

Federal Parent Locator Service

Electronic Income Withholding Order

Release 13-01 – Minor
January 4, 2013

Release Specifications

Version 1.0
October 4, 2012

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

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1. NEW SUSPENSE DISPOSITION CODE IN e-IWO ACKNOWLEDGMENTS (OCSE REF #4100)

We are modifying the Electronic Income Withholding Order (e-IWO) application to allow employers to inform you that there will be an interruption in payments because the noncustodial parent (NCP) is temporarily suspended from employment.

1.1 Summary of Changes

We are adding a new disposition status code of ‘S’ to allow employers to inform you when an NCP is temporarily suspended.

1.2 Background

Currently, employers inform states about an action that was or will be initiated affecting Income Withholding Order by submitting an Employer-Initiated Acknowledgment (EMP) in the Document Action Code field (positions 4-6) on the e-IWO Acknowledgement record. An employer can notify a state of a termination (‘T’) or an upcoming lump sum payout (‘L’) by sending the state an EMP Acknowledgment. Employers requested the ability to notify a state when an employee moves to a suspense status.

1.3 Description of Changes

We are expanding the functionality of the e-IWO application to enable employers to notify states when an NCP is temporarily suspended from employment by sending an EMP Acknowledgment with an ‘S’ in the Record Disposition Status Code field (positions 154-155).

1.4 Impact on States

To take advantage of this change you must modify your system to accept the new Suspense Disposition Status Code value from an Acknowledgement record sent by an employer.

1.5 Output Record Changes

Refer to Appendix A, “e-IWO Output Record Changes,” for the revised record layout for this change.

2. STATES CAN SEARCH FOR EMPLOYERS ON NDNH (OCSE REF #4269)

We are enhancing the eEmployer application to allow a query against the National Directory of New Hires (NDNH) for employer information.

2.1 Summary of Changes

We are modifying the eEmployer application to allow you to search the NDNH for FEINs and employer addresses. You can also determine if an employer is using the Debt Inquiry Service (DIS) and Electronic Income Withholding Order (e-IWO) applications while viewing NDNH employer information.

2.2 Background

Currently, the eEmployer application allows states to search for information about employers using the e-IWO Batch application. The batch application provides the FEIN, an address where an employer wants to receive IWOs, and their NDNH-reported address. States requested access to NDNH employer information to assist with keeping their databases current.

2.3 Description of Change

We are expanding the capability of the eEmployer application so you can query the NDNH by using an FEIN or by entering an employer name. The name search engine will provide matches in three categories:

1. **Best Matches** – matches with the highest probability that match the name you entered
2. **Possible Matches** – matches meeting enough points to determine the name is a likely match of the input name
3. **Least Likely Matches** – matches that may have some letters or words in common with your search criteria

We are reformatting the e-IWO Employer Search screens to make them consistent with the new NDNH Employer Search screens.

2.4 Impact on States

States with access to the eEmployer application do not need to make modifications. States currently using the State Services Portal (SSP), but without access to the eEmployer application, must modify their systems to allow users to access the SSP with a security role designated for eEmployer. The role, 'SC' (Employer Search for State Workers), will provide states with future employer-related services to be offered on the SSP.

For assistance with testing or questions about access to the QUICK Workplace for the SSP Software Interface Specifications (SIS) or State Profile, contact the Service Desk at 800-258-2736. You may also send an e-mail to ocse.gr-portal@lmco.com.

2.5 User Interface

Note: The following screens contain fictitious data.

