Federal Parent Locator Service

Federal Case Registry

Interface Guidance Document

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6. FCR TRANSACTION-SPECIFIC INFORMATION

This section is intended as guidance to States in processing FCR data. Except for those instances in which FCR rules and edits must be followed, this guidance should be considered optional. This document is not intended to provide certification requirements for statewide automated CSE systems.

The system certification requirements for PRWORA have been disseminated and are on the OCSE web site at http://www.acf.hhs.gov/programs/css/state-systems. The purpose of this section is to make suggestions and recommendations regarding possible functionality in the State Case Registry, (SCR). The State may have other mechanisms to meet the requirements for SCR and interfaces to the FCR.

For a complete summary of all suggested SCR/FCR Transactions, refer to Appendix K, "SCR/FCR Transactions and Responses".

6.1 Add Case

This section defines:

- actions in State systems that should lead to the submission of Add Case Transactions to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions for States to take upon receipt of the FCR-to-SCR Response Transaction.

6.1.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-1: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – ADD CASE	
State-initiated Action	Recommended State Case Registry Actions
State opens a new case. **Note:** The FCR rejects a case if there is not at least one CP, NP or PF Person Record associated with the case.	Write a New Case trigger or flag in a file for the SCR/FCR interface batch program to process and transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.1.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to add a case.

In order to add a IV-D case or Non IV-D order to the FCR, the State must utilize the FCR Input Case Record described in Appendix G, "FCR Input Transaction Layouts". States must submit the FCR Input Case Record, with Action Type Code 'A' and Record Identifier 'FC', in a batch with the required FCR Input Batch Header Record, FCR Input Person/Locate Request

Records, and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following requirements when adding a case to the FCR:

1. The FCR Input Case Record must include at a minimum the Case ID, Case Type and a Court Order Indicator. The Case ID must be a code the State assigns to a case that uniquely identifies the case. The Court Order Indicator must be 'Y' for Non IV-D orders. The FCR uses the Transmitter State/Territory Code from the FCR Transmission Header Record and the Case ID to uniquely identify a case on the FCR.
2. When adding a case to the FCR, a State may also submit a State-defined User Field and a valid three-position numeric FIPS County Code on the FCR Input Case Record. The FCR stores the User Field and FIPS County Code with the case information. If present, the FCR returns this information to the State on Acknowledgment and FCR Proactive Match Response Records.
3. When a State submits an FCR Input Case Record to add a case to the FCR, the State must also submit at least one FCR Input Person/Locate Request Record with a Participant Type code of:
   a. 'CP', 'PF' or 'NP' for IV-D cases, or
   b. 'CP' or 'NP' for Non IV-D orders.

   The input Person Record must include the person's name and SSN or enough information for the SSN to be identified. The FCR does not accept a case if the only associated Person Record(s) in the case have a Participant Type of 'CH'. Person Records with a Participant Type of 'PF' are not permitted with Non IV-D orders.
4. If the State needs to re-open a case previously deleted from the FCR, the State must submit:
   a. an Add Case Transaction using the FCR Input Case Record, and
   b. an FCR Input Person/Locate Request Record for each person associated with the case.
5. A Case ID is required. An exception to one of the following conditions will result in an Error Code **TE005**:
   a. The Case ID must be present and not equal to zero or all spaces for Record Identifier 'FP' with Action Type Codes 'A', 'C' or 'D'.
   b. If the Record Identifier is 'FP' with Action Type Code 'A', the Case ID may not equal all zeros, all spaces, contain an asterisk or backslash and a space is not allowed in the first position. If the Action Type Code is 'L' and the Locate Request Type is 'CS', the Case ID must be present and not equal to all zeros, all spaces, contain an asterisk or backslash and a space is not allowed in the first position
   c. If the Record Identifier is 'FC' or 'FR', the Case ID must be present and may not equal all zeros, all spaces, contain an asterisk or backslash, and a space is not allowed in the first position.
   d. If the Record Identifier is 'FC' with Action Type Code 'A' or 'C', and there is a Previous Case ID, or the Record Identifier is 'FR', the Case ID may not equal all zeros, all spaces, contain an asterisk or backslash and a space is not allowed in the first position.

Section 6.2.2, “SCR-to-FCR Transaction”, provides additional information on the requirements for adding a person to the FCR. States should consider the combined requirements for adding a case and adding a person to the FCR in the development of their SCR-to-FCR interface.

