

OCSE Federal Parent Locator Service

# **National Directory of New Hires**

## **Guide for Data Submission**

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Office of Child Support Enforcement  
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## DOCUMENT PURPOSE

The National Directory of New Hires (NDNH) Guide for Data Submission offers NDNH data submitters information about their specific use of the NDNH system. This guide has general information about the NDNH and its purpose, as well as technical information for data submission.

This guide is in five parts.

Part 1 has information about the NDNH, its purpose, and function. This part also covers the environment in which the system operates. It gives technical information about the application, Social Security number (SSN) verification, data transmission software, management information (MI), and data retention.

Part 2 explains New Hire (NH) reporting and has a description of, and requirements for, processing NH data. This part also has information about sending, validating, updating, and returning NH data to submitters and multistate employers (MSEs).

Part 3 covers Quarterly Wage (QW) reporting and has a description of, and requirements for, processing QW data. This part has information about sending, validating, updating, and returning QW data to submitters.

Part 4 explains Unemployment Insurance (UI) reporting and has a description of, and requirements for, processing UI data. This part has information about sending, validating, updating, and returning UI data to submitters.

Appendices A through G have information about:

- Federal law
- Security
- Reference material
- Error and warning codes
- Input and output record layouts for all three subsystems
- Summary of changes to this version of the guide

When OCSE makes changes to the NDNH system, we include updates to this guide.

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## 1. INTRODUCTION

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 mandates both the federal Office of Child Support Enforcement (OCSE) and state child support agencies employ resources to:

- Establish paternity
- Establish, set the amount of, or change child support obligations
- Enforce child support obligations

Some provisions of PRWORA require state child support agencies to set up state directories of new hires (SDNH) and state case registries (SCR). The provisions also require OCSE to set up the National Directory of New Hires (NDNH) and a Federal Case Registry (FCR) of child support orders within the Federal Parent Locator Service (FPLS).

An SDNH is a registry of all newly hired employees in a state. An SCR is a registry of a state's child support and non-IV-D child support cases and support orders set up or modified in a state after October 1, 1998. Each SDNH and SCR sends data to the NDNH and the FCR parts of the FPLS respectively.

To have a comprehensive database with information from all employers, PRWORA also requires every federal agency to send new hire (NH) and quarterly wage (QW) information directly to the NDNH.

OCSE enhances the NDNH as it defines new needs based on legislation or recommendations from stakeholders. We update this guide as we release enhancements to the NDNH.

### 1.1 Purpose of the NDNH

The NDNH is a national repository of employment, earnings, and unemployment insurance (UI) information to help state child support agencies:

- Locate noncustodial parents
- Establish child support orders
- Enforce child support orders

The NDNH compares custodial parties (CPs), noncustodial parents (NCPs), and putative fathers (PFs) in child support cases that SCRs report to the NH, QW, and UI data that federal and state agencies supply. The NDNH sends matched information to state child support agencies.

In addition to the information accessible to state child support agencies, sections 453(i), (j), (l), and (m) of the Social Security Act describe NDNH authorized users and their authorized purposes.



## 1.2 System Functionality

This section describes NDNH processing for each agency.

Federal Agencies – Each federal agency, or its payroll department, sends NH and QW data directly to the NDNH. Each federal submitter receives a notification report that has information about the data supplied, such as the total number of NH or QW records received and processed, data errors, and Social Security number (SSN) verification.

State Agencies – Various state agencies receive and send NH, QW, and UI data to the NDNH. They include SDNHs in child support agencies, state workforce agencies (SWAs), state departments of revenue, and any other agency a state may choose to send and receive NDNH data. Each submitting state agency receives a notification report with information about the data supplied, such as the total number of records the NDNH received and processed, data errors, and SSN verification.

Social Security Administration (SSA) – When the NDNH receives a record that has an SSN and name, the NDNH sends the data to the SSA, which attempts to verify the SSN by comparing the information to the SSA records. The NDNH stores the results of SSN-name verification attempts. In addition, if the NDNH receives a record that has a Federal Employer Identification Number (FEIN), but not an employer address, the NDNH attempts to match the FEIN against the SSA's Employer Identification File (EIF) to obtain the employer's address.

OCSE – The federal OCSE automatically receives regularly scheduled management information (MI) reports and requests special MI reports to help monitor the NDNH system and state and federal agency compliance. The NDNH also receives Locate information requests for individuals from the FCR. When the NDNH receives a Locate request, it attempts to match the incoming record to NH, QW, and UI data, and returns match information to the requesting agency.

## 1.3 Federal Legislation and Regulations

[Section 453A\(a\)\(1\)](#) of the Social Security Act requires states to develop an SDNH that meets federal regulations. [Section 453\(i\)](#) of the Social Security Act requires the HHS to develop an NDNH.

Federal requirements specify that federal agencies must format and send NH and QW data directly to the NDNH.

## 1.4 Technical Support

OCSE offers technical and functional support to NDNH data submitters. These resources include a Help Desk to offer help with technical or operational problems, and the OCSE website. Refer to Appendix C.1, "Technical Support."

## 1.5 State Directory of New Hire Responsibilities

To comply with federal requirements for reporting NH data, every state set up an SDNH to:

- Receive NH data and transcribe it into an automated format
- Conduct automated data matches against child support cases in the SCR
- Send NH data to the NDNH

States must also report QW and UI data to the NDNH.

## 1.6 Strategic Issues

Reporting NDNH information requires the coordination and cooperation of multiple public and private organizations and businesses at the federal, state, and local levels. Organizational structures and processing abilities vary significantly from one federal agency or state to another.

The Social Security Act offers federal agencies and states the flexibility to design their NH programs in a way most compatible with their particular strengths and abilities.

### 1.6.1 OVERSIGHT RECOMMENDATIONS

Responsibility for reporting NH, QW, and UI data may exist in different entities within the submitting agency (SWAs, child support agencies, contractor organizations, or data processing centers). For this reason, agencies should attempt to support operational guidelines for reporting data to the NDNH. Some strategic issues to include in the operational guidelines are below.

- Develop and support interagency agreements that specify the responsibilities of the different parties involved in reporting to the NDNH
- Set up frameworks under which the programs operate
- Coordinate and direct:
  - Employer outreach, compliance, and accuracy for NH reporting
  - Initiatives to improve data reporting
  - Staff training, including customer service, data preparation, data processing, and technical support
  - Systems review to make sure goals and objectives are met
  - Information distribution about NDNH performance to interested parties (such as employers and participating agencies) and to inform the general public of the program's impact on child support enforcement and fraud detection

### 1.6.2 STATE SYSTEM INTEGRATION STRATEGIES

A state system may be a composite of records having all information (NH, QW, and UI) for transmission to the NDNH, or a data transfer configuration to collect data from different places, map it to the right format, and then send the files to the NDNH.

This list has factors states should discuss in program operations. While the list is not all-inclusive, it offers suggestions for consideration in NDNH interface planning.

- Set up procedures for data collection functions:
  - Employers may send NH data to the SDNH via different means, such as paper, telephone, magnetic, or electronic processes. The SDNH must transcribe the data to a single, automated format for transmission to the NDNH.
  - Develop methods for error resolution at the point of data collection or through automated editing at system entry.
  - Schedule processing steps to make sure states meet federal timeframes, particularly during peak processing periods, such as sending of QW and UI data.
- Update existing systems or develop new systems:
  - Review procedural and business needs for the NDNH interface to assure they reflect the needs of all agencies and entities that take part in the state’s program.
  - Verify procedural and business needs that support automated data reporting meet all federal program requirements.
  - Develop communication links to support file transfers between hardware components (data centers) when NH, QW, and UI data are in different systems or agencies that transport the data to the transmission site.
- Set up policies and procedures for periodic system validation to guarantee continuing optimal operation:
  - Measure and analyze user satisfaction and the validity of the data.
  - Measure and assess system availability and the prompt delivery of scheduled outputs and activities.
  - Measure and assess employer compliance.
  - Control data access to make sure adequate safeguards exist for data security and confidentiality.

## 1.7 SSN Verification

On receipt of NH, QW, and UI data from states, or NH and QW data from federal agencies, the NDNH sends the SSN and name to the SSA for verification.

There are several outcomes of this verification process, and OCSE sends a notification of the results using information on the NDNH Output Control Matrix Registration Form. Refer to section 2.10, “NH Output,” 3.8, “QW Output,” or 4.9, “UI Output,” for more information about the matrix and the data returned.

We send information about the SSN verification results and you may choose which errors, warnings, and corrections to receive on individual records.

The SSN process checks the submitted SSN and name to decide whether:

- The submitted SSN and name match the SSN and name on SSA’s records (NH, QW, and UI)
- The submitted name is in the correct fields and whether transposition is needed (NH, QW, and UI)

- The submitted SSN has a number transposed and needs correction (NH and UI only)

If the SSA verifies to an SSN on an NH, QW, or UI record, or corrects an SSN on an NH or UI record, the NDNH writes the verified or corrected SSN to the NDNH database. If the SSA processing corrects the SSN, the record posts to the NDNH database with the corrected SSN.

### 1.7.1 NON-MATCHING SSNS

SSN errors may happen due to general edits or errors SSA finds during the SSN verification process. Below are some conditions that could generate rejected SSNs.

- Non-numeric
- Missing
- Invalid
- SSN and name on the record do not match with the SSA

These error notifications appear in the acknowledgment transmission. Federal agencies must correct the errors and resend the records. We encourage state agencies to correct the errors and resend the records.

Refer to sections 2.7, “NH Data Validation and Verification,” 3.5, “QW Data Validation and Verification,” or 4.5, “UI Data Validation and Verification,” for the error and warning codes associated with SSN errors.

### 1.7.2 UNVERIFIED SSN-NAME COMBINATIONS

We use an automated routine to compare the SSN-name combination supplied to the SSA’s assigned SSN-name combinations. NH, QW, and UI records must have SSNs and names that match the SSA’s records to pass the SSN verification and identification process.

### 1.7.3 CORRECTED SSNS (NH AND UI ONLY)

The NH and UI validation routines can find SSNs with transposed digits or with minor numerical errors, such as those that have one incorrect digit in the SSN. The system chooses a corrected SSN only if it can find one, and only one, corrected SSN-name combination for that person.

The system stores the corrected SSN on the NDNH database with an indicator that shows it corrected the SSN and sends a notification about the correction. **Do not resend SSNs corrected as a result of the NDNH SSN processing.**

### 1.7.4 NON-VERIFIABLE SSNS

Federal law requires states to send all required data elements in their records to the NDNH. Some states’ QW records include only a partial set or no letters in the employees’ names. When these states send their records to the NDNH, the system checks the SSN-name combination.

If the state’s system only sends a partial or no name, and the SSN-name combination does not verify, the system accepts the record and stores it as a QW Non-Verifiable record.

If a state only stores a partial set of letters for employee names and sends QW records, the following might occur:

- If the NDNH is unable to verify the SSN-name combination, it accepts the record and saves the SSN and the partial employee name as a QW Non-Verifiable record.
- If the record has one character or a blank in both first and last name fields, the NDNH saves it as a QW Non-Verifiable record.
- If the record has a one-character first name and a two- or three-character last name and it fails verification, the NDNH saves it as a QW Non-Verifiable record.
- If the record has the minimum number of characters required in the name (refer to section 1.7.5, “Minimum Name Requirements”) but fails verification, the NDNH saves it as a QW Unverified record.

### 1.7.5 MINIMUM NAME REQUIREMENTS

The SSA requires a minimum number of characters needed to do the SSN-name verification.

- The first name must have at least one character, the middle name must have at least one character, and the last name must have at least four characters  
OR
- The first name must have at least one character and the last name must have at least seven characters

For any NH or UI records that have less than these name requirements, the NDNH will:

- Not verify the SSN-name
- Reject the record
- Generate a notification that the SSN-name does not verify

For QW records that do not meet the minimum name requirements, refer to section 1.7.4, “Non-Verifiable SSNs.”

### 1.7.6 NAME TRANSPOSITION

If an NDNH record has an SSN-name combination that does not verify with the SSA, the NDNH reverses the order of the first and last name, and then resubmits the transposed name with the SSN to decide whether this new SSN-name combination verifies.

If the SSN verifies with the transposed names, the NDNH accepts and stores the record with the names transposed, and returns warning code **0004** and the corrected name. If the transposed name and SSN do not verify, NDNH returns the originally supplied name and SSN with error code **0001**.

Refer to Appendix D, “Error and Warning Codes,” for descriptions.

### **1.7.7 NAME SEARCH PROCESS**

If all attempts to find a valid SSN-name combination fail, the NDNH uses name-matching software to evaluate the extent to which an employee or claimant name with that SSN on an NH, QW, or UI record matches a name in the SSA database.

For records that exceed a predetermined confidence level, the system stores the comparison results of the name-matching software on the NDNH as an NH, QW, or UI Unverified record.

## **1.8 Managed File Transfer Transmission**

Federal and state agencies send NH, QW, and UI data using the SSA's network and Managed File Transfer (MFT) protocol. MFT is a data transfer software product that allows data centers, within and across networks, to send and receive large amounts of data. The NH, QW, and UI records sent to the NDNH via MFT must be in the right record format.

MFT is an expedient and secure method to send NDNH data. It makes sure the NDNH receives NH, QW, and UI data in the most prompt, secure manner, which allows the child support agencies to use the data quickly and efficiently for child support case processing.

Refer to sections 2.5, "NH Transmission," 3.3, "QW Transmission," or 4.3, "UI Transmission," for data requirements, data format rules, record layouts, and field descriptions.

Refer to Appendix C.1, "Technical Support" for help with the MFT process and protocols.

Each state and many federal agencies have a copy of the MFT product for data submission via the SSA network. States have a site that does the MFT transmission.

The Administration for Children and Families (ACF) has a formal agreement with the SSA, which allows sending and receiving data through the SSA's existing network.

To begin transfers, send predefined processes that consist of a single 'COPY' statement or combinations of multiple statements separated by conditional logic. Processes can trigger transfers at a requested time under predetermined criteria.

You may specify five different activities in a process:

- Move files among systems
- Send jobs
- Execute programs
- Build and resolve symbolic values
- Alter the sequence of process execution through conditional logic

MFT has a checkpoint or restart feature. It eliminates the need to resend an entire file if a transmission fails. If a transfer error occurs, the MFT software automatically restarts the transmission at the most recent checkpoint.