Figure 2-1: eEmployer Welcome Page

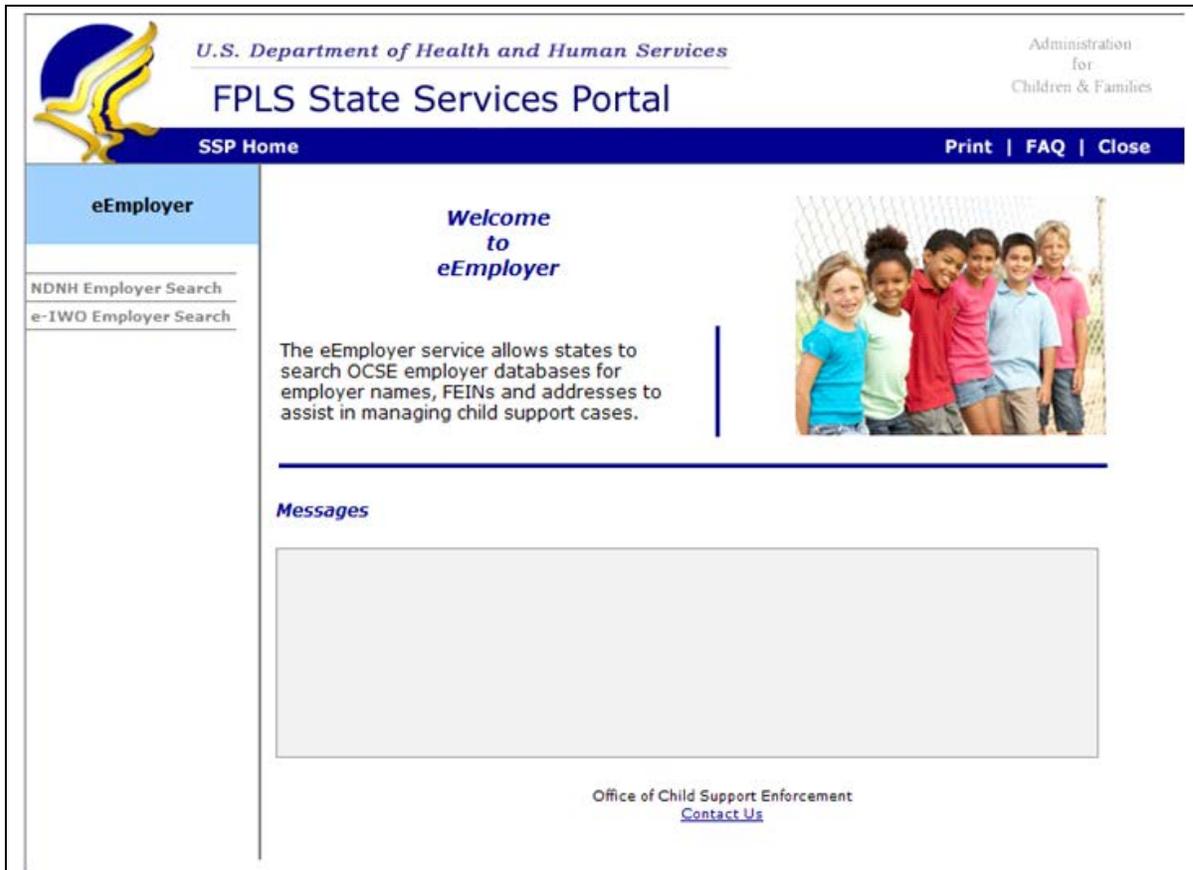


Figure 2-2: NDNH Employer Search Selection Page

U.S. Department of Health and Human Services
Administration for Children & Families
FPLS State Services Portal

Home Print | FAQ | Close

eEmployer

NDNH Employer Search
Either FEIN or Employer Name is required

Employer Search

FEIN:

Employer Name:

City:

State:

Match Selection: Best Matches
 Possible Matches
 Least Likely Matches **GO**

Clear

Office of Child Support Enforcement
[Contact Us](#)

NDNH Employer Search
e-IWO Employer Search

Figure 2-5: e-IWO Employer Search Selection Page

The screenshot shows the 'FPLS State Services Portal' for the 'U.S. Department of Health and Human Services' and 'Administration for Children & Families'. The page title is 'FPLS State Services Portal'. A navigation bar includes 'Home', 'Print | FAQ | Close', and 'eEmployer'. The main content area is titled 'e-IWO Employer Search' with a red note: 'Either FEIN or Employer Name is required'. Below this is the 'Employer Search' section with input fields for 'FEIN:', 'Employer Name:', 'City:', and 'State:'. The 'State' field is a dropdown menu currently showing '-Select-' and a 'GO' button. A 'Clear' button is located below the search fields. At the bottom, it says 'Office of Child Support Enforcement' with a 'Contact Us' link.