6.1.2.1 Foster Care and Unborn Children

Some State systems process Foster Care cases and cases with unborn children in a manner that is different from a standard IV-D child support case.

Some States place the name of a Foster Care Agency or the name of the Foster Care child in their system as the Custodial Party. In such circumstances, the child or the agency in the Foster Care/Child Support case should not be reported to the FCR as a ‘CP’. No ‘CP’ is reported in these cases.

Some States may place the name of the Custodial Party in their system as the ‘CP’ and also as the ‘CH’ in cases with an unborn child. In such circumstances, the State must not send the mother (the custodial party) as both the ‘CP’ and as the ‘CH’. The ‘CH’ is not reported to the FCR until the child is born. The child is added to the FCR with a ‘CH’ Participant Type after birth.

States can alleviate unneeded processing by the FCR and by the State by following these requirements. If a State sends the agency as the ‘CP’, the FCR rejects the record, as there is no SSN associated with an agency. If the State sends the same person as the ‘CP’ and as a ‘CH’, the FCR rejects one or both Person Records as duplicate. In this instance, if there is no other ‘CP’, ‘NP’ or ‘PF’ associated with the case, the FCR rejects the case and the State must then correct the errors and resubmit the case and associated persons.

6.1.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with the FCR processing of Add Case Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Case Records for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Case Acknowledgment/Error Record for each FCR Input Case Record received. The Acknowledgment indicates if the record was accepted, rejected, or held pending final verification. The acknowledgments return to the State in an FCR Routine Batch Response. The FCR holds Add Case Transactions when the associated FCR Input Person/Locate Request Records are pending for SSN identification. A second Acknowledgment Record is sent when the record being held is either accepted or rejected based on further processing. The second Acknowledgment returns to the State in an FCR Pending Resolution Batch Response. Appendix H, “FCR Output Transaction Layouts”, includes a description of the FCR Case Acknowledgment/Error Record, as well as the Batch Header and Trailer Records created for the routine and pending resolution batches. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following FCR requirements that govern the processing of Add Case Transactions and response information sent to the State:

1. The FCR edits FCR Input Case Records for required data elements using validity and relationship edits. The FCR generates error codes and rejects records failing critical edits. Records failing 'non-critical' edits generate warning codes. The FCR Case Acknowledgement/Error Record sent to the State includes error and warning codes to identify the detected errors.
2. The FCR does not accept an Add Case Transaction without accepting at least one FCR Input Person/Locate Request Record for an associated person with a Participant Type Code of:
   a. 'CP', 'PF' or 'NP' for IV-D cases, or
   b. 'CP' or 'NP' for Non IV-D orders.
3. If the FCR does not accept an FCR Input Case Record and the case does not already exist on the FCR, the FCR rejects the associated FCR Input Person/Locate Request Records, even if those records pass all of the edits. The Add Person Records associated with the Add Case Record may also be rejected. See Section 6.2.3, #11 for further details.
4. The FCR uses the Transmitter State/Territory Code from the FCR Transmission Header Record and Case ID from the FCR Input Case Record to uniquely identify a case. If the Transmitter State/Territory Code and the Case ID match an existing case on the FCR, the FCR rejects the Add Case Transaction as a duplicate.
5. The FCR pends a case if one or more Person Records associated with that case are pending and the case does not have at least one accepted 'CP', 'NP' or 'PF'.
6. The FCR rejects a Non IV-D order if the Court Order Indicator is 'N'.
7. For each accepted FCR Input Case Record, the FCR stores the following information: Case ID, Case Type, and the Order Indicator. If submitted, the FCR also stores the FIPS County Code and the User Field. The FCR stores the information with the Transmitter State/Territory Code from the FCR Transmission Header Record. The combination of the Transmitter State/Territory Code and Case ID uniquely identifies the case on the FCR. For audit purposes, the FCR stores the Batch Number and the dates the case was transmitted and added to the FCR.
8. The FCR returns the User Field and the FIPS County Code to the submitting State in the Acknowledgement and in Proactive Match Records. The FCR does not send the User Field to other States when there is a Proactive Match.
9. When the case and person information is added to the FCR, and the Person Record has a verified SSN/Name combination or unverified SSN/Name combination with probable name match, and does not have an FV Indicator, the FCR proactively matches the new information to existing case and person information on the FCR and to the NDNH. Section 6.10.1, "FCR-to-SCR Proactive Transactions", provides a detailed description of the criteria for the Proactive Matching process and the information sent to the States as a result of this activity.