MFT automatically generates statistics for security, auditing, and accounting purposes. This helps you to find network resources usage and improve network efficiency.

You must take these steps to begin using the MFT network to send NDNH data:

1. Find the data center connected to the SSA MFT network.
2. Find the person who handles creation of the MFT process to send data.
3. Create the MFT processes necessary to send data to the NDNH.
4. Create the required MFT security profiles.
5. Contact the OCSE [Data Transmission Contacts](#) technical liaisons to schedule a test to decide the success of sending and receiving data from the NDNH.

Examples of typical federal agency and state configurations for data transmission (MFT) are available from the FPLS Information Line in Appendix C.1, “Technical Support.”

### Federal Agency Alternate Transmission Method

Federal agencies without MFT access may send their data via an alternative transmission method. The transmission method is via [Government Services Online \(GSO\)](#).

## **1.9 Data Retention**

Federal law imposes restrictions on access to, and retention of, NDNH data. The law requires deletion of all NDNH data from the database 24 months after the date of receipt.

The Social Security Act allows the Secretary of HHS to keep samples of data entered into the NDNH as the Secretary finds necessary to help in research as specified in section 453(j)(5) of the Social Security Act.

## **1.10 Management Information**

The NDNH produces Management Information (MI) reports to help OCSE do statistical analysis, track data, and analyze trends. Reports are available on the [State Statistical Reporting System](#). You must have a user name and password to enter the system. Contact your supervisor for questions about access.

## 2. NEW HIRE

This part describes the NDNH processes and functions related to NH reporting.

### 2.1 Timeframes

There are timeframes associated with NH reporting and matching. Some of the timeframes are requirements of the Social Security Act and others are functions of the NDNH processing. Chart 2-1 shows activities associated with NH reporting and the corresponding timeframes.

<b>CHART 2-1: NH TIMEFRAMES</b>	
Activity	Timeframe
Employers must report NH data to the SDNH.	No later than 20 days after the date the employer hires the employee For an employer that sends reports magnetically or electronically, the sent reports must occur in at least two monthly transmissions (if necessary) between 12 and 16 days apart.
SDNHs must enter NH data received from employers into the SDNH.	Within five business days after receiving reports
SDNHs must send NH data to the NDNH.	Within three business days after entering NH data into the SDNH
Federal agencies must send NH data to the NDNH.	No later than 20 days after the date the employer hires the employee
NDNH must enter NH data into the NDNH.	Within two business days of receiving the data
NDNH must send transmittal, summary, and error data to the sending federal agency and SDNH.	Within four business days of the NDNH receiving the data
NDNH produces MI reports that delineate and summarize each submitter's data.	On a periodic basis



## 2.2 State Directory of New Hires

PRWORA requires each state to set up an SDNH, and be able to send data to, and receive data from, the NDNH.

Section 453A of the Social Security Act does not specify that a state locate the SDNH in a specific agency. Each state decides where to house its SDNH, which may be in a:

- Child support agency
- SWA
- Revenue department
- Private vendor under contract with the state
- Local CSE agency

Each state must have only one site for collecting NH data and only one transmission point connecting to the SSA's transmission system and the NDNH.

## 2.3 Data Requirements

Section 453 of the Social Security Act requires states and federal agencies to collect NH data and send it to the NDNH. The Secretary of HHS published regulations to focus on NH data collection and submission.

Several states have laws that require NH information in addition to the seven data elements required by federal law. Federal law gives employers the choice of complying with federally mandated requirements by sending a W-4 form or, at the choice of the employer, an equivalent form that has the required NH data elements. The date of hire is not an element on the W-4 form, but is one of the seven required elements. Employers can define an "equivalent form."

In addition to collecting and sending mandated data, the NDNH system stores some optional information not on a W-4 form. Some states require employers to report more data elements not stored on the NDNH database when reporting new hires.

These other data elements can:

- Improve states' fraud detection efforts
- Help with the administration of programs
- Increase the effectiveness of finding the location of persons in child support cases
- Help in the prompt action of withholding wages for NCPs who owe child support

### 2.3.1 DATA ELEMENTS

*States and federal agencies* collect and send information about employees and employers to the NDNH. With the exception of the mandatory date of hire and several optional data elements, most of this information is on the W-4 form that an employee completes at the time of hire. The [W-4 Form](#) is on the Internal Revenue Service (IRS) website.

Refer to Appendices E, “Input Transaction Layouts,” and F, “Output Transaction Layouts,” for:

- Record layouts
- Required fields
- Optional fields
- Specifications

### **Mandatory Data Elements**

The NDNH processing requires completion of all fields in the NH Transmitter Header record, the required fields in the Data record, and all of the fields in the Total record.

### **Optional Data Elements**

Many SDNHs require employers to send other data elements to the SDNH, which then sends the data to the NDNH. Refer to Appendix E, “Input Transaction Layouts,” for the ‘Optional’ fields on the NDNH.

To determine which optional fields a specific SDNH requires, go to the [State or Employer Contact and Program Information](#) matrix.

## **2.3.2 SDNH COLLECTION METHODS AND PROCESSES**

Below are examples of methods for NH data collection.

### **Electronically and Magnetically**

Federal law permits employers to send NH data electronically and magnetically. An SDNH may need to set up a prescribed format for sending records on magnetic media or electronically, so it can process those records directly into its system. An SDNH may use these methods to collect data:

- Internet – employers send the data, including the date of hire, in an e-mail or scan and send a W-4 or equivalent form
- Web-based reporting – To decide whether an SDNH offers this, go to the [State or Employer Contact and Program Information](#) matrix.
- Magnetic media – magnetic tape, cartridge cassette tape, compact disk, digital video disc (DVD), or file transfer protocol (FTP) that has the data

Federal law does not require employers to send NH data electronically or magnetically in the same record layout format as required by SDNHs to send to the NDNH. But, a state can make that layout a requirement for the employers that report electronically to its SDNH.

### **Paper**

Federal law requires SDNH to accept data via the United States Postal Service first class mail (unless used several times). The SDNH can start other paper submission methods for an

employer. When employers send NH data on paper, they must include the date of hire. The states must key or scan the form into the SDNH.

### **Telephone**

An SDNH can set up a process for an employer to report new hires by telephone. This helps small employers who may not have an electronic means to send information.

## **2.4 Multistate Employers**

Multistate employers (MSEs) have employees in two or more states. Federal law allows MSEs two choices for reporting their NH data:

- An MSE may report data for each newly hired employee to the state in which the employee works. This choice allows the employer to send data via any of the methods the state accepts. The employer must comply with each state's NH reporting requirements in which its employees work.
- An MSE may report data for all of its newly hired employees to one of the states in which the employer has employees. If an MSE chooses this way, the employer must comply with two requirements:
  - Transmit NH data electronically or magnetically
  - Notify the Secretary of HHS, in writing, of the state to which they will report all newly hired employees

For information about MSEs, go to the [New Hire Reporting](#) section of the OCSE website.

For MSE questions about NH reporting to one state, refer to Appendix C.1, "Technical Support."

Federal law requires the Secretary of HHS to keep, within the NDNH, a list of employers who chose to report new hires to one state, and the state that each employer chooses to receive their NH data. OCSE keeps this list to help states in showing employer compliance with NH reporting requirements.

### **Internet Users Only**

To register your company as a multistate employer via the Internet, go to the [Multistate Employer Registry website](#).

If you have questions or experience problems, refer to Appendix C.1, "Technical Support."

## **2.5 NH Transmission**

Select federal agencies and the SDNHs send NH records via the SSA's MFT protocol. Multiple submissions may occur in a transmission.

Each submission must have three types of records in this order:

1. NH Transmitter Header record: This record precedes the NH data records and has information about the submitter
2. NH Data records: These records have the actual NH data
3. NH Total record: This record follows the NH data records and is a summary of the submission

## 2.6 NH Record Layouts

States and federal agencies must send the NH information using specified record layouts. Refer to Appendices E, “Input Transaction Layouts,” and F, “Output Transaction Layouts.”

## 2.7 NH Data Validation and Verification

Correct data are essential to assure the integrity of the NDNH database. NH data transmissions undergo various validation and verification processes. You receive information about validation and verification within four business days of submission.

Refer to section 2.10, “NH Output,” for more information about returned data. The NDNH edits the incoming data at various levels, from file transmission to the individual record.

There are four levels of validation; the first by you, the rest by the NDNH.

- SDNH or Federal Agency Pre-processing
- Transmission
- Batch
- Record

Refer to Appendix D, “Error and Warning Codes,” for a list of errors and warning codes.

### 2.7.1 SDNH OR FEDERAL AGENCY PRE-PROCESSING-LEVEL EDITING

Before sending NH records to the NDNH, you should do edits on the data to assure compliance with the requirements outlined in the record layouts. This makes sure the data meet NDNH requirements, and the NDNH has correct and complete information.

### 2.7.2 TRANSMISSION-LEVEL EDITING

The NDNH verifies the node ID in the file name to decide whether the submission is from a valid user. If the node ID is not valid, NDNH suspends the file, and the Help Desk contacts you.

The NDNH compares the submitter ID in the Header record to a Master Table to decide the authenticity of the submission. If the submitter ID is not in the Master Table, NDNH suspends the batch, and the Help Desk contacts you.

## **Transmission Errors**

Errors can occur at the transmission level. Depending upon the type of error, the NDNH system:

- Rejects the entire transmission
- Rejects part of the transmission
- Suspends the file and notifies you to decide whether to process the file
- Accepts the transmission but returns a warning code

If you receive a rejection notice due to a transmission error, you must correct the information and resend the data.

### **2.7.3 BATCH-LEVEL EDITING**

The NDNH evaluates all files that pass the transmission-level editing to make sure required records and data values in the Header, Data, and Trailer records are present. If the required elements or records are missing, the NDNH rejects the transmission. The edits allow the NDNH to process part of, or the entire, transmission if minor errors occur.

If you receive a rejection notice, you must correct the information and resend the data. If you receive a warning notification, you should investigate the warning. If the NDNH did not process records because of the warning, you should correct the issue and resend the data.

### **2.7.4 RECORD-LEVEL EDITING**

The NDNH edits each record to make sure all required data elements are present, key values are valid, and the data conform to the system standards before acceptance.

## **SSN-Name Verification**

The NDNH system does edits on the SSN and name entries and sends the SSN-name combinations that appear valid to the SSA for verification.

The NDNH drops records from the system that do not pass the SSN-name verification process. All records that pass the SSN-name verification process continue through the record-level edits.

## **Minimum Data Validation**

The NDNH validates each NH record to make sure it has the required data elements. If a record does not have the minimum required data elements, the NDNH rejects the record and returns it with an error code.

## **General Validation**

The NDNH does general validation edits on all records that pass the SSN-name and minimum data validation. These edits decide the validity of the data sent or name missing data that would be beneficial to the NDNH users. General validation only creates warning codes for the NH record. These warning codes do not prevent the records from posting to the NDNH.

Chart 2-2 lists the edits and processing general validation.

<b>CHART 2-2: NH GENERAL VALIDATION EDITS</b>	
<b>Edit</b>	<b>Processing</b>
Edit the employee data for a first and last name.	If the first or last name is missing, the NDNH returns a warning code.
Edit the Date of Birth and Date of Hire fields to make sure they are numeric and have valid dates.	If the dates have an invalid day, month, or year, the NDNH returns a warning code. If the date of hire is more than a year old or a future date, the NDNH returns a warning code.
Analyze the employee and employer address data to decide its validity.	The NDNH uses FINALIST <sup>®</sup> to improve the quality of domestic addresses received on validated NH records. This software verifies and corrects the address information and formats it according to USPS standards. The NDNH stores the verified or corrected address data as NH records. The NDNH returns the corrected addresses and warning codes.
Decide if the address is incomplete or invalid.	The NDNH generates and returns a warning code. If FINALIST <sup>®</sup> corrected the address, the NDNH returns a warning code and corrected address.

## 2.8 Resubmittal Process

The resubmittal process is the same as the standard submittal process. Federal agencies and SDNHs resubmit corrected records and transmissions in the standard format.

<b>CHART 2-3: NH RESUBMITTAL</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission	Send the entire corrected transmission.
Corrected records	Send only the corrected records.
Corrected transmission or record	Make sure you did not send the batch number previously.

If you are unable to correct the records or find the transmission problems, contact technical support for help. Refer to Appendix C.1, “Technical Support,” for a list of the available technical support choices.

## 2.9 NDNH Update

The NDNH system stores verified records as NDNH NH records. It stores records with corrected SSNs and names as verified records.

The NDNH system also stores the corrected address (corrected using FINALIST<sup>®</sup>) on the NDNH database.

The NDNH system scrubs the employer and the employer optional address data and stores them on the Employer Address File (EAF).

### **Duplicates**

If a record duplicates another record, one in the same transmission or one already on the NDNH database, the NDNH rejects the duplicate NH record. If the duplicates are within the same transmission, the NDNH system processes the first record.

The NDNH considers two NH records duplicates if the content of these fields are the same:

- SSN
- State FIPS Code
- Agency Code
- DoD Code
- Employee Name
- Employee Address
- Employee Foreign Address
- Date of Birth
- Date of Hire
- State of Hire
- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN)

The Records Rejected field includes the number of the rejected records in positions 44-54 of the NH Transmission Control record. Refer to Appendix F, Chart F-1, “New Hire Transmission Control Record.”

## 2.10 NH Output

The NDNH system returns:

- The number of records received in a transmission, including the Transmitter Header and Total record
- The number of rejected records
- The number of records in a transmission with errors or warnings regardless of the return error suppression matrix choices
- The number of records accepted and written to the NDNH

- Transmission error codes generated
- Each NH record with errors or warnings with up to five error or warning codes
- Each NH record with a corrected SSN
- Each NH record with a corrected employee, employer, or employer optional addresses

Refer to Appendix D, “Error and Warning Codes,” for descriptions.

### **2.10.1 OUTPUT RECORD LAYOUTS**

The NDNH returns NH record transmission and error information via the SSA’s MFT system to:

- All SDNHs
- Federal agencies that send data using MFT

Federal agencies that send data via GSO obtain their NH transmission and error data via GSO.