Figure 2-7: e-IWO Employer Addresses Page

The screenshot shows the FPLS State Services Portal interface. At the top left is the U.S. Department of Health and Human Services logo. The page title is "FPLS State Services Portal" with "Administration for Children & Families" on the right. A navigation bar includes "Home", "Print", "FAQ", and "Close". A sidebar on the left has "eEmployer" selected, with other options like "NDNH Employer Search" and "e-IWO Employer Search". The main content area is titled "e-IWO Employer Addresses" and lists two entries:

FEIN: 98-7654321
Employer Name: Test Company Local Office
Debt Inquiry: Yes

| Address Reported to e-IWO | Address Reported to NDNH |
|-----------------------------------|--------------------------------|
| Address Line 1: 1 Plaza South | Address Line 1: 100 Elm Street |
| Address Line 2: | Address Line 2: |
| City/State: Warrenville, Illinois | City/State: Ashley, Illinois |
| ZIP Code: 12345-1234 | ZIP Code: 29449 |

FEIN: 12-3456789
Employer Name: General Accounting Office
Debt Inquiry: Yes

| Address Reported to e-IWO | Address Reported to NDNH |
|----------------------------------|-----------------------------|
| Address Line 1: 100 North Street | Address Line 1: 11 Test Way |
| Address Line 2: | Address Line 2: |
| City/State: Elk, Illinois | City/State: Casey, Illinois |
| ZIP Code: 07024 | ZIP Code: 18449 |

At the bottom, there are buttons for "Next", "Previous", "New Search", and "NDNH". Below these is the text "Office of Child Support Enforcement" and a "Contact Us" link.

A. e-IWO Output Record Changes

The changes in this release affect the record specifications for the e-IWO record layout.

| CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD | | | | |
|-------------------------------------------------------|----------|--------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OMB Control No: 0970-0154 Expiration Date: 05/31/2014 | | | | |
| Field Name | Location | Length | A/N | Comments |
| Document Code | 1-3 | 3 | A/N | Required This field must contain 'ACK.' It indicates that the Acknowledgement record follows. |
| Document Action Code | 4-6 | 3 | A/N | Required This indicates the type of document. The values are: AMD – Amended: The value input by the state, tribe, or territory (positions 7-9 in the Detail record). LUM – Lump Sum: The value input by the state, tribe, or territory (pos. 7-9 in the Detail record). ORG – Original: The value input by the state, tribe, or territory (pos. 7-9 in the Detail record). TRM – Termination: The value input by the state, tribe, or territory (pos. 7-9 in the Detail record). EMP – Employer Initiated: The value input by the employer to inform the state, tribe, or territory about some action that was, or will be, initiated. Use 'EMP' with the following values in Record Disposition Code (pos. 154-155) field: <ul style="list-style-type: none"> • If the NCP is no longer employed, use a 'T' in Record Disposition Code. • If you are notifying a state, tribe or territory about a pending lump sum, use 'L' in the Record Disposition Code. • If you are notifying a state, tribe or territory that an employee is in suspended status, use 'S' in the Record Disposition Code. |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

OMB Control No: 0970-0154 Expiration Date: 05/31/2014

| Field Name | Location | Length | A/N | Comments |
|----------------------|----------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case Identifier | 7-21 | 15 | A/N | Required This is the case identifier used by a state to uniquely identify each IV-D case in that state. This is the Case Identifier, input by the state in positions 88-102 of the e-IWO Detail record. |
| EIN Text | 22-30 | 9 | N | Required This is the employer's/withholder's FEIN. |
| Employee Last Name | 31-50 | 20 | A/N | Required This is the obligor's last name. This must contain letters or spaces. No special characters except period, hyphens, apostrophes, and embedded spaces are allowed. The first character must not be a space. |
| Employee First Name | 51-65 | 15 | A/N | Required This is the obligor's first name. This must contain letters or spaces. No special characters except period, hyphens, apostrophes, and embedded spaces are allowed. The first character must not be a space. |
| Employee Middle Name | 66-80 | 15 | A/N | Optional This is the obligor's middle name or initial. This must contain letters or spaces. No special characters except period, hyphens, apostrophes, and embedded spaces are allowed. The first character must not be a space. |
| Employee Name Suffix | 81-84 | 4 | A/N | Optional This is the obligor's name suffix. |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