Section 6.2.3, "FCR-to-SCR Return Transaction", provides additional information on the FCR processing requirements for adding a person to the FCR. States should consider the

combined requirements for adding a case and adding a person to the FCR in the development of their SCR-to-FCR interface.

6.1.4 SCR ACTION UPON FCR RESPONSE

CHART 6-2: SCR ACTION UPON FCR RESPONSE – ADD CASE	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the case.	Write an event to the case diary/history indicating that the case was accepted by the FCR.
Transmit FCR acceptance with a warning code that indicates there was a problem that should be resolved, even though the case was accepted.	Write an event to the case diary/history indicating that the case was accepted by the FCR. Send an alert/mail message to the worker to review the warning if appropriate to State case processing.
Transmit FCR pending of case with a record disposition that indicates the case is pending verification of associated Person Record(s).	Send an alert/mail message to the worker to review the status if the pending disposition is not resolved by a date the State deems as reasonable.
Transmit FCR rejection of the case.	Write an event to the case diary/history indicating that the case was rejected by the FCR. Send an alert/mail message to the worker to correct the error.

6.2 Add Person to Case

This section defines:

- the actions in State systems that should lead to the submission of Add Person Transactions to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR Response Transaction.

6.2.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-3: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – ADD PERSON TO A CASE	
State-initiated Actions	Recommended State Case Registry Actions
A State adds a person to a new case. **Note:** A request for Locate processing for IV-D purposes can be made at the same time a person is being added to a IV-D case.	Write a New Person trigger or flag the record for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history or audit indicating that the information was sent to the FCR.

CHART 6-3: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – ADD PERSON TO A CASE	
State-initiated Actions	Recommended State Case Registry Actions
A State adds a person to a case that already exists in the SCR and FCR. Note: If a State wishes to transmit ESKARI or IRS-U information for a person who is unverified on the FCR, the State may either: (1) send a Change Person Transaction with the ESKARI or IRS-U information, or both; or (2) send a Delete Transaction for the previously-unverified person, and an Add Transaction for the person.	Write a New Person trigger or flag the record for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.2.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to add a person to a case.

In order to add a person to a case on the FCR, the State must utilize the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Person/Locate Request Record, with Action Type Code ‘A’ and Record Identifier ‘FP’, in a batch with the required FCR Input Batch Header Record, FCR Input Case Record (only required if adding the person to a new case) and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following requirements when adding a person to a case on the FCR:

1. To add a person to a case, a State must submit an FCR Input Person/Locate Request Record with, at a minimum, the Case ID, Participant Type, Member ID, First Name, Last Name and at least one of the fields in #2 below. The Member ID must be a code the State assigns to uniquely identify the person. A State may submit the Sex Code of the person. A State may also submit a State-defined User Field and a valid three-position FIPS County Code. If present, the FCR returns this information on the Acknowledgement Record, but does not store these two fields.
2. In addition to the required fields needed to add a person to a case, the FCR Input Person/Locate Request Record may also need to contain conditionally required fields. If the SSN is not present, the DOB or IRS-U SSN must be present so the FCR can attempt to identify an SSN for the person. If available, the State should submit IRS-U information or additional ESKARI data to assist in SSN verification or identification. Section 5.3.1, “SSN Verification in the FCR”, contains detailed information about the ESKARI data requirements.

3. Several requirements affect the submission and acceptance of persons on the FCR.
   a. States must submit the FCR Input Person/Locate Request Record with a Participant Type of ‘CP’, ‘NP’, ‘CH’ or ‘PF’ for IV-D cases.
   b. States must submit the FCR Input Person/Locate Request Record with a Participant Type of ‘CP’, ‘CH’ or ‘NP’ for Non IV-D orders.
   c. A ‘CH’ Participant Type may only be added to a case if there is at least one ‘CP’, ‘NP’ or ‘PF’ associated with the case.
   d. States may add more than one ‘CP’, ‘NP’, ‘PF’ or ‘CH’ to a case.
   e. States must submit a person only once to each case. A person cannot be on the FCR in one case with more than one Participant Type. (If a State has the same person in a case with two Participant Types, the State must choose one Participant Type for transmission to the FCR.) A person is considered the same when the Person Records have the same State Code, Case ID and SSN.
4. If a person has additional names or additional SSNs and is in more than one case in a State, the State can associate the additional information with the person in each case. To do so, the State must submit the additional information using a separate FCR Input Person/Locate Request Record for the person for each case.
5. The State may submit a request for Locate processing in conjunction with the transaction to add a person to a case on the FCR. Section 6.7, “Request for Locate”, provides details on the requirements for requesting Locate processing.

