being replaced.

To elect your options, complete the Delete FCR Open Cases for Reload form (Figure 2-10) and submit the form according to the instruction in Part 1, “State Election of FCR Options.”

**Figure 2-10: Delete FCR Open Cases for Reload**

| <b>DELETE FCR OPEN CASES FOR RELOAD</b>  |   |                         |      |
|--|---|-------------------------|------|
| The state elects to delete the open cases prior to reload for the state's batch and Child Support Portal's online users. (Enter the state name.) |   |                         |      |
| Enter the batch number for the Case-Delete (FCD) transactions.   |   |                         |      |
| If the Case ID has not changed, do you want to suppress the FCR-to-FCR proactive matches sent to other states? (Enter 'Y' or 'N')                | Case-Delete Only                          | Case/Person Re-Add Only | Both |
|  |   |                         |      |
| Case types to delete (Enter X to select)   | IV-D                                      | Non-IV-D                | Both |
|  |   |                         |      |
| Enter the case registered date range to delete (optional)  | Requested Period<br>From: _____ To: _____ |                         |      |
| County codes to delete (optional)  |   |                         |      |
| Specific user codes to delete (optional)   |   |                         |      |
| <b>Note:</b> A state can only submit this form once every two years when requesting all of their cases to be deleted.                            |   |                         |      |
| Submitting Agency  |   | Date<br>MM/DD/CCYY      |      |
| Requester  |   | Phone<br>(999) 999-9999 |      |
| Email Address  |   | Title                   |      |

## A. Revision History

This chart presents a log of the document changes.

| <b>Chart A-1: Revision History</b> |   |   |   |
|------------------------------------|---|---|---|
| Date                               | Section   | Revision  | Author  |
| 05/28/10                           | Entire Document   | v1.0: Original release  | T. Bolger<br>L. Hudson                                  |
| 03/04/11                           | Section 2.7<br>Figure 2-7   | v2.0: Added the FCR Print Reports Programs Election description and form  | T. Bolger<br>C. Dean                                    |
| 01/31/12                           | Section 2.4<br>Figure 2-4   | v3.0: Added option to suppress AWR responses  | S. Parks<br>L. Hudson                                   |
| 01/25/19                           | Section 2.3<br>Figure 2-3<br>Section 2.6<br>Figure 2-6<br>Section 2.7<br>Figure 2-7<br>Section 2.8<br>Figure 2-8<br>Section 2.9<br>Figure 2-9 | v4.0: Updated forms and/or clarified instructions in these areas<br>Included revisions for CR 6083 – Opt Out of IRS<br>Updated to add text and form for Delete FCR Cases for Reload | S. Alexander<br>S. Parks<br>C. Taylorson<br>J. Wychryst |
| 06/26/19                           | Section 2.4<br>Figure 2-4   | v5.0: Updated forms and instructions for CLI-6666 - Option for sweep request for Title XVI and Prisoner data  | S. Parks<br>R. Moreau                                   |