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| Field Name | Location | Length | A/N | Comments |
|--------------------------------|----------|--------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employee SSN | 85-93 | 9 | N | Required This is the obligor's Social Security Number. |
| Document Tracking Number | 94-123 | 30 | A/N | Required This is assigned by the entity that sent the document to uniquely identify the document. This is the Document Tracking Number input by the state in positions 1548-1577 of the e-IWO Detail record. |
| Order Identifier | 124-153 | 30 | A/N | Optional This is a unique identifier associated with a specific child support obligation within a case. This is the Order Identifier input by the state in positions 1578-1607 of the e-IWO Detail record. |
| Record Disposition Status Code | 154-155 | 2 | A/N | Required This indicates whether a record was accepted or rejected by the employer. The values are: A – Record Accepted R – Record Rejected These codes are used only with an Employer-Initiated Acknowledgement Document Action Code ('EMP') in positions 4-6 of the e-IWO Acknowledgement record. L – Lump Sum S – Suspended T – Termination |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

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| Field Name | Location | Length | A/N | Comments |
|-------------------------|----------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disposition Reason Code | 156-158 | 3 | A/N | <p>Conditionally Required</p> <p>This is the reason an e-IWO record is accepted or rejected by an employer.</p> <p>If the Record Disposition Status is 'R', a reason code is required.</p> <p>Rejected values are:</p> <ul style="list-style-type: none"> B – Name Mismatch D – Duplicate IWO M – IWO received from multiple states N – NCP no longer at the employer O – Other reason S – Employee is in a suspense status at employer U – NCP not known to employer W – Incorrect FEIN received for employee X – Employer could not electronically process this record. Z – Termination cannot be processed; no current IWO in place <p>If the Record Disposition Status is 'A,' and it is for one of the following reasons, the code is required.</p> <p>Accepted values are:</p> <ul style="list-style-type: none"> B – Name Mismatch S – Employee is in a suspense status at employer W – Incorrect FEIN received for employee |
| Filler | 159 | 1 | A/N | This field is for a future version. Currently, fill it with spaces. |
| Termination Date | 160-167 | 8 | A/N | <p>Optional</p> <p>This is the date an employee left, or was terminated by, an employer. It must be a valid date in CCYYMMDD format.</p> <p>If not applicable, fill this field with spaces.</p> |

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| Field Name | Location | Length | A/N | Comments |
|----------------------------------------|----------|--------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NCP Last Known Address Line 1 Text | 168-192 | 25 | A/N | Optional This is line 1 of the NCP's last known address. |
| NCP Last Known Address Line 2 Text | 193-217 | 25 | A/N | Optional This is line 2 of the NCP's last known address. |
| NCP Last Known Address City Name | 218-239 | 22 | A/N | Optional This is the NCP's last known city address. |
| NCP Last Known Address State Code | 240-241 | 2 | A | Optional This is the NCP's last known state code. It must be a valid two-character alphabetic state or territory code. |
| NCP Last Known Address ZIP Code | 242-246 | 5 | N | Optional This is the NCP's last known five-digit ZIP Code. |
| NCP Last Known Address Ext ZIP Code | 247-250 | 4 | A/N | Optional This is the NCP's last known four-digit ZIP Code extension. |
| Final Payment Made Date | 251-258 | 8 | A/N | Optional This is the date of the final payment sent to the SDU. It must be a valid date in CCYYMMDD format. If not applicable, fill this field with spaces. |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

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| Field Name | Location | Length | A/N | Comments |
|-------------------------------------|----------|--------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Final Payment Amount | 259-269 | 11 | N | Required This is the amount of the final payment/wages paid to an NCP and sent to the SDU. This only applies when an employee left, or was terminated by, his/her employer. Numeric Decimal Assumed Unsigned No Rounding Right Justify Zero Fill to Left Zero Fill if not applicable |
| New Employer Name | 270-326 | 57 | A/N | Optional This is the name of NCP's new employer. |
| New Employer Address Line 1 Text | 327-351 | 25 | A/N | Optional This is line 1 of new employer's address. |
| New Employer Address Line 2 Text | 352-376 | 25 | A/N | Optional This is line 2 of new employer's address. |
| New Employer Address City Name | 377-398 | 22 | A/N | Optional This is the new employer's city name. |
| New Employer State Code | 399-400 | 2 | A | Optional This is the new employer's state code. This must be a valid two-character alphabetic state or territory code |
| New Employer Address ZIP Code | 401-405 | 5 | N | Optional This is the new employer's five-digit ZIP Code. |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