Section 6.1.2, “SCR-to-FCR Transaction”, provides additional information on the requirements for adding a case to the FCR. States should consider the combined requirements for adding a case and adding a person to the FCR in the development of their SCR-to-FCR interface.

6.2.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with the FCR processing of Add Person Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Person/Locate Request Records for validity, relationship between fields on the input record, and consistency with the information on the input and the FCR database. The system creates an FCR Person/Locate Request Acknowledgment/Error Record for each FCR Input Person/Locate Request Record received. The Acknowledgment indicates if the record was accepted, rejected, or held pending final verification. The Acknowledgments are returned to the State in an FCR Routine Batch Response. The FCR holds the transaction when the FCR Input Person/Locate Request Record is pending for SSN identification. A second Acknowledgment Record is sent when the record being held is either accepted or rejected based on further processing. The second Acknowledgment returns to the State in an FCR Pending Resolution Batch Response. Appendix H, “FCR Output Transaction Layouts”, includes a description of the FCR Person/Locate Request Acknowledgment/Error Record, as well as the Batch Header and Trailer Records created for the routine and pending resolution batches. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following FCR requirements that govern the processing of Add Person Transactions and response information sent to the State:

1. The FCR edits the FCR Input Person/Locate Request Records for required data elements using validity and relationship edits. The FCR generates error codes and rejects records failing critical edits. Records failing 'non-critical' edits generate warning codes. The FCR Person/Locate Request Acknowledgement/Error Record includes error and warning codes to identify the detected errors.
2. The FCR rejects an Add Person Transaction if there is not an accepted corresponding FCR Input Case Record or the corresponding case was not previously added to the FCR.
3. If the person being added already exists on the FCR for the State with the same Case ID and SSN, the system rejects the record as a duplicate. (If the State has the same person in a case with two Participant Types, the State must choose one Participant Type for transmission to the FCR.) The FCR rejects both records as duplicate if the State sends two Add Person Transactions that have the same Case ID and SSN.
4. If the submitted DOB is different from SSA's DOB, the FCR stores the DOB provided by SSA. The FCR stores the DOB that is submitted on the input record if SSA cannot provide a DOB.
5. If the DOB returned is more than one year (plus or minus) from the one submitted on the input record, the SSA Date of Birth Indicator will contain a 'Y'. If the DOB on the input record is within one year (plus or minus) of the DOB in SSA's records, the SSA Date of Birth Indicator will contain an 'N'.
6. If the DOB was not submitted on the input record and SSA's EVS routine identifies a DOB for the verified SSN, the SSA Date of Birth Indicator contains a 'Y' and the DOB contains the DOB that is provided by the SSA.
7. If the FCR Input Person/Locate Request Record contains an FV Indicator, the FCR flags the person with Family Violence. The FCR does not perform Proactive Matching or process a Locate Request if there is an FV Indicator associated with the person, regardless of which State placed the FV Indicator.
8. If none of the FCR Input Person/Locate Request Records associated with a case being added to the FCR are accepted, the FCR also rejects the associated FCR Input Case Record, even if it passes all edits.
9. The FCR rejects an FCR Input Person/Locate Request Record with a Participant Type of 'CH' if there is not at least one 'CP', 'NP' or 'PF' associated with the case.
10. When a person is added to the FCR has a verified SSN or unverified SSN/Name combination with probable name match, and no FV Indicator, the FCR initiates Proactive Matching. Section 6.10.1, "FCR-to-SCR Proactive Transactions", provides a detailed description of the criteria for the FCR Proactive Matching process and the information sent to the States as a result of this activity.
11. If a Person has an FV Indicator, any SSN identified or corrected as part of Locate processing is returned to the submitter only if the Locate Type is equal to 'CS'.
12. A pending Person Record is held for 30 days for a response from the SSN verification/identification processes. If no response is received within 30 days, the record is rejected or accepted as unverified.
13. When a person is added to the FCR with a verified FCR Primary SSN, the FCR matches the SSN against the FCR Death Master File. If a match is made, the death information is

returned on the FCR Person/Locate Request Acknowledgement/Error Record. Section 10.2, "FCR SSA Death Master File Processing", provides a description of this process.