The NDNH does not return a Trailer or Total record in response to NH transmissions. Each returned transmission has two types of records in this order:

1. NH Transmission Control Record: This record precedes the returning NH records and has information about the transmission. It includes data sent by SDNHs and federal agencies, record counts, and error and warning codes. Appendix F, Chart F-1, “New Hire Transmission Control Record,” has the data elements for this record.
2. NH Response Data Record: These records have the actual NH data, associated errors or warnings, the corrected SSN (when applicable), and the corrected employee, employer, or employer optional addresses. Appendix F, Chart F-2, “New Hire Response Data Record,” has the data elements in this record.

The NDNH returns NH information in specified record layouts. Each Response Data record has sent data, corrected data, and error and warning codes. Refer to section 2.6, “NH Record Layouts,” for specific information about record formats.

### **2.10.2 OUTPUT MODE**

The NDNH returns NH data on a daily basis as the SSA schedules. The NDNH does not return any data as hard copy.

### **2.10.3 OUTPUT CONTROL MATRIX**

The NDNH system may detect errors, correct the data, or find abnormal conditions that may cause the system to generate a record with error or warning codes. The NDNH Output Control Matrix decides which NH records with errors, warnings, or information codes to return.

You can set report parameters on the Output Control Matrix based on your need for returned information. To set the parameters, you must send the NH Output Control Matrix Registration form to OCSE at the address on the form.



You cannot use the NH Output Control Matrix Registration form to suppress transmission- or submission-level errors. Use of the form is optional; the default is to return all records with error or warning codes.

Federal agencies may not use the Output Control Matrix to suppress the output of response records with SSN verification codes.

The NDNH NH Output Control Matrix Registration Form (Figure 2-1 and Figure 2-2) allows you to choose which NH error and warning codes you want to suppress.

**Figure 2-1: NH Output Control Matrix Registration Form, Page 1**

<b>NH OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<p>To suppress processed New Hire records and associated error, warning, or information codes, and corrected data send this registration to:</p> <p style="text-align: center;">Department of Health and Human Services ACF / OCSE / FPLS 4th Floor 370 L'Enfant Promenade, S.W. Washington, D.C. 20447</p>		
Date: _____		
Submitting Agency: _____		
Requester: _____ Phone number: _____		
Address: _____		
City: _____ State: _____		
Zip Code: _____		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
Error Codes	Condition Description	An 'X' suppresses output
<b>RECORDS REJECTED AND RETURNED WITH ERROR CODES</b>		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011 0015 0016 0017	SSN is non-numeric. SSN is missing or is not greater than zeroes. Employee Name is missing. Employee Address and Employer Address are missing.	
0024 0025	Employee First Name is missing. Employee Last Name is missing.	
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0020, 0021, 0022, 0023, 0027, 0028, 0032, 0070	Employee Address contains errors.	
0029 0030 0031 0036 0037 0038 0046	Employee Date of Birth is an invalid date. Employee Date of Hire is an invalid date. Employee State of Hire is invalid. Employee Date of Hire is more than a year old. Employee Date of Hire is in the future. Employee Date of Hire is blank or all zeroes. Employer Name is missing.	

**Figure 2-2: NH Output Control Matrix Registration Form, Page 2**

<b>NH OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
<b>Error Codes</b>	<b>Condition Description</b>	<b>An 'X' suppresses output</b>
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0040, 0041, 0044, 0045, 0047, 0048, 0049, 0071, 0072	Employer Address contains errors.	
0042 0043	FEIN is non-numeric. FEIN is missing or zeros.	
0060, 0061, 0062, 0063	Employee Address was corrected.	
0065, 0066, 0067, 0068	Employer address was corrected.	
0069	Employer Optional Address was corrected.	

## 2.11 Summary

States and federal agencies send information about newly hired employees to the NDNH. Technical support and help are available to make sure you send the required information. Refer to Appendix C.1, “Technical Support,” for help with NH reporting.

NH data is critical to collect child support, find fraud, establish benefits, and recover debts. To support these activities, you must:

- Send all NH data to the NDNH
- Send all required data elements
- Send correct and valid names and SSNs
- Send NH data promptly

### 3. QUARTERLY WAGE

This part describes the NDNH processes and functions for QW data submission. The QW part of the NDNH handles wage information about individual employees received from federal agencies and SWAs.

QW data allow states to locate address, employment, and compensation information for parents who owe child support. Data matching partners use QW data to detect fraud, decide benefits, and recover debts.

#### 3.1 Timeframes

There are timeframes associated with QW reporting and matching. Some of the timeframes are requirements of the Social Security Act; others are functions of NDNH system processing. Chart 3-1 shows the activities associated with QW reporting and corresponding timeframes.

CHART 3-1: QW TIMEFRAMES	
Activity	Timeframe
SWAs send QW data to the NDNH.	Within four months after the end of the reporting quarter: <ul style="list-style-type: none"> <li>• January through March data due no later than July 31</li> <li>• April through June data due no later than October 31</li> <li>• July through September data due no later than January 31</li> <li>• October through December data due no later than April 30</li> </ul>
Federal agencies send QW data to the NDNH. <b>Note:</b> Federal agencies must report QW data earlier than states. States must collect QW data from employers, so they receive more time to prepare and send the data to the NDNH.	No later than one month after the end of the reporting quarter: <ul style="list-style-type: none"> <li>• January through March data due no later than April 30</li> <li>• April through June data due no later than July 31</li> <li>• July through September data due no later than October 31</li> <li>• October through December data due no later than January 31</li> </ul>
NDNH must enter QW data into the NDNH.	Within two business days of receiving the data

<b>CHART 3-1: QW TIMEFRAMES</b>	
Activity	Timeframe
NDNH must send transmittal, summary, and error data.	Within four business days of receipt of the data
NDNH produces reports to describe and summarize sent data.	On a periodic basis

If an employer is late reporting QW data to the SWA, the SWA should send the QW data in the next quarter’s transmission.

**More Frequent Submissions**

States should send wage data more frequently than quarterly, to distribute the data throughout the quarter. SWAs can send QW files to OCSE daily, weekly, or monthly. This allows the child support agency to receive employment data more promptly.

Instead of waiting up to three months, the child support agency need only wait seven or 30 days for the QW data, which increases the likelihood of obtaining child support collections.

If a state or territory wants to send more frequently than quarterly, please contact the NDNH Technical Support staff (refer to Appendix C.1, “Technical Support”).

**3.2 Data Requirements**

Federal law requires states and federal agencies to collect and send QW data using the dates and format the Secretary of HHS specifies.

SWA Requirements

The NDNH requires SWAs to send these data elements:

- Employee First and Last Name
- Employee SSN
- Employee Wage Amount earned for the quarter from the employer named by the FEIN
- Reporting Period
- FEIN
- Employer Name
- Employer Address

If an individual works more than one job, the state must send separate QW records that have the information for each job an individual held during the reporting period.

Refer to section 3.4, “QW Record Layouts,” for QW specifications about sending data to the NDNH.

### 3.3 QW Transmission

A transmission from one federal agency may have submissions from other federal agencies. Each SWA sends all QW records processed during the quarter as long as the reporting period is within the last two years of the current calendar quarter.

Multiple submissions may occur in a transmission. Each submission must have three types of records in this order:

1. QW Transmitter Header record: This record precedes the QW data records and has information about the submitter
2. QW Data records: These records have the actual QW data
3. QW Total record: This record follows the QW data records and is a summary of the submission

#### Transmission Method

Select federal agencies and all SWAs send QW records via the SSA's MFT protocol. For federal agencies without access to MFT, an alternative transmission method, GSO, is available.

You must send all files through secure transmission via MFT or GSO.

### 3.4 QW Record Layouts

You must send the QW information using the specified record layouts. Refer to Appendices E, "Input Transaction Layouts," and F, "Output Transaction Layouts," for input and output records.

SWAs only need to supply wage information from their state records.

Some SWA records include only a partial set or no letters in the employees' names. But, SWAs should send all of the information for employee names in their QW records. The NDNH system accepts these records.

If the SSN passes validation, the NDNH attempts to verify the SSN-name combination. For states that send only a partial name or no name in the QW record and the SSN-name combination does not verify, the NDNH stores the record as a QW non-verifiable record.

For any QW record that does not meet the minimum name requirements, refer to section 3.7.1, "Non-Verifiable Records."

### 3.5 QW Data Validation and Verification

Correct data are essential to assure the integrity of the NDNH database. QW data undergo various validation and verification processes. You receive information about validation and verification within four business days of submission.

Refer to section 3.8, "QW Output," for more information about returned data.

After you validate your data, the NDNH does five levels of validation:

- SDNH or Federal Agency Pre-processing
- Transmission
- NDNH Pre-processing
- Batch
- Record

Refer to Appendix D, “Error and Warning Codes,” for the error and warning codes.

### **3.5.1 SDNH OR FEDERAL AGENCY PRE-PROCESSING-LEVEL EDITING**

Before sending QW records to the NDNH, you should do edits on the data to make sure it meets the requirements for the NDNH to accept and process correct and complete information.

### **3.5.2 TRANSMISSION-LEVEL EDITING**

The NDNH verifies the node ID to decide if the submission is from a valid user. If the node ID is not valid, NDNH suspends the file, and the Help Desk contacts you.

Then, the NDNH evaluates the submitter ID in the Header record against a Master Table to decide the authenticity of the submission. If the submitter ID is not in the Master Table, the NDNH suspends the batch, and the Help Desk contacts you.

### **Transmission Errors**

Errors can occur at the transmission level. Depending upon the type of error, the NDNH system:

- Rejects the entire transmission
- Rejects part of the transmission
- Suspends the file and notifies you to decide whether to process the file
- Accepts the transmission, but returns a warning code

If you receive notice of rejection due to transmission errors, you must correct the information and resend the data.

### **3.5.3 NDNH PRE-PROCESSING-LEVEL EDITING**

The NDNH system does several edits to decide whether the data is acceptable. If a submission does not pass the NDNH pre-processing-level editing, NDNH suspends the submission, and the Help Desk contacts you.

### **Submission Limits**

The NDNH pre-processing-level edits examine key characteristics of each file to decide whether they are within expected limits. The NDNH bases the limits on past data sent as well as standards OCSE sets. If the contents of the file exceed one or more of the limits, NDNH suspends the file.



The NDNH sends a notification if it suspends a QW file. You can request the Help Desk to process the suspended file or correct the data and send another file.

Chart 3-2 describes the edits done and the results at the submission level.

<b>CHART 3-2: QW SUBMISSION LIMIT EDITS</b>	
Edit	Processing
Examine the number of records sent in the file for each reporting quarter.	If a submission has too few records within the expected reporting quarter, NDNH suspends the file, and the Help Desk contacts you.
Compare each SWA's and federal agency's minimum and maximum number of records to the established number, based on previous submissions.	If the submission has too few or too many records, NDNH suspends the file, and the Help Desk contacts you. If the number of records received is found to be correct, NDNH processes the file and adjusts the expected minimum or maximum number, if needed.
Compare the wage amount on each QW record to decide if the wage amount is less than \$251. Evaluate the number and percentage of wages under \$251 against a pre-set threshold.	If the wages are correct, NDNH processes the file. If the file has an excessive number of records with wages under \$251, NDNH suspends the file and the Help Desk contacts you.
Evaluate the wage amount on each QW record to decide if the wage amount is \$10 million or greater.	If the number of high wage amounts exceeds an established limit, NDNH analyzes the records with excessively high wage amounts to decide if there is a submission issue. The Help Desk contacts you if the wage amounts appear erroneous.
Evaluate the wage amount on each QW record to decide if the dollar amount is all nines. For example, the NDNH recognizes the wage amounts \$9, \$99, and \$99999 as all nines.	If the wage amount is all nines, the NDNH returns a warning code.

### **3.5.4 BATCH-LEVEL EDITING**

The NDNH evaluates all files that pass the transmission-level edits to make sure the required records and data values in the Header, Data, and Trailer records are present. If the required elements or records are missing, the NDNH rejects the transmission.

The edits allow the NDNH to process part of or the entire transmission if minor errors occur. Chart 3-3 describes the types of edits done and the results at the batch level.

<b>CHART 3-3: QW BATCH EDITS</b>	
Edit	Processing
The Transmitter Header record is missing.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record has an invalid transmitter state or federal agency code.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record does not have the version number, or has an invalid version number.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record has a non-numeric batch number.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record has a batch number that is a duplicate of a batch number previously received within the calendar year.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record is not the first record in the file.	The NDNH rejects records before the Header record, and all records after the Header record are processed. The NDNH returns a warning code.
The transmission type is not equal to 'QW.'	The NDNH processes all records and returns a warning code.
The date stamp is missing or invalid in the Transmitter Header record.	The NDNH processes all records and returns a warning code.
The Total record is missing.	The NDNH processes all records and returns a warning code.
The data record count is non-numeric.	The NDNH processes all records and returns a warning code.
The data record count does not equal the number of the records received.	The NDNH processes all records and returns a warning code.

If you receive a rejection notice, you must correct the information and resend the record. If you receive a warning notification, you should investigate the warning. If the NDNH did not process records because of the warning, you should correct the issue and resend the data.

### 3.5.5 RECORD-LEVEL EDITING

The NDNH edits each record to make sure all required data elements are present, key values are valid, and data conform to the system standards before accepting it.

#### SSN-Name Verification

The NDNH system edits the SSN and name entries and sends SSN-name combinations that appear valid to the SSA for verification.

After all attempts to find a valid SSN-name combination fail, the NDNH uses name-matching software to evaluate the extent to which an employee name matches a name in the SSA database for the sent SSN. For records that exceed a predetermined confidence level, the NDNH stores the result of the name match software processing with the QW record.

#### Minimum Data Validation

The NDNH validates each QW data record to make sure it has the required data elements. If a record does not have the required data elements, the NDNH rejects the record and returns it with an error code.

#### General Validation

The NDNH does general validation edits on all records that pass the SSN-name and minimum data validation. These edits decide the validity of the data supplied or name missing data beneficial to NDNH users.

General validation only creates warning codes for the QW record. These warning codes do not prevent the NDNH from posting the records.