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| Field Name | Location | Length | A/N | Comments |
|--------------------------------------|----------|--------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Employer Address Ext ZIP Code | 406-409 | 4 | A/N | Optional This is the new employer's four-digit ZIP Code extension. |
| Payment Lump Sum Date | 410-417 | 8 | A/N | Optional This is the date an employer anticipates a lump sum payment will be disbursed to an employee. This must be a valid date in CCYYMMDD format. <ul style="list-style-type: none"> • If there is a dollar amount, other than zero, in the Payment Lump Sum Amount (pos. 418-428), this field should be filled. • If the Document Action Code (pos. 7-9) is 'EMP,' and the Record Disposition Status Code (pos. 154-155) is 'T,' this field must be spaces. • If unknown or not applicable, fill this field with spaces. |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

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| Field Name | Location | Length | A/N | Comments |
|----------------------------|----------|--------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payment Lump Sum Amount | 418-428 | 11 | N | <p>Required</p> <p>This is the amount an employer intends to issue as a lump sum payment to the employee.</p> <p>Numeric Decimal Assumed Unsigned No Rounding Right Justify Zero Fill to Left Zero Fill if not applicable</p> <ul style="list-style-type: none"> • If the Document Action Code (pos. 7-9) is 'EMP,' and the Record Disposition Status Code (pos. 154-155) is 'L,' this dollar amount must be an amount greater than \$0.00. • If the Document Action Code (pos. 7-9) is 'EMP,' and the Record Disposition Status Code (pos. 154-155) is 'T,' this field must be zero filled. |
| Payment Lump Sum Type Text | 429-463 | 35 | A/N | <p>Optional</p> <p>This is the type of lump sum payment to be disbursed to an employee. Examples of a lump sum payment include bonus, severance, commission, etc.</p> <p>Possible values are bonus, severance, or other unique identifiers.</p> <ul style="list-style-type: none"> • If the Document Action Code (pos. 7-9) is 'EMP,' and the Record Disposition Status Code (pos. 154-155) is 'L,' this field must be filled. • If the Document Action Code (pos. 7-9) is 'EMP,' and the Record Disposition Status Code (pos. 154-155) is 'T,' this field must be spaces. |

| CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD | | | | |
|-------------------------------------------------------|----------|--------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OMB Control No: 0970-0154 Expiration Date: 05/31/2014 | | | | |
| Field Name | Location | Length | A/N | Comments |
| NCP Last Known Phone Number | 464-473 | 10 | A/N | Optional This is the last known phone number for the NCP. |
| First Error Field Name | 474-505 | 32 | A/N | Optional This is the name of the first field that did not pass the e-IWO edits. It is used only by the portal to return the first element that did not pass the portal edits. |
| Second Error Field Name | 506-537 | 32 | A/N | Optional This is the name of the second field that did not pass the e-IWO edits. It is used only by the portal to return the second element that did not pass the portal edits. |
| Multiple Error Indicator | 538 | 1 | A/N | Optional This indicates a record has more than two errors. The values used by the portal are: T – True F – False <ul style="list-style-type: none"> • If more than two errors exist in the record, this field is set to ‘T’. • If less than three errors exist, this field is set to ‘F’. |
| Correct FEIN | 539-547 | 9 | N | Conditionally Required This is the actual FEIN under which the employee is working. If the Record Disposition Code is ‘W,’ this field is required. |
| Multi IWO State Code | 548-549 | 2 | A | Conditionally Required This is the state code for which an employer already has an IWO in place for the employee, and the IWO just received is a duplicate. If the Record Disposition Code is ‘M,’ this field is required. |

CHART A-1: e-IWO ACKNOWLEDGEMENT RECORD

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| Field Name | Location | Length | A/N | Comments |
|------------|----------|--------|-----|---------------------------------------------------------------------|
| Filler | 550-573 | 24 | A/N | This field is for a future version. Currently, fill it with spaces. |