14. If an Add Person Transaction associated with the rejected Add Case Transaction is not a duplicate of a person already in the case on the FCR, the FCR accepts the non-duplicate person and adds them to the existing case on the FCR. If an Add Person Transaction is a duplicate of a person already in the case on the FCR, the FCR rejects the transaction.

The acceptance of a Person Record to the FCR and the actions that take place with the record is dependent upon the SSN verification status. Section 5.3.1, "SSN Verification in the FCR", provides additional information on the SSN verification process outcomes.

Section 6.1.3, "FCR-to-SCR Return Transaction", provides additional information on the FCR processing requirements for adding a case to the FCR. States should consider the combined requirements for adding a case and adding a person to the FCR in the development of their SCR-to-FCR interface.

6.2.4 SCR ACTION UPON FCR RESPONSE

CHART 6-4: SCR ACTION UPON FCR RESPONSE – ADD PERSON TO A CASE	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the person.	Write an event to the case diary/history indicating that the person was accepted by the FCR.
Transmit FCR acceptance of the person with a corrected or identified SSN.	Write an event to the case diary/history indicating that the person was accepted by the FCR. Update the SCR to reflect the SSN provided by the FCR.
Transmit FCR acceptance with a warning code that indicates there was a problem that should be resolved, even though the person was accepted.	Write an event to the case diary/history indicating that the person was accepted by the FCR. Send an alert/mail message to the worker to review the warning if appropriate to State case processing.
Transmit FCR pending of person with a record disposition that indicates the person record is pended for verification/ identification of the SSN.	Send an alert/mail message to the worker to review the status if the pending disposition is not resolved by a date the State deems as reasonable.
Transmit FCR rejection of the person. Note: If a person is rejected during the addition of a new case, the case may also be rejected.	Write an event to the case diary/history indicating that the person was rejected by the FCR. Send an alert/mail message to the worker to correct the error.

6.3 Change Case

This section defines:

- the actions in State systems that should lead to the submission of Change Case Transactions to the FCR;
- requirements that govern the SCR-to-FCR Transaction;

- requirements that govern the FCR-to-SCR Response Transactions to the State transaction; and
- suggested actions the State should take upon receipt of the FCR-to-SCR Response Transaction.

6.3.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-5: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – CHANGE CASE	
State-initiated Action	Recommended State Case Registry Actions
A State changes a Case ID. **Notes:** A State can change the Case ID, Order Indicator, FIPS County Code, Case Type and User Field in the same Change Case Transaction. If a State is changing all the Case IDs in their system, the State must contact OCSE for special processing. Do not send a Change Case Transaction for each case.	Write a Changed Case ID trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State changes a Case Type. Note: If the State system requires the opening of a new case when a Case Type changes, the State must delete the previous FCR case.	Write a Changed Case Type trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State changes an Order Indicator on a case.	Write a Changed Order Indicator trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State changes the FIPS County Code or User Field on a case.	Write Changed FIPS Code or User Field trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.3.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to change a case.

In order to change a IV-D case or Non IV-D order on the FCR, the State must utilize the FCR Input Case Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Case Record, with Action Type Code ‘C’ and Record Identifier ‘FC’, in

a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following requirements when changing a case on the FCR:

1. The FCR Input Case Record must include at a minimum the Case ID of the case to be changed and at least one of the following fields: Case Type, Court Order Indicator, FIPS County Code, User Field or Previous Case ID. The Case ID and the Transmitter State/Territory Code from the FCR Batch Header Record identify the case on the FCR. The FCR returns the User Field and FIPS County Code to the State on Acknowledgment and FCR Proactive Match Response Records.
2. Only the State that registered a case may change that case.
3. If a case was previously deleted from the FCR and the State wishes to reopen the case, the State must send Add Transactions for the case and associated persons to the FCR. Deleted case or person information cannot be changed or updated.
4. If a State changes the Case ID on their system, the State must send a Change Transaction containing a new Case ID and the Previous Case ID to the FCR using the FCR Input Case Record. The FCR requires the Previous Case ID when changing a Case ID to identify the case to be changed. Case ID changes ensure that proactive match and Locate information returning to the State can be appropriately identified. When changing a Case ID, it is not necessary for the State to submit FCR Input Person/Locate Request Records for persons associated with the old Case ID. The FCR associates each person in the old case to the new Case ID.
5. The State can submit a Case Type change from IV-D to Non IV-D or from Non IV-D to IV-D. When changing a Case Type to Non IV-D, the State must be aware of the following:
   a. A Non IV-D order cannot be associated with a Person Record with a Participant Type of 'PF', because 'PF' Records are allowed only for IV-D cases.
   b. A Non IV-D order must contain a Court Order Indicator of 'Y'.