Chart 3-4 describes the edits done and the output at the general validation level.

<b>CHART 3-4: QW GENERAL VALIDATION EDITS</b>	
<b>Edit</b>	<b>Processing</b>
Edit the employee data for a first and last name.	If the first or last name is missing, the NDNH returns a warning code.
Analyze the employee wage amount to determine whether it is numeric.	If the wage amount is non-numeric, the NDNH returns a warning code.

<b>CHART 3-4: QW GENERAL VALIDATION EDITS</b>	
<b>Edit</b>	<b>Processing</b>
Analyze the employer address data to decide the validity of the data. The NDNH uses FINALIST® to improve the quality of employer, and employer optional domestic addresses received on validated QW records. This software verifies and corrects the address information and formats it according to USPS standards.	The NDNH stores verified or corrected address data as QW records on the NDNH. The NDNH returns the corrected addresses and warning codes.
Edit the reporting quarter to make sure it is numeric ('1,' '2,' '3,' or '4'). Validate the year to make sure it is a valid year.	If the reporting quarter is non-numeric, does not have a valid quarter and year, or if the reporting period is older than the last eight reporting quarters, the NDNH returns a warning code.

### 3.6 Resubmittal Process

The resubmittal process is the same as the standard submittal process. You resend corrected records and corrected transmissions in the standard formats.

<b>CHART 3-5: QW RESUBMITTAL</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission	Send the entire corrected transmission.
Corrected records	Send only the corrected records.
Corrected transmission or record	Make sure you did not send the batch number previously.

If you are unable to correct the records or find the transmission problems, contact technical support for help. Refer to Appendix C.1, “Technical Support,” for Help Desk contact information.

### 3.7 NDNH Update

The NDNH system posts QW records that (a) meet the critical edits and (b) either pass the SSN verification process or come from a state unable to send full employee names to NDNH.

Chart 3-6 shows how the NDNH uses name fields to determine which type of record is stored.

<b>CHART 3-6: QW NDNH UPDATES</b>	
If a QW SSN has	NDNH flags the record
One character or blank in both the First and Last Name fields	Non-Verifiable
A one-character first name, a two- or three-character last name, and it fails the SSA's verification	Non-Verifiable
A one-character first name, a one-character middle name, and a four- or more character last name, or has a one-character first name and seven- or more character last name, and it fails the SSA's verification	Unverified

The NDNH system scrubs the employer address and the employer optional address and stores them on the Employer Address File (EAF).

#### 3.7.1 NON-VERIFIABLE RECORDS

QW non-verifiable records include information from SWAs that pass critical edits, but do not include full employee names that pass other critical edits. The NDNH attempts to verify the SSN-name combination on these records, even though the names are incomplete. The records may have valuable Locate information about persons involved in child support cases.

Even if the SSN-name combination does not verify, the NDNH accepts and stores the record as a QW non-verifiable record. The NDNH uses QW non-verifiable data for proactive matching with the FCR and releases these records to child support agencies or other authorized data-matching partners.

#### 3.7.2 DUPLICATES

If a record duplicates another record, one in the same transmission or one already on the NDNH database, the NDNH rejects the duplicate QW record. If the duplicates are within the same transmission, the NDNH processes the first record.

If this occurs, the number of the rejected records appears in the Records Rejected field, positions 44-54, of the QW Transmission Control record.

The NDNH considers two QW records duplicates of each other if these fields are the same:

- SSN
- State
- Submitter ID
- Employee Name
- Wage Amount
- Reporting Period
- FEIN
- SEIN
- DoD Code

### 3.8 QW Output

The NDNH system returns the following information electronically about QW data within four business days of receiving the data:

- The number of records received in a transmission, including the Transmitter Header and Total record
- The number of rejected records
- The number of records in a transmission with errors or warnings regardless of the return error suppression matrix choices
- The number of records accepted and written to the NDNH
- Transmission error codes generated
- Each QW data record with errors or warnings, up to five error or warning codes including:
  - Each QW record with a corrected employee name
  - Each QW record with a corrected employer address or employer optional address

You receive up to 15,000 QW Acknowledgment records with errors and warnings. You can bypass the limit and receive all the QW Acknowledgment records.

#### 3.8.1 OUTPUT RECORD LAYOUTS

The NDNH returns QW record transmission and error information. The NDNH does not return a Trailer or Total record in response to QW transmissions.

Each returned transmission has two types of records in this order:

1. QW Transmission Control Record: This record precedes the returning QW data records and has information about the transmission. It includes data sent, record counts, and error and warning codes. Appendix F, Chart F-3, “Quarterly Wage Transmission Control Record,” lists the data elements in this record.
2. QW Response Data Records: These records include the actual QW data, any associated errors or warnings, the corrected name, and corrected employer address or employer optional address. Appendix F, Chart F-4, “Quarterly Wage Response Data Record,” lists the data elements in this record.

The NDNH returns QW information in specified record layouts. Each Response Data record includes the sent data, corrected data, and error and warning codes. Refer to section 3.4, “QW Record Layouts,” for specific information about record formats.

### **3.8.2 OUTPUT CONTROL MATRIX**

When processing QW records, the NDNH system may detect errors, correct the data, or find abnormal conditions that may cause you to receive a record with error or warning codes. The NDNH Output Control Matrix allows you to find which QW records with errors, warnings, or information codes the NDNH returns to you.

You can set report parameters on the Output Control Matrix. To set parameters, send the QW Output Control Matrix Registration form to OCSE at the address on the form.

You cannot use the QW Output Control Matrix Registration form to suppress transmission- or submission-level errors. Use of the form is optional; the default is to return the first 15,000 records with error or warning codes.

Federal agencies may not use the Output Control Matrix to suppress the output of response records with SSN verification codes.

Refer to Appendix E, “Input Transaction Layouts,” for specifications.

The NDNH QW Output Control Matrix Registration Form (Figure 3-1 and Figure 3-2) allows you to choose which QW error and warning codes you want to suppress.

**Figure 3-1: QW Output Control Matrix Registration Form, Page 1**

<b>QW OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<p>To suppress processed QW records and associated error, warning, or information codes, and corrected data send this registration to:</p> <p style="text-align: center;">Department of Health and Human Services ACF / OCSE / FPLS 4th Floor 370 L'Enfant Promenade, S.W. Washington, D.C. 20447</p>		
Date: _____		
Submitting Agency/Federal Agency: _____		
Requester: _____ Phone number: _____		
Address: _____		
City: _____ State: _____		
Zip Code: _____		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
Error Codes	Condition Description	An 'X' suppresses output
<b>RECORDS REJECTED AND RETURNED WITH ERROR CODES</b>		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011 0015 0016 0017 0018	SSN is non-numeric. SSN is missing or is not greater than zeros. Employee Name is missing. Employee Address and Employer Address are missing. Reporting period is older than the last eight reporting quarters.	
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0024 0025	Employee First Name is missing. Employee Last Name is missing.	
0034 0039 0051 0052 0053	Employee Wage Amount is non-numeric. Employee Wage Amount is zeros. QW Reporting Period is invalid QW Reporting Period is all zeros or spaces. QW Employee Wage Amount is non-numeric	
0035	Employee Wage Amount is all nines.	
0046	Employer Name is missing.	



**Figure 3-2: QW Output Control Matrix Registration Form, Page 2**

<b>QW OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
<b>Error Codes</b>	<b>Condition Description</b>	<b>An 'X' suppresses output</b>
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0040, 0041, 0044, 0045, 0047, 0048, 0049, 0071, 0072	Employer Address contains errors.	
0042 0043	FEIN is non-numeric. FIEN is missing or is zeros.	
0065, 0066, 0067, 0068	Employer address was corrected.	
0069	Employer Optional Address was corrected	
<b>TOTAL NUMBER OF ACKNOWLEDGEMENT RECORDS RETURNED</b>		<b>An 'X' allows full output</b>
N/A	An 'X' in this box indicates that a submitter wants all errors and warnings returned.	

### 3.9 Summary

States and federal agencies send QW data to the NDNH. Technical support and help are available to make sure of successful transmission of the required information. Refer to Appendix C.1, “Technical Support,” to obtain help with QW reporting.

The NDNH returns corrected name and address information. You should use this corrected data to update your systems.

QW data are critical to collect child support, find fraud, establish benefits, and recover debts. To support these activities, SWAs should:

- Send QW data more frequently than quarterly, which allows data matching partners to receive the data up to three months sooner.
- Send all QW data that the submitting agency processes. If an employer sends its QW data late and sends in a subsequent quarter, the SWA should send the delinquent data to the NDNH. The NDNH processes both the current QW data and all delinquent data sent.

## 4. UNEMPLOYMENT INSURANCE

The UI part of the NDNH keeps quarterly UI information the SWAs report for individuals who received, or made application for, unemployment benefits.

For our purposes, we define UI as unemployment insurance claimant data. UI data in the NDNH allows states to quickly locate address information and UI compensation for parents who owe child support.

### 4.1 Timeframes

There are timeframes associated with UI reporting and matching. Some of the timeframes are requirements of the Social Security Act; others are functions of the NDNH system processing. SWAs should send UI data transmissions to the NDNH on a quarterly basis. Chart 4-1 shows activities associated with UI reporting and corresponding timeframes.

CHART 4-1: UI TIMEFRAMES	
Activity	Timeframe
SWAs send UI data to the NDNH.	Within one month after the end of the reporting quarter: <ul style="list-style-type: none"> <li>• January through March data due no later than April 30</li> <li>• April through June data due no later than July 31</li> <li>• July through September data due no later than October 31</li> <li>• October through December data due no later than January 31</li> </ul>
The NDNH must enter UI data into the NDNH.	Within two business days of receiving the data
The NDNH must send transmittal, summary, and error data.	Within four business days of receiving the data
NDNH produces reports to delineate and summarize sent data.	On a periodic basis

### 4.2 UI Data Requirements

Federal law requires SWAs to collect and send UI data using the dates and format specified by the Secretary of HHS in regulations (refer to Appendix A.2, “Federal Regulations”).

The SWA supplies UI information from the records of the state agency that administers the Unemployment Compensation program. The NDNH does not require collecting more UI information for its purposes.

#### **4.2.1 SWA REQUIREMENTS**

The NDNH requires SWAs to send these data elements:

- Claimant Name
- Claimant SSN
- Claimant Address
- Claimant Benefit Amount
- Reporting Period

#### **4.2.2 DATA SOURCE**

The source of UI information is the state agency charged with administering the Unemployment Compensation program. That agency sends claimant information to the NDNH.

### **4.3 UI Transmission**

Each SWA transmission must have three types of records in this order:

1. UI Transmitter Header record: This record precedes the UI Data records and has information about the submitter.
2. UI Data records: These records have the actual UI data.
3. UI Total record: This record follows the UI Data records and is a summary of the transmission.

SWAs send UI records via the SSA's MFT protocol. **SWAs must send all transmissions electronically, and you must encrypt the data.**

### **4.4 Record Layouts**

SWAs must send the UI information using the specified record layouts. Refer to Appendices E, "Input Transaction Layouts," and F, "Output Transaction Layouts," for record specifications.

### **4.5 UI Data Validation and Verification**

Correct data are essential to the integrity of the NDNH database. UI data undergo various validation and verification processes. Refer to section 4.9, "UI Output," for information about returned data.

NDNH edits incoming data at various levels, from file transmission to the individual record.

Refer to Appendix D, "Error and Warning Codes," for error and warning codes.

There are five levels of validation. The first by the SWA and the rest by the NDNH.

- SWA Pre-processing
- Transmission
- NDNH Pre-Processing
- Batch
- Record

#### **4.5.1 SWA PRE-PROCESSING-LEVEL EDITING**

Before you send UI data to the NDNH, you should edit the data to assure compliance with the requirements in the record layouts.

#### **4.5.2 TRANSMISSION-LEVEL EDITING**

The NDNH verifies the node ID to decide if the submission comes from a valid user. If the node ID is not valid, the NDNH suspends the file, and the Help Desk contacts you.

The NDNH compares the submitter ID in the Header record against a Master Table to decide the submission's authenticity. If the submitter ID is not in the Master Table, the NDNH suspends the batch, and the Help Desk contacts you.

#### **Transmission Errors**

Errors can occur at the transmission level. Depending upon the type of error, the NDNH system:

- Rejects the entire transmission
- Rejects part of the transmission
- Suspends the file and notifies you to decide whether to process the file
- Accepts the transmission, but returns a warning code

If you receive a rejection notice due to transmission errors, you must correct the information and resend the data.

#### **4.5.3 NDNH PRE-PROCESSING-LEVEL EDITING**

The NDNH edits to decide whether the data are acceptable. If a submission does not pass the NDNH pre-processing-level editing, the NDNH suspends the submission, and the Help Desk contacts you.

#### **Duplicates**

If a record duplicates another record, one in the same transmission or one already on the NDNH database, the NDNH rejects the duplicate UI record. If the duplicates are within the same transmission, the NDNH system processes the first record.

If this occurs, the number of the rejected records appears in the Records Rejected field, positions 44-54, of the UI Transmission Control record.

The NDNH considers two UI records as duplicates if the content of these fields are the same:

- Claimant SSN
- Transmitter State Code
- Claimant Name
- Benefit Amount
- Reporting Period

**Submission Limits**

The NDNH pre-processing-level edits examine key characteristics of each file to decide whether they are within expected limits. The NDNH bases the limits on past data sent as well as standards OCSE sets. If the contents of the file exceed one or more of the limits, NDNH suspends the file. Chart 4-2 shows the NDNH pre-processing-level edits that result in suspension.

<b>CHART 4-2: UI SUBMISSION LIMIT EDITS</b>	
Edit	Processing
Compare the minimum and maximum number of records received based on previous submissions for each SWA.	If the NDNH receives a submission with too few or too many records, it suspends the file, and the Help Desk contacts you.  If the number of records received is correct, the NDNH processes the file and adjusts the expected minimum and maximum number for you.
Edit the file to make sure it has only records for the current or expected reporting quarter.	The NDNH suspends the file, and the Help Desk contacts you.
Evaluate the benefit amount on each UI record to decide whether the benefit amount is greater than \$25,000.  Compare the number and percentage of benefits over \$25,000 against a pre-set threshold.	If the file has an excessive number of records with benefits over \$25,000, the NDNH suspends the file, and the Help Desk contacts you.  If the benefits are correct, the NDNH processes the file.

**4.5.4 BATCH-LEVEL EDITING**

The NDNH evaluates all files that pass the transmission-level editing to make sure the required records and data values in the Header, Data, and Trailer records are present. If the required elements or records are missing, the NDNH rejects the transmission. The edits allow the NDNH to process part of or the entire transmission if minor errors occur.

If you receive a rejection notice, you must correct the information and resend the record. If you receive a warning notification, you should investigate the warning. If the NDNH did not process records because of the warning, you should correct the issue and resend the data.

### 4.5.5 RECORD-LEVEL EDITING

The NDNH edits each record to make sure all required data elements are present, key values are valid, and data conforms to the system standards before accepting it.

#### SSN-Name Verification

The NDNH edits the SSN and name entries and sends SSN-name combinations that appear valid to the SSA for verification. Section 1.7.1, “Non-Matching SSNs,” outlines the SSN verification processes and errors.

The NDNH drops records that do not pass the SSN or SSN-name verification process from the system. Records that pass the SSN or SSN-name verification process continue through the record edits.

#### Minimum Data Validation

The NDNH validates each UI data record to make sure it has the required data elements. If it does not, the NDNH rejects and returns it with an error code.

#### General Validation

The NDNH does general validation edits on all records that pass the SSN-name and minimum data validation. These edits decide the validity of the data supplied or name missing data beneficial to NDNH users. General validation only creates warning codes for the UI record. These warning codes do not prevent the NDNH from posting records.

<b>CHART 4-3: UI GENERAL VALIDATION EDITS</b>	
<b>Edit</b>	<b>Processing</b>
Edit claimant data for a first and last name.	If the first or last name is missing, the NDNH returns a warning code.
Edit the benefit amount to make sure it is numeric.	If the amount is non-numeric, the NDNH returns a warning code.
Analyze the employer address data to decide the validity of the data. The NDNH uses FINALIST® to improve the quality of employer and employer optional domestic addresses on validated UI records. By using This software verifies and corrects the address information and formats it according to USPS standards.	The NDNH stores verified or corrected address data on the NDNH.

<b>CHART 4-3: UI GENERAL VALIDATION EDITS</b>	
<b>Edit</b>	<b>Processing</b>
Edit the reporting quarter to make sure it is numeric ('1,' '2,' '3,' or '4'). Validate the year to make sure it is a valid year.	If the reporting quarter is non-numeric or does not have a valid quarter and year, the NDNH returns a warning code.

## 4.6 Error Codes and Explanations

Many types of data errors can occur in any submission. The type of error decides the next processing step. In addition to the errors from the SSN verification processes, records may be incomplete or invalid due to other data errors.

Refer to Appendix D, "Error and Warning Codes," for descriptions.

### 4.6.1 INCOMPLETE RECORDS

Incomplete UI data records are records missing one or more data elements, but have the minimum critical information to make the record useful to NDNH users. The NDNH accepts and stores incomplete UI records and sends a notification warning that data are missing.

### 4.6.2 OTHER ERRORS

Other errors relate to the Transmitter Header and the Transmitter Total record, rather than to a specific UI data record. These errors may cause the NDNH to reject the full transmission, reject part of the transmission and warn you of the error, or accept the transmission. Section 4.5.2, "Transmission-Level Editing," discusses transmission-level errors.

## 4.7 Resubmittal Process

The resubmittal process is the same as the standard submittal process. SWAs resend corrected records and corrected transmissions in the standard formats.

<b>CHART 4-4: UI RESUBMITTAL</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission	Send the entire corrected transmission.
Corrected records	Send only the corrected records.

When you send a corrected transmission or corrected records, make sure you did not send the batch number previously. If you are unable to correct the records or to find the transmission problem, contact technical support for help. Refer to Appendix C.1, "Technical Support," for a list of the technical support sources.



## 4.8 NDNH Update

The NDNH system stores verified UI records as NDNH UI records. It also stores records with a corrected name as verified records. The NDNH database stores the corrected address.

## 4.9 UI Output

The NDNH system returns the following information electronically about UI within four business days of receiving the data:

- The number of records received in a transmission, including the Transmitter Header and Total records
- The number of rejected records
- The number of records in a transmission with errors or warnings, regardless of the return error suppression matrix choices
- The number of UI records accepted and stored on the NDNH
- Transmission error codes
- Each UI data record with up to five error or warning codes
- Each corrected claimant address

In addition to receiving data about UI records, SWAs receive an MI summary report on a regular basis.

Refer to Appendix D, “Error and Warning Codes,” for descriptions.

### 4.9.1 OUTPUT RECORD LAYOUTS

The NDNH returns UI record transmission and error information. The NDNH does not return a Trailer or Total record in response to UI transmissions.

Each transmission has two types of records, in this order:

1. **UI Transmission Control record:** This record precedes the returning UI data records, and has information about the transmission. It includes data sent, record counts, and error and warning codes. Appendix F, Chart F-5, “Unemployment Insurance Transmission Control Record,” lists the data elements in this record.
2. **UI Response Data records:** These records include the actual UI data and associated errors or warnings, with corrected claimant addresses. Appendix F, Chart F-6, “Unemployment Insurance Response Data Record,” lists the data elements in this record.

NDNH returns UI information in specified record layouts. Each Response Data record includes sent data, corrected data, and error and warning codes. The general rules are the same as the requirements for data transmission.

Refer to section 4.3, “UI Transmission,” for specific information on transmission rules. Refer to Appendix F, “Output Transaction Layouts,” for the layouts.

## **4.9.2 OUTPUT CONTROL MATRIX**

When processing UI records, the NDNH system may detect errors, correct data, or find abnormal conditions that may cause you to receive a record with error or warning codes. The NDNH Output Control Matrix allows you to find which UI records with errors, warnings, or information codes the NDNH returns to you.

Based on your need for returned information, you can set report parameters on the Output Control Matrix. You must send the UI Output Control Matrix Registration form to OCSE at the address on the form.

You cannot use the UI Output Control Matrix Registration form to suppress transmission- or submission-level errors. Use of the form is optional; the default is to return all of the records with error or warning codes.

The UI Output Control Matrix Registration Form (Figure 4-1) allows you to designate which UI error and warning codes to suppress.



## 4.10 Summary

SWAs send UI data on a quarterly basis to the NDNH. Technical support and help are available. Refer to Appendix C.1, “Technical Support,” to obtain help with UI reporting.

The NDNH returns corrected name and address information. You should use this corrected data to update your systems.

UI data are critical to collect child support, find fraud, establish benefits, and recover debts. To support these programs:

- Send all UI data processed
- Send all claimant applications, even if rejected, denied, or suspended
- Send all claimants that did not receive benefits but had an open claim
- Use the returned corrected claimant address to update data in the states’ databases

## **A. FEDERAL INFORMATION**

### **A.1 Federal Law**

Information about the [NDNH](#) begins at section 453(i) of the Social Security Act.

#### **A.1.1 NEW HIRE**

Section 453(n) of the Social Security Act requires federal agencies to report NH data. In addition, section 453(i)(4) of the Social Security Act requires the Secretary of HHS to keep information about multistate employers who choose to report NH data to one state where the employer has employees. Refer to section 2.4, “Multistate Employers,” for information about NH reporting choices for multistate employers.

[The W-4 Form is on the IRS website.](#)

#### **A.1.2 QUARTERLY WAGE**

Section 453A(g)(2)(B) of the Social Security Act requires states to furnish, on a quarterly basis, information about the wages paid to individuals to the NDNH.

Section 303(h)(1)(A) of the Social Security Act requires the state agency charged with the administration of the unemployment compensation program to disclose QW information.

Section 303(h)(3)(A) of the Social Security Act defines “wage information” as information about wages paid to an individual, the social security account number of such individual, and the name, address, state, and FEIN of the employer paying wages to an individual.

Section 453(n) of the Social Security Act requires federal agencies to furnish wages paid to the employee during the previous quarter to the NDNH.

The basis for requirements in this guide for federal agencies to send QW data to the NDNH are provisions in the PRWORA of 1996 and Executive Order 12953.

#### **A.1.3 UNEMPLOYMENT INSURANCE**

Section 453A(g)(2)(B) of the Social Security Act requires that states, “on a quarterly basis, furnish to the NDNH information concerning ... unemployment compensation paid to individuals, by such dates, in such format, and containing such information as the Secretary of HHS shall specify in regulations.”

Section 303(h)(1)(A) of the Social Security Act requires the state agency charged with the administration of the unemployment compensation program, on a reimbursable basis, to disclose quarterly, to the Secretary of HHS, unemployment compensation claim information, as required by section 453(i)(1) of the Social Security Act, from the records of such agency.

Section 303(h)(3)(B) defines “claim information” as “information regarding whether an individual is receiving, has received, or has made application for, unemployment compensation, the amount of any such compensation being received (or to be received by such individual), and the individual’s current (or most recent) home address.”

Section 3304(a)(16) of the Internal Revenue Code of 1986 requires states to furnish unemployment compensation information, from the records of the state agency that administers the unemployment compensation program, to the Secretary of HHS, given the regulations promulgated by the Secretary, as may be necessary for the purposes of the NDNH under section 453(i)(1) of the Social Security Act.

## **A.2 Federal Regulations**

For definitions of QW and UI reporting, refer to 45 CFR 303.108.

The OCSE, HHS, published regulations at 45 CFR 303.108 about “Quarterly Wage and Unemployment Compensation Claims Reporting to the National Directory of New Hires.”

The regulations specifically address the dates, format, and data elements necessary for states to furnish the QW data to the NDNH. They also address specific dates, format, and data elements necessary for states to furnish the unemployment compensation data to the NDNH.

## **A.3 Federal Agency Listing**

OCSE keeps a list on its website of [federal agencies that report to the NDNH](#). The list has the agencies’ names and FEIN or FIPS codes.

## **A.4 PRWORA Sections 313 and 316**

For the statutory basis of the NDNH and the SDNH, refer to 42 U.S.C. 653 and 653A.

## **B. SECURITY**

Security and privacy are crucial components, which are, and will continue to be, considered throughout enhancement and operation of the FPLS.

### **B.1 Controlling Authority for Security Legislation**

Various applicable statutes, Office of Management and Budget (OMB) bulletins, FIPS publications, and HHS policies set up specific requirements. These requirements include confidentiality, integrity, and availability of information in the FPLS and offer guidance.

Safeguards that support these directives are in place to assure the accuracy of the FPLS information as well as to restrict access to authorized persons only for authorized purposes.

#### Social Security Act, Section 453 (42 U.S.C. 653)

Section 453(m) of the Social Security Act states the Secretary shall set up and execute safeguards designed to assure the accuracy and completeness of the information in the FPLS, and restrict access of confidential information to authorized persons for authorized purposes.

#### Privacy Act of 1974 (P.L. 93-579)

The Privacy Act includes standards for, and restrictions on, records on individuals that federal agencies keep.

#### Computer Security Act of 1987 (P.L. 100-235)

The Computer Security Act of 1987 mandates the improvement of privacy for unclassified, sensitive information in federal computer systems. It requires federal agencies to prepare, and periodically update, security plans for computers that process sensitive information.

#### OMB Bulletins and Circulars

OMB Bulletin No. 90-08, “Guidance for Preparation of Security Plans for Federal Computer Systems that Contain Sensitive Information,” offers guidance to federal agencies about computer security planning activities required by the Computer Security Act of 1987.

#### OMB Circular No. A-130, Security of Federal Automated Information Resources

Appendix III of this circular shows a minimum set of controls to include in federal automated information security programs. It assigns federal agency responsibilities for the security of automated information and links agency automated information security programs and agency management control systems.

## FIPS Publications

### **FIPS Pub 73, Guidelines for Security of Computer Applications**

This publication focuses on controls for use with computer applications and offers guidance to address and prevent inadequacies in the design and operation of computer applications.

### **FIPS Pub 102, Guidelines for Computer Security Certification and Accreditation**

This publication describes how to set up and do a computer security certification and accreditation program.

## HHS Information Security Program Policy

The HHS Information Security Program Policy sets up departmental policies, procedures, and responsibilities for the execution and administration of security.

## **B.2 Security: Federal, State, and NDNH**

### Federal-Level Security

Section 453 and section 453A of the Social Security Act pertain to the [NDNH](#) and [SDNH](#) respectively.

Security at the federal level includes:

- Management controls
- Development or employment of controls
- Operational controls
- Security awareness training
- Technical controls

The development of these controls evolves over the life of the system.

The FPLS central processing and data storage are physically located at the SSA's National Computer Center (NCC) in Baltimore, Maryland.

All SSA mainframes at the NCC operate under strict security controls compliant with all federal guidelines. The processes used at the NCC deliver security to protect computer data from destruction, modification, disclosure, and misuse. The NCC controls access to the computer resources, and automatically denies and logs unauthorized attempts to access resources.

Data transmissions from the states to the NCC are via the data transmission software, MFT, using dedicated lines within the SSA's closed network. The Network Control Center, within the NCC, employs sophisticated network monitoring software to aid in finding unauthorized access.



### State-Level Security

SWA systems must comply with privacy and security safeguards set up by the Department of Labor (DoL) and their respective state laws. Each SWA must assure compliance with its own requirements. Refer to the DoL for clarification on specific requirements.

In addition, section 454A of the Social Security Act requires the state agency that administers the child support program to have safeguards for the integrity, accuracy, and completeness of, access to, and use of data in the statewide-automated system.

### NDNH-Level Security

The NDNH system has sensitive information that requires protection from unauthorized disclosure. HHS categorizes FPLS information as Level 3 (high sensitivity) as specified in the HHS Automated Information Systems Security Program (AISSP) Handbook.

Level 3 data must be protected from unauthorized disclosure, fraud, waste, and abuse. The misuse, unauthorized access to, or modification of FPLS information could result in exceptionally grave damage to the program, or the privacy to which individuals are entitled under the Privacy Act.

To assure the privacy of NDNH data and to prevent unauthorized access to this data, there are safeguards at the federal level. In addition to the federal-level security, each state agency must have safeguards to assure data security as described by the above-referenced sources.