6.3.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with the FCR processing of Change Case Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Case Records for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Case Acknowledgment/Error Record for each FCR Input Case Record received. The Acknowledgment indicates if the record was accepted, rejected or held pending final verification. The acknowledgments return to the State in an FCR Routine Batch Response. Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR Case Acknowledgment/Error Record, as well as the Batch Header and Trailer Records. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following FCR requirements that govern the processing of Change Case Transactions and response information sent to the State:

The FCR edits FCR Input Case Records for required data elements using validity and relationship edits. The FCR generates error codes and rejects records failing critical edits. Records failing 'non-critical' edits generate warning codes. The FCR Case Acknowledgement/Error Record sent to the State includes error and warning codes to identify the detected errors.

1. If a State requests a change to the Case ID, the FCR deletes the old Case ID and associated person information and adds a new case with the new Case ID. The FCR duplicates all person information associated with the old Case ID, including other IDs and FV Indicator, to the new Case ID. The combination of the Transmitter State/Territory Code from the FCR Transmission Header Record and the Case ID uniquely identify the new case on the FCR. The FCR archives the deleted case and person information, with the original Case ID, for audit purposes. The deleted case and person information is not available for update.
2. The FCR stores the following information from the accepted FCR Input Case Record for each changed case: Case ID, Case Type, Court Order Indicator, FIPS County Code and the User Field. The FCR stores this information along with the Transmitter State/Territory Code submitted on the FCR Transmission Header Record. For audit purposes, the FCR stores the date the case was updated on the FCR.
3. When a State changes the Case Type from IV-D to Non IV-D, the FCR terminates NDNH Proactive Matching and any pending Locates with Locate Type 'CS' associated with that case. 'CS' Locates are executed only for persons in IV-D cases.
4. The FCR returns the User Field and the FIPS County Code to the submitting State in the Acknowledgement and in Proactive Match Records. The FCR does not send the User Field to other States when there is a Proactive Match.
5. When a State (a) changes a Case Type from Non IV-D to IV-D, (b) changes an Order Indicator to 'Y', or (c) changes a Case ID, the FCR initiates Proactive Matching if any of the persons in the case meet the proactive matching criteria. Section 6.10.1, "FCR-to-SCR Proactive Transactions", provides a detailed description of the criteria for the FCR Proactive Matching process and the information sent to the States as a result of this activity.

Section 6.4.3, "FCR-to-SCR Return Transaction", provides additional information on the FCR processing requirements for changing a person on the FCR. States must consider the combined requirements for changing a case and person on the FCR in the development of their SCR-to-FCR interface.

6.3.4 SCR ACTION UPON FCR RESPONSE

CHART 6-6: SCR ACTION UPON FCR RESPONSE – CHANGE CASE	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the changed Case ID.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR acceptance of the transaction with a warning code that indicates the presence of a non-fatal error.	Write an event to the case diary/history indicating that the request was accepted by the FCR. Send an alert/mail message to the worker to correct the error if appropriate to State case processing.
Transmit FCR rejection of the changed Case ID.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed Case Type.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR rejection of the changed Case Type.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed Order Indicator.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR rejection of the changed Order Indicator.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed FIPS County Code or User Field to the SCR.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR acceptance with a warning code that indicates there was a problem that should be resolved, even though the change was accepted.	Write an event to the case diary/history indicating that the change was accepted by the FCR. Send an alert/mail message to the worker to review the warning if appropriate to State case processing.

6.4 Change Person Data

This section defines:

- the actions in State systems that should lead to the submission of Change Person Transactions to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR return transaction.

6.4.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

In addition to the requirements outlined in the following table, States must take note that if Additional Names or Additional SSNs are on the FCR for that State, the State must submit the Additional Names and Additional SSNs with every Change Transaction. If the Additional Names and