## C. REFERENCE MATERIAL

### C.1 Technical Support

These resources offer help with technical, transmission, MSER, or operational problems, and the OCSE website.

CHART C-1: TECHNICAL SUPPORT	
Resource	How to Contact Resource
FPLS Information Line	202-401-9267
OCSE Federal Systems and Services website	<a href="http://www.acf.hhs.gov/css/child-support-professionals/systems/federal-systems-services">http://www.acf.hhs.gov/css/child-support-professionals/systems/federal-systems-services</a>
Data Transmission Team	Go to OCSE <a href="#">Data Transmission Contacts</a> .
MSER Help Desk phone	410-277-9470
MSER Help Desk e-mail	<a href="mailto:MSEdb@acf.hhs.gov">MSEdb@acf.hhs.gov</a>

### C.2 Foreign Country FIPS Codes

The list of foreign country FIPS codes is at [Foreign Country Codes](#).

### C.3 State and Territory Information

The list of state and territory FIPS codes is at [FIPS State and Territory Codes](#).

## D. ERROR AND WARNING CODES

Appendix D has all of the error and warning codes in the NDNH system. In addition to the code itself, there is the text of the message and descriptions of the error, the subsystem (NH, QW, UI) to which the error applies, and processing instructions.

<b>CHART D-1: TRANSMISSION ERRORS AND WARNINGS</b>			
Code	Error Message and Description	Applies to	Processing
<b>TRANSMISSION ERROR CODES – Full Transmission Rejected</b>			
5000	The Transmitter Header record is required. The Transmitter Header record must be present at the beginning of each transmission file. The Transmitter Header record is missing.	NH, QW, UI	NDNH rejects the transmission, and returns an error code.
5001	The Transmitter Header record does not have a valid: NH transmitter state code or federal agency code QW transmitter state code or federal agency code UI transmitter state code	NH, QW, UI	NDNH rejects the transmission, and returns an error code.
5002	The Transmitter Header record does not have a version control number or has an invalid version control number. The version control number must equal '01.'	NH, QW, UI	NDNH rejects the transmission, and returns an error code.
5003	The Transmitter Header record has a non-numeric batch number.	NH, QW, UI	NDNH rejects the transmission, and returns an error code.

<b>CHART D-1: TRANSMISSION ERRORS AND WARNINGS</b>			
Code	Error Message and Description	Applies to	Processing
5004	The Transmitter Header record has a batch number that is a duplicate of a previously received batch number. The Transmitter Header record must not have a batch number that is a duplicate of a batch number received in a previous transmission from the: NH SDNH or federal agency within the same calendar year QW SWA or federal agency within the same calendar year UI state or territory within the same calendar year	NH, QW, UI	NDNH rejects the transmission, and returns an error code.
<b>TRANSMISSION ERROR CODES – Part of the Transmission Rejected</b>			
5005	The Transmitter Header record is not the first record in the file.	NH, QW, UI	NDNH rejects all records before the Header record. All records after the Header record are processed. NDNH returns a warning code.
<b>TRANSMISSION WARNING CODES – Transmission Accepted</b>			
5006	The Transmission Type is missing or invalid. The transmission type must be equal to: NH 'W4' QW 'QW' UI 'UI'	NH, QW, UI	All records are processed. NDNH returns a warning code.
5007	The Transmitter Header record does not have a date stamp, or the date stamp is an invalid date.	NH, QW, UI	All records are processed. NDNH returns a warning code.
5008	The Total record is missing.	NH, QW, UI	All records are processed. NDNH returns a warning code.

<b>CHART D-1: TRANSMISSION ERRORS AND WARNINGS</b>			
Code	Error Message and Description	Applies to	Processing
5009	The Data record count is non-numeric.	NH, QW, UI	All records are processed. NDNH returns a warning code.
5010	The Data record count does not equal the number of the records received.	NH, QW, UI	All records are processed. NDNH returns a warning code.

<b>CHART D-2: DATA ERROR AND WARNING CODES</b>			
Code	Error Message and Description	Applies to	Processing
<b>ERROR CODES – RECORD REJECTED AND NOT ADDED TO NDNH</b>			
0011	The SSN is not numeric.	NH, QW, UI	NDNH rejects the record and returns an error code.
0015	The SSN is missing or is not greater than zero.	NH, QW, UI	NDNH rejects the record and returns an error code.
0016	Name is missing. NH Employee QW These errors apply only to federal agencies and SWAs with the ability to send employee names. UI Claimant	NH, QW, UI	NDNH rejects the record and returns an error code.
0017	Address is missing. NH Employee address and employer address are missing, and the employer address cannot be found from the FEIN. QW Employer address is missing and cannot be found from the FEIN. UI Claimant address is missing.	NH, QW, UI	NDNH rejects the record and returns an error code.
0018	The reporting period is older than the last eight reporting quarters.	QW	NDNH rejects the record and returns an error code.
0019	This record is a duplicate.	NH, QW, UI	NDNH rejects the record and returns an error code.
0024	The first name is missing. NH Employee UI Claimant	NH, UI	NDNH rejects the record and returns an error code.

<b>CHART D-2: DATA ERROR AND WARNING CODES</b>			
<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
0025	The last name is missing. NH Employee UI Claimant	NH, UI	NDNH rejects the record and returns an error code.
<b>WARNING CODES – RECORD ACCEPTED AND ADDED TO NDNH</b>			
0001	The SSN and name do not match SSA’s records, or the SSN is not found at SSA.	NH, QW, UI	NDNH rejects the record and returns an error code. NDNH returns this after all attempts to verify the SSN and name fail.
0002	The SSA has not issued the first five digits of the SSN. SSN is invalid or out of range.	NH, QW, UI	NDNH rejects the record and returns an error code.
0004	Verification of SSN and name failed, the first name and last name were transposed, and the SSN with the transposed name combination was verified.	NH, QW, UI	NDNH passes the record to the next level of verification. NDNH assigns a warning code to the record and returns it with the corrected name.
0005	The SSN was corrected.	NH, UI	NDNH returns a warning code.
0020	The ZIP code is missing or not numeric. The format must be a five-digit USPS ZIP code. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0021	The ZIP code does not match the city. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0022	The state abbreviation is missing. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.

<b>CHART D-2: DATA ERROR AND WARNING CODES</b>			
Code	Error Message and Description	Applies to	Processing
0023	The state abbreviation is invalid. The valid format is a two-letter state or territory abbreviation. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0024	The first name is missing. QW This error applies only to federal agencies and SWAs with the ability to send employee names.	QW	NDNH returns a warning code.
0025	The last name is missing. QW This error applies only to federal agencies and SWAs with the ability to send employee names.	QW	NDNH returns a warning code.
0027	The street address lines 1, 2, and 3 are all spaces. NH Employee UI Claimant	NH, UI	NDNH returns an error code.
0028	The city is missing. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0029	The employee's date of birth is an invalid date (format is CCYYMMDD).	NH	NDNH returns a warning code.
0030	The employee's date of hire is an invalid date (format is CCYYMMDD).	NH	NDNH returns a warning code.
0031	The employee's state of hire is invalid. The format is a valid two-letter state or territory abbreviation or spaces.	NH	NDNH returns a warning code.
0032	The employee's address is incomplete.	NH	NDNH returns a warning code.



<b>CHART D-2: DATA ERROR AND WARNING CODES</b>			
Code	Error Message and Description	Applies to	Processing
0034	The QW employee wage amount is all spaces. The UI benefit amount is non-numeric.	QW, UI	NDNH returns a warning code.
0035	The employee's wage amount is all nines.	QW	NDNH returns a warning code.
0036	The employee's date of hire is more than a year old or is invalid.	NH	NDNH returns a warning code.
0037	The employee's date of hire is in the future.	NH	NDNH returns a warning code.
0038	Employee date of hire is blank or is zeros.	NH	NDNH returns a warning code
0039	Employee Wage Amount is zeros.	QW	NDNH returns a warning code.
0040	The employer's ZIP code is missing or is not numeric. The format must be a five-digit USPS ZIP code.	NH, QW	NDNH returns a warning code.
0041	ZIP code is invalid.	NH, QW	NDNH returns a warning code.
0042	The FEIN is not numeric.	NH, QW	NDNH returns a warning code.
0043	The FEIN is missing or is zeros.	NH, QW	NDNH returns a warning code.
0044	The employer's state abbreviation is missing.	NH, QW	NDNH returns a warning code.
0045	The employer's state abbreviation is invalid. The format is a valid two-letter state or territory abbreviation.	NH, QW	NDNH returns a warning code.
0046	The employer's name is missing.	NH, QW	NDNH returns a warning code.
0047	The employer's street address lines are missing.	NH, QW	NDNH returns a warning code.
0048	The employer's city is missing.	NH, QW	NDNH returns a warning code.
0049	The employer's foreign address is incomplete.	NH, QW	NDNH returns a warning code.

<b>CHART D-2: DATA ERROR AND WARNING CODES</b>			
Code	Error Message and Description	Applies to	Processing
0051	The QW reporting period is invalid. The UI reporting period is non-numeric.	QW, UI	NDNH returns a warning code.
0052	QW reporting period is all zeros or spaces.	QW	NDNH returns a warning code.
0053	QW employee wage amount is non-numeric.	QW	NDNH returns a warning code.
0060	The street address was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected street address.
0061	The city was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected city.
0062	The state was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected state.
0063	The ZIP code (five-digits) was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected ZIP code.
0065	The employer's street address was corrected.	NH, QW	NDNH returns a warning code and the corrected street address.
0066	The employer's city was corrected.	NH, QW	NDNH returns a warning code and the corrected city.

<b>CHART D-2: DATA ERROR AND WARNING CODES</b>			
Code	Error Message and Description	Applies to	Processing
0067	The employer's state was corrected.	NH, QW	NDNH returns a warning code and the corrected state.
0068	The ZIP code (five-digits) was corrected. NH Employee or Employer QW Employer	NH, QW	NDNH returns a warning code and the corrected ZIP code.
0069	The employer's optional address was corrected.	NH, QW, UI	NDNH returns a warning code and the corrected employer's optional address.
0070	The address cannot be corrected. NH Employee, employer, or employer optional address QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code.
0071	The address cannot be corrected. NH Employee, employer, or employer optional address QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code.
0072	The address cannot be corrected. NH Employee, employer, or employer optional address QW Employer	NH, QW	NDNH returns a warning code.

## E. INPUT TRANSACTION LAYOUTS

This appendix has the layouts for records accepted by the NDNH system. Each record layout in this appendix includes:

- **Field Name** – the name of the field as it appears on the input transaction layout
- **Location** – the position of the field on the record
- **Length** – the number of characters allowed in the field
- **A/N** – the type of field: alphabetic (A), numeric (N), or alphanumeric (A/N)
- **Comments** – shows if the field is required for the transaction and includes an explanation of the field and the field's relationship to other fields or records

When sending input records, the NDNH Transmission Header record must be the first record in the transmission. If the Header record is not the first record in the transmission, the system rejects all records until a Header record is located.

The data sent to the NDNH must comply with these requirements:

1. All alphabetic data except the User field, must be in upper case.
2. All alphabetic and alphanumeric data must be left justified.
3. All numeric data must be right justified with leading zeros.
4. All dates must be in CCYYMMDD format.
  - CC represents the century
  - YY represents the year
  - MM represents the month and must be a number greater than 00, but less than 13
  - DD represents the day of the month and must be a valid number for the month
5. Name fields cannot include suffixes, such as 'Jr.,' 'Sr.,' or 'III.'
6. All Filler fields must be spaces, not low values.
7. The hyphen is the only special character allowed in the Employee Name, Employer Name, and City fields.
8. All state and territory abbreviations in addresses must be valid USPS abbreviations.
9. All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries.
10. If an address is less than 40 characters per line, do not concatenate it into one line.

<b>CHART E-1: NEW HIRE TRANSMITTER HEADER RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'H4.'
Transmitter State Code	3-4	2	A/N	<b>Required for states and territories</b> This field must have the two-digit numeric FIPS code of the state or territory sending data. FIPS codes are at <a href="#">FIPS State and Territory Codes</a> . Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	<b>Required for federal agencies</b> This field must have the nine-character FEIN or the letter 'A' followed by the FIPS code of the federal agency. SDNHs leave this field blank.
Transmission Type	14-15	2	A/N	<b>Required</b> This field must have 'W4.'
Department of Defense Code	16	1	A	<b>Required for DoD only</b> This field must have one of these characters: A – Active duty employees C – Civilian employees R – Reserve employees SDNHs and federal agencies, other than the DoD, leave this field blank.
Version Control Number	17-18	2	A/N	<b>Required</b> This field must have '01.'
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date in CCYYMMDD format.

<b>CHART E-1: NEW HIRE TRANSMITTER HEADER RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Batch Number	27-32	6	N	<b>Required</b> You generate this number. Do not repeat batch numbers.
Filler	33-801	769	A/N	<b>Reserved for OCSE</b> This field must be spaces. OCSE only returns spaces in this field.

<b>CHART E-2: NEW HIRE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'W4.'
Employee SSN	3-11	9	N	<b>Required</b> This field must have a nine-digit SSN. If this field is blank or has alphabetic characters, NDNH rejects the record.
Employee Name First Name Middle Name Last Name	12-27 28-43 44-73	16 16 30	A A A	<b>Required</b> If either the First or Last Name field is blank, NDNH rejects the record. No special characters are allowed except hyphens. The first and last name cannot begin with a space or a hyphen.
Employee Street Address Line 1 Line 2 Line 3	74-113 114-153 154-193	40 40 40	A/N A/N A/N	<b>Required</b> This field must be at least two characters. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or Canadian province code.
Employee City	194-218	25	A	<b>Required</b> This field must have at least two characters. No special characters are allowed except hyphens.
Employee State	219-220	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at <a href="#">FIPS State and Territory Codes</a> .

<b>CHART E-2: NEW HIRE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Employee ZIP Code ZIP Code (1) ZIP Code (2)	221-225 226-229	5 4	A/N A/N	<b>Required: first five-digits</b> This field is the five-digit USPS ZIP code associated with the employee's address. The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code, but not all zeros.
Employee Foreign Address Foreign Country Code Foreign Country Name Foreign ZIP Code	230-231 232-256 257-271	2 25 15	A/N A/N A/N	<b>Optional</b> FIPS codes are at <a href="#">Foreign Country Codes</a> . The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code.
Employee Date of Birth	272-279	8	A/N	<b>Optional</b> This field must be in CCYYMMDD format, if present. This must be either all spaces or a valid date.
Employee Date of Hire	280-287	8	A/N	<b>Required</b> This field must be in CCYYMMDD format, if present. This field must be either all spaces or a valid date. This is the first day a person does services for pay, and the date the employer recognizes as the first day for income tax withholding.
Employee State of Hire	288-289	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory, if present.
Federal EIN	290-298	9	N	<b>Required</b> This field is the Federal Employer Identification Number (FEIN) the IRS assigns to an employer.



<b>CHART E-2: NEW HIRE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
State EIN	299-310	12	A/N	<b>Optional</b> This field is a number a state may assign an employer.
Employer Name	311-355	45	A/N	<b>Required</b> This field must be at least two characters. No special characters allowed except hyphens.
Employer Street Address Line 1 Line 2 Line 3	356-395 396-435 436-475	40 40 40	A/N A/N A/N	<b>Required</b> This field must be at least two characters. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or Canadian province code.
Employer City	476-500	25	A	<b>Required</b> This field must be at least two characters. No special characters allowed except hyphens.
Employer State	501-502	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory.
Employer ZIP Code ZIP Code (1) ZIP Code (2)	503-507 508-511	5 4	A/N A/N	<b>Required: first five-digits</b> This field is the five-digit USPS ZIP code associated with the employer's address. The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code but not all zeros.

<b>CHART E-2: NEW HIRE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Employer Foreign Address				<b>Optional</b>
Foreign Country Code	512-513	2	A/N	FIPS codes are at <a href="#">Foreign Country Codes</a> .
Foreign Country Name	514-538	25	A/N	The foreign country name, if present, must be at least two characters.
Foreign ZIP Code	539-553	15	A/N	Include military designation or Canadian province code.
Employer Optional Street Address				<b>Optional</b>
Line 1	554-593	40	A/N	This field is the employer's street address where a child support income withholding order is sent.
Line 2	594-633	40	A/N	If an address is less than 40 characters per line, do not concatenate into one line.
Line 3	634-673	40	A/N	Use Line 3 for a military designation or Canadian province code.
Employer Optional City	674-698	25	A	<b>Optional</b> This field must have at least two characters, if present. No special characters allowed except hyphens.
Employer Optional State	699-700	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory, if present.
Employer Optional ZIP Code				<b>Optional</b>
ZIP Code 1	701-705	5	A/N	Each ZIP code field must be either all spaces or all numeric but not all zeros.
ZIP Code 2	706-709	4	A/N	

<b>CHART E-2: NEW HIRE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Employer Optional Foreign Address				<b>Optional</b> FIPS codes are at <a href="#">Foreign Country Codes</a> .
Foreign Country Code	710-711	2	A/N	The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code.
Foreign Country Name	712-736	25	A/N	
Foreign ZIP Code	737-751	15	A/N	
Filler	752-801	50	A/N	<b>Reserved for OCSE</b> This field must be spaces. OCSE only returns spaces in this field.

<b>CHART E-3: NEW HIRE TOTAL RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have the characters 'T4.'
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-801	788	A/N	<b>Reserved for OCSE</b> This field must be spaces. OCSE only returns spaces in this field.

<b>CHART E-4: QUARTERLY WAGE TRANSMITTER HEADER RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'HQ.'
Transmitter State Code	3-4	2	A/N	<b>Required for states and territories only</b> This field must have the two-digit numeric FIPS code of the state or territory sending data to the NDNH. FIPS codes are at <a href="#">FIPS State and Territory Codes</a> . Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	<b>Required for federal agencies</b> This field must have the nine-character FEIN or the letter 'A' followed by the FIPS code of the federal agency. SWAs leave this field blank.
Transmission Type	14-15	2	A/N	<b>Required</b> This field must have 'QW.'
Department of Defense Code	16	1	A	<b>Required for DoD only</b> This field must have one of these characters: A – Active duty employees C – Civilian employees P – Pension or retired employees R – Reserve employees SWAs and federal agencies, other than the DoD, leave this field blank.
Version Control Number	17-18	2	A/N	<b>Required</b> This field must have '01.' OCSE will tell you when this changes.

<b>CHART E-4: QUARTERLY WAGE TRANSMITTER HEADER RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date of the QW data to the NDNH, in CCYYMMDD format.
Batch Number	27-32	6	N	<b>Required</b> You generate this number. Do not repeat batch numbers.
Filler	33-601	569	A/N	<b>Required</b> This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

<b>CHART E-5: QUARTERLY WAGE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'QW.'
Employee SSN	3-11	9	N	<b>Required</b> This is the nine-digit number SSA assigns to an individual. This field must have a nine-digit SSN. If this field is blank or has any alphabetic characters, NDNH rejects the record.
Employee Name				<b>Required</b>
First Name	12-27	16	A	This is the employee's first name, middle name or initial, and last name. There must be at least one character in the First and Last Name fields. If the Employee Middle Name field is non-blank, it must have at least one character. No special characters, except hyphens, are allowed. The first and last name cannot begin with a space or hyphen. If a state only collects a partial name or does not collect any name information, NDNH does not reject the record. These states must send as much information for employee names as exists in their QW records.
Middle Name	28-43	16	A	
Last Name	44-73	30	A	

<b>CHART E-5: QUARTERLY WAGE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Employee Wage Amount	74-84	11	N	<p><b>Required</b></p> <p>This is the aggregate wages paid to an employee during the reporting period.</p> <p>This field is the gross amount of wages an employer reports as paid to an employee during the reporting quarter. If an employer reports the QW data late, send the data with your next quarterly transmission.</p> <p>The last two positions are decimal places. Do not include a decimal point as part of this field.</p> <p>Negative values are not allowed.</p>
Reporting Period	85-89	5	N	<p><b>Required</b></p> <p>This is the calendar quarter and year during which the employee's wages were paid, in QCCYY format.</p> <p>Q – Reporting quarter:                      1 – January 1 through March 31                      2 – April 1 through June 30                      3 – July 1 through September 30                      4 – October 1 through December 31</p> <p>CC – Century                      YY – Year</p>
Federal EIN	90-98	9	N	<p><b>Required</b></p> <p>This is the nine-digit number IRS assigns to an employer.</p> <p>This field is the Federal Employer Identification Number (FEIN) IRS assigns to an employer.</p>
State EIN	99-110	12	A/N	<p><b>Optional</b></p> <p>This field is a number a state may assign to an employer.</p>



<b>CHART E-5: QUARTERLY WAGE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Employer Name	111-155	45	A/N	<b>Required</b> This is the name of the entity that employs the individual. This field must be at least two characters. No special characters are allowed except hyphens.
Employer Street Address Line 1 Line 2 Line 3	156-195 196-235 236-275	40 40 40	A/N A/N A/N	<b>Required</b> This is the number, street name, rural route or PO box, city, state, and ZIP code of the entity that employs the individual. This should be the address the employer reports to the IRS. This may be a foreign address. This field must be at least two characters. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or Canadian province code.
Employer City	276-300	25	A	<b>Required</b> This field must be at least two characters. No special characters are allowed except hyphens.
Employer State	301-302	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. The list of state and territory FIPS codes is at <a href="#">FIPS State and Territory Codes</a> .
Employer ZIP Code ZIP Code (1) ZIP Code (2)	303-307 308-311	5 4	A/N A/N	<b>Required: first five digits</b> This field is the five-digit USPS ZIP code associated with the employer's address. The ZIP Code (2) field must be either all spaces, or the four-digit extra numeric code, but not all zeros.

<b>CHART E-5: QUARTERLY WAGE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Employer Foreign Address				<b>Optional</b>
Foreign Country Code	312-313	2	A/N	FIPS codes are at <a href="#">Foreign Country Codes</a> .
Foreign Country Name	314-338	25	A/N	The foreign country name, if present, must be at least two characters.
Foreign ZIP Code	339-353	15	A/N	Include military designation or Canadian province code.
Employer Optional Street Address				<b>Optional</b>
Line 1	354-393	40	A/N	This is the address where an employer receives child support income-withholding orders. This is a number, street name, rural route or PO box, city, state, and ZIP code of the entity that employs an individual. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or Canadian province code.
Line 2	394-433	40	A/N	
Line 3	434-473	40	A/N	
Employer Optional City	474-498	25	A	<b>Optional</b> This field must be at least two characters, if present. No special characters are allowed except hyphens.
Employer Optional State	499-500	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory, if present. A list of state and territory FIPS codes is at <a href="#">FIPS State and Territory Codes</a> .
Employer Optional ZIP Code				<b>Optional</b>
ZIP Code (1)	501-505	5	A/N	Each ZIP code must be either all spaces or all numeric, but not all zeros.
ZIP Code (2)	506-509	4	A/N	

**CHART E-5: QUARTERLY WAGE DATA RECORD**

OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019

Field Name	Location	Length	A/N	Comments
Employer Optional Foreign Address				<b>Optional</b> FIPS codes are at <a href="#">Foreign Country Codes</a> .
Foreign Country Code	510-511	2	A/N	The foreign country name must be at least two characters, if present. Include military designation or Canadian province code.
Foreign Country Name	512-536	25	A/N	
Foreign ZIP Code	537-551	15	A/N	
Filler	552-601	50	A/N	This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

<b>CHART E-6: QUARTERLY WAGE TOTAL RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'TQ.'
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-601	588	A/N	<b>Required</b> This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

<b>CHART E-7: UNEMPLOYMENT INSURANCE TRANSMITTER HEADER RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'HU.'
Transmitter State Code	3-4	2	A/N	<b>Required</b> This field must have the two-digit FIPS code of the state or territory sending data to the NDNH. FIPS codes are at <a href="#">FIPS State and Territory Codes</a> .
Filler	5-13	9	A/N	<b>Required</b> This field is for future versions. For the current version, this is all spaces.
Transmission Type	14-15	2	A/N	<b>Required</b> This field must have 'UI.'
Filler	16	1	A/N	<b>Required</b> This field is for future versions. For the current version, this is all spaces.
Version Control Number	17-18	2	A/N	<b>Required</b> This field must have '01.' OCSE will tell you when this changes.
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date of the UI data to the NDNH, in CCYYMMDD format.
Batch Number	27-32	6	N	<b>Required</b> You generate this number. Do not repeat batch numbers.

CHART E-7: UNEMPLOYMENT INSURANCE TRANSMITTER HEADER RECORD				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Filler	33-295	263	A/N	<b>Required</b> This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent and overlays it with spaces.

<b>CHART E-8: UNEMPLOYMENT INSURANCE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'UI.'
Claimant SSN	3-11	9	N	<b>Required</b> This is the nine-digit number SSA assigns to an individual. This field must have a nine-digit SSN. If this field is blank or has any alphabetic characters, NDNH rejects the record.
Claimant Name First Name Middle Name Last Name	12-27 28-43 44-73	16 16 30	A A A	<b>Required</b> This is the claimant's first name, middle name or initial, and last name. This field must have least one character in the first name and one character in the last name. If both the first and last names are blank, NDNH rejects the record. If the claimant middle name is non-blank, it must have at least one character. The first and last names cannot begin with a space or hyphen. No special characters are allowed except hyphens.
Claimant Street Address Line 1 Line 2 Line 3	74-113 114-153 154-193	40 40 40	A/N A/N A/N	<b>Required: Line (1)</b> This is the number, street name, PO box or rural route, city, state, and ZIP code where an individual resides. This field must be at least two characters. If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation or the Canadian province code.

<b>CHART E-8: UNEMPLOYMENT INSURANCE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Claimant City	194-218	25	A	<b>Required</b> This field must be at least two characters. No special characters are allowed except hyphens.
Claimant State	219-220	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at <a href="#">FIPS State and Territory Codes</a> .
Claimant ZIP Code ZIP Code (1) ZIP Code (2)	221-225 226-229	5 4	A/N A/N	<b>Required: First five-digits</b> This field must be the five-digit USPS ZIP code associated with the claimant's address. ZIP Code (2) must be either all spaces or the four-digit extra numeric code, but not all zeros.
Benefit Amount	230-240	11	N	<b>Optional</b> This is the gross amount, before any deductions, of benefits paid to a claimant during a reporting quarter. This may be zero if an individual has filed for UI benefits, but no amount was paid during the reporting quarter, such as when a claim is pending or denied. The last two positions are decimal places. All zeros are allowed. Do not include a decimal point as part of this field. Negative values are not allowed.



<b>CHART E-8: UNEMPLOYMENT INSURANCE DATA RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Reporting Period	241-245	5	N	<p><b>Required</b></p> <p>This is the calendar quarter and year during which the UI benefits were paid or activity was done, in QCCYY format:</p> <p>Q – Reporting quarter:            1 – January 1 through March 31            2 – April 1 through June 30            3 – July 1 through September 30            4 – October 1 through December 31</p> <p>CC – Century            YY – Year</p>
Filler	246-295	50	A/N	This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent and overlays it with spaces.

<b>CHART E-9: UNEMPLOYMENT INSURANCE TOTAL RECORD</b>				
OMB CONTROL NUMBER: 0970-0166 EXPIRATION DATE: 07/31/2019				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'TU.'
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-295	282	A/N	<b>Required</b> This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

## F. OUTPUT TRANSACTION LAYOUTS

This appendix presents the output records created by the NDNH system and a detailed description of each record. Each record layout in this section includes:

- **Field Name** – the name of the field as it appears on the output transaction layout
- **Location** – the position of the field on the record
- **Length** – the number of characters allowed in this field
- **A/N** – the type of field: alphabetic (A), numeric (N), or alphanumeric (A/N)
- **Comments** – includes an explanation of the field and the field’s relationship to other fields or records

The NDNH system returns all output records using the SSA network and the MFT. More information about MFT is in section 1.8, “Managed File Transfer Transmission.”

The data sent from NDNH in the required formats complies with these requirements:

- All alphabetic data, except the User field, is in upper case. The NDNH accepts the User field in upper or lower case to enable you to use the field as a system-generated key.
- All alphabetic and alphanumeric data is left justified.
- All numeric data is right justified and zero filled.
- The NDNH fills all Filler fields with spaces, not low values.

The NDNH generates output transactions in batches using the prescribed fixed-length record formats. Each batch has a Batch Header, detailed Transaction records, and a Trailer record.

<b>CHART F-1: NEW HIRE TRANSMISSION CONTROL RECORD</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'R4.'
Transmitter State Code	3-4	2	A/N	For SDNHs, this is the two-digit code submitted. For federal agencies, this is spaces.
Transmitter Agency Code	5-13	9	A/N	For federal agencies, this is the two-digit code submitted. For SDNHs, this is spaces.
Transmission Type	14-15	2	A/N	This is the value 'W4' to show these records as NH records.
DoD Code	16	1	A	For DoD, this is the code submitted. For all other SDNHs and agencies, this is spaces.
Version Control Number	17-18	2	A/N	This is '01.'
Date Stamp	19-26	8	N	This is the date submitted.
Batch Number	27-32	6	N	This is the value submitted.
Records Received	33-43	11	N	This is the count of the records received in the submission, including the Header and Total records.
Records Rejected	44-54	11	N	This is the count of the records rejected in the submission.
Error Records Returned	55-65	11	N	This is the total number of records with errors or warnings returned in the transmission, not those excluded due to the Output Control Matrix.
Records Posted to NDNH	66-76	11	N	This is the total number of the records written to the NDNH NH database.
Filler	77-87	11	A/N	This is all spaces.
Error Code 1	88-91	4	A/N	This is the transmission error code (if any) generated during processing.

<b>CHART F-1: NEW HIRE TRANSMISSION CONTROL RECORD</b>				
Field Name	Location	Length	A/N	Comments
Error Code 2	92-95	4	A/N	This is the transmission error code (if any) generated during processing.
Error Code 3	96-99	4	A/N	This is the transmission error code (if any) generated during processing.
Error Code 4	100-103	4	A/N	This is the transmission error code (if any) generated during processing.
Error Code 5	104-107	4	A/N	This is the transmission error code (if any) generated during processing.
Filler	108-831	724	A/N	This is all spaces.

<b>CHART F-2: NEW HIRE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'WO.'
Employee SSN	3-11	9	N	This is the data submitted.
Employee Name				This is the data submitted.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Employee Street Address				This is the data submitted or the corrected street address.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Employee City	194-218	25	A	This is the data submitted or the corrected city.
Employee State	219-220	2	A	This is the data submitted or the corrected state.
Employee ZIP Code				This is the data submitted or the corrected ZIP code (five digits).
ZIP Code 1	221-225	5	A/N	
ZIP Code 2	226-229	4	A/N	
Employee Foreign Address				This is the data submitted.
Foreign Country Code	230-231	2	A/N	
Foreign Country Name	232-256	25	A/N	
Foreign ZIP Code	257-271	15	A/N	
Employee Date of Birth	272-279	8	A/N	This is the data submitted.
Employee Date of Hire	280-287	8	A/N	This is the data submitted.

<b>CHART F-2: NEW HIRE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Employee State of Hire	288-289	2	A	This is the data submitted.
Federal EIN	290-298	9	N	This is the data submitted.
State EIN	299-310	12	A/N	This is the data submitted.
Employer Name	311-355	45	A/N	This is the data submitted.
Employer Street Address				This is the data submitted or the corrected street address.
Line 1	356-395	40	A/N	
Line 2	396-435	40	A/N	
Line 3	436-475	40	A/N	
Employer City	476-500	25	A	This is the data submitted or the corrected city.
Employer State	501-502	2	A	This is the data submitted or the corrected state.
Employer ZIP Code				This is the data submitted or the corrected ZIP code (five digits).
ZIP Code 1	503-507	5	A/N	
ZIP Code 2	508-511	4	A/N	
Employer Foreign Address				This is the data submitted or the corrected address.
Foreign Country Code	512-513	2	A/N	
Foreign Country Name	514-538	25	A/N	
Foreign ZIP Code	539-553	15	A/N	
Employer Optional Street Address				This is the data submitted or the corrected street address.
Line 1	554-593	40	A/N	
Line 2	594-633	40	A/N	
Line 3	634-673	40	A/N	

<b>CHART F-2: NEW HIRE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Employer Optional City	674-698	25	A	This is the data submitted or the corrected city.
Employer Optional State	699-700	2	A	This is the data submitted or the corrected state.
Employer Optional ZIP Code				This is the data submitted or the corrected ZIP code (five digits).
ZIP Code 1	701-705	5	A/N	
ZIP Code 2	706-709	4	A/N	
Employer Optional Foreign Address				This is the data submitted in the submission.
Foreign Country Code	710-711	2	A/N	
Foreign Country Name	712-736	25	A/N	
Foreign ZIP Code	737-751	15	A/N	
Filler	752-801	50	A/N	This is all spaces.
Error Code 1	802-805	4	A/N	This is a generated error or warning code associated with the NH record. For an explanation of these codes, refer to Appendix D, "Error and Warning Codes."
Error Code 2	806-809	4	A/N	This is a generated error or warning code associated with the NH record.
Error Code 3	810-813	4	A/N	This is a generated error or warning code associated with the NH record.
Error Code 4	814-817	4	A/N	This is a generated error or warning code associated with the NH record.
Error Code 5	818-821	4	A/N	This is a generated error or warning code associated with the NH record.
SSN Correction Indicator	822	1	A/N	This code describes how the SSN or name was corrected.
Corrected SSN	823-831	9	A/N	This is the corrected SSN.



<b>CHART F-3: QUARTERLY WAGE TRANSMISSION CONTROL RECORD</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'RQ.'
Transmitter State Code	3-4	2	A/N	For SWAs, this is the two-digit code submitted. For federal agencies, it is spaces.
Transmitter Agency Code	5-13	9	A/N	For federal agencies, this is the two-digit code submitted. For SWAs, it is spaces.
Transmission Type	14-15	2	A/N	This is the value 'QW' to show these records as Quarterly Wage records.
DoD Code	16	1	A	For DoD, this is the value submitted. For all other SDNHs and agencies, it is spaces.
Version Control Number	17-18	2	A/N	This is the value supplied in the submission: '01.'
Date Stamp	19-26	8	N	This is the date supplied in the submission.
Batch Number	27-32	6	N	This is the value supplied in the submission.
Records Received	33-43	11	N	This is the count of the records received in the submission, including the Header and Total records.
Records Rejected	44-54	11	N	This is the count of the records rejected in the submission.
Error Records Returned	55-65	11	N	This is the total number of records with errors or warnings returned in the transmission, not those excluded due to the Output Control Matrix.
Records Posted to NDNH	66-76	11	N	This is the total number of records posted to the QW databases.
Filler	77-87	11	A/N	This is all spaces.
Error Code 1	88-91	4	A/N	This is the transmission error code (if any) generated during the processing of the submission.

<b>CHART F-3: QUARTERLY WAGE TRANSMISSION CONTROL RECORD</b>				
Field Name	Location	Length	A/N	Comments
Error Code 2	92-95	4	A/N	This is the transmission error code (if any) generated during the processing of the submission.
Error Code 3	96-99	4	A/N	This is the transmission error code (if any) generated during the processing of the submission.
Error Code 4	100-103	4	A/N	This is the transmission error code (if any) generated during the processing of the submission.
Error Code 5	104-107	4	A/N	This is the transmission error code (if any) generated during the processing of the submission.
Filler	108-631	524	A/N	This is all spaces.

<b>CHART F-4: QUARTERLY WAGE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'QO.'
Employee SSN	3-11	9	N	This is the data supplied in the submission.
Employee Name				This is the data supplied in the submission, or the corrected first and last name.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Employee Wage Amount	74-84	11	N	This is the data supplied in the submission.
Reporting Period	85-89	5	N	This is the data supplied in the submission.
Federal EIN	90-98	9	N	This is the data supplied in the submission.
State EIN	99-110	12	A/N	This is the data supplied in the submission.
Employer Name	111-155	45	A/N	This is the data supplied in the submission.
Employer Street Address				This is the data supplied in the submission, or the corrected street address.
Line 1	156-195	40	A/N	
Line 2	196-235	40	A/N	
Line 3	236-275	40	A/N	
Employer City	276-300	25	A	This is the data supplied in the submission, or the corrected city.
Employer State	301-302	2	A	This is the data supplied in the submission, or the corrected state.
Employer ZIP Code				This is the data supplied in the submission, or the corrected ZIP code (five digits).
ZIP Code (1)	303-307	5	A/N	
ZIP Code (2)	308-311	4	A/N	

<b>CHART F-4: QUARTERLY WAGE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Employer Foreign Address				This is the data supplied in the submission.
Foreign Country Code	312-313	2	A/N	
Foreign Country Name	314-338	25	A/N	
Foreign ZIP Code	339-353	15	A/N	
Employer Optional Address				This is the data supplied in the submission, or the corrected address.
Line 1	354-393	40	A/N	
Line 2	394-433	40	A/N	
Line 3	434-473	40	A/N	
Employer Optional City	474-498	25	A	This is the data supplied in the submission, or the corrected city.
Employer Optional State	499-500	2	A	This is the data supplied in the submission, or the corrected state.
Employer Optional ZIP Code				This is the data supplied in the submission, or the corrected ZIP code field (five digits).
ZIP Code (1)	501-505	5	A/N	
ZIP Code (2)	506-509	4	A/N	
Employer Optional Foreign Address				This is the data supplied in the submission.
Foreign Country Code	510-511	2	A/N	
Foreign Country Name	512-536	25	A/N	
Foreign ZIP Code	537-551	15	A/N	
Filler	552-601	50	A/N	This is spaces.
Error Code 1	602-605	4	A/N	This is a generated error or warning code associated with the QW record. For an explanation of these codes, refer to Appendix D, "Error and Warning Codes."

<b>CHART F-4: QUARTERLY WAGE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Error Code 2	606-609	4	A/N	This is a generated error or warning code associated with the QW record.
Error Code 3	610-613	4	A/N	This is a generated error or warning code associated with the QW record.
Error Code 4	614-617	4	A/N	This is a generated error or warning code associated with the QW record.
Error Code 5	618-621	4	A/N	This is a generated error or warning code associated with the QW record.
Filler	622-631	10	A/N	This is all spaces.

<b>CHART F-5: UNEMPLOYMENT INSURANCE TRANSMISSION CONTROL RECORD</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'RU.'
Transmitter State Code	3-4	2	A/N	This is the two-digit code submitted.
Filler	5-13	9	A/N	This is all spaces.
Transmission Type	14-15	2	A/N	This is the value 'UI' to show these records as Unemployment Insurance records.
Filler	16	1	A/N	This is all spaces.
Version Control Number	17-18	2	A/N	This is the value supplied in the submission: '01.'
Date Stamp	19-26	8	N	This is the date supplied in the submission.
Batch Number	27-32	6	N	This is the value supplied in the submission.
Records Received	33-43	11	N	This is the count of the records received in the submission, including the Header and Total records.
Records Rejected	44-54	11	N	This is the count of the records rejected in the submission.
Error Records Returned	55-65	11	N	This is the total number of records with errors or warnings returned in the transmission, not those excluded due to the Output Control Matrix.
Records Posted to NDNH	66-76	11	N	This is the total number of records posted to the NDNH UI database.
Filler	77-98	22	A/N	This is all spaces.
Error Code 1	99-102	4	A/N	This is the transmission error code (if any) generated during processing of the submission.
Error Code 2	103-106	4	A/N	This is the transmission error code (if any) generated during processing of the submission.

<b>CHART F-5: UNEMPLOYMENT INSURANCE TRANSMISSION CONTROL RECORD</b>				
Field Name	Location	Length	A/N	Comments
Error Code 3	107-110	4	A/N	This is the transmission error code (if any) generated during processing of the submission.
Error Code 4	111-114	4	A/N	This is the transmission error code (if any) generated during processing of the submission.
Error Code 5	115-118	4	A/N	This is the transmission error code (if any) generated during processing of the submission.
Filler	119-325	207	A/N	This is all spaces.

<b>CHART F-6: UNEMPLOYMENT INSURANCE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'UO.'
Claimant SSN	3-11	9	N	This is the data supplied in the submission.
Claimant Name				This is the data supplied in the submission, or the corrected first and last name.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Claimant Street Address				This is the data supplied in the submission, or the corrected street.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Claimant City	194-218	25	A	This is the data supplied in the submission, or the corrected city.
Claimant State	219-220	2	A	This is the data supplied in the submission, or the corrected state.
Claimant ZIP Code				This is the data supplied in the submission, or the corrected ZIP code (five digits).
ZIP Code (1)	221-225	5	N	
ZIP Code (2)	226-229	4	A/N	
Claimant Benefit Amount	230-240	11	N	This is the data supplied in the submission.
Reporting Period	241-245	5	N	This is the data supplied in the submission.
Filler	246-295	50	A/N	This is all spaces.
Error Code 1	296-299	4	A/N	This is the generated error or warning code associated with the UI record. For an explanation of these codes, refer to Appendix D, "Error and Warning Codes."



<b>CHART F-6: UNEMPLOYMENT INSURANCE RESPONSE DATA RECORD</b>				
Field Name	Location	Length	A/N	Comments
Error Code 2	300-303	4	A/N	This is the generated error or warning code associated with the UI record.
Error Code 3	304-307	4	A/N	This is the generated error or warning code associated with the UI record.
Error Code 4	308-311	4	A/N	This is the generated error or warning code associated with the UI record.
Error Code 5	312-315	4	A/N	This is the generated error or warning code associated with the UI record.
SSN Correction Indicator	316	1	A/N	This is the generated error or warning code associated with the UI record.
Corrected SSN	317-325	9	A/N	This is the corrected SSN.

## G. SUMMARY OF CHANGES

This chart presents a log of the changes made to this document for this revision.

<b>CHART G-1: VERSION 13.2 REVISIONS</b>	
<b>Part/Section/ Chart/Figure</b>	<b>Description of Change</b>
<b>Revision Date</b>	September 30, 2016
<b>Appendix E</b>	Charts E1 through E9: Updated OMB Expiration Date to 07/31/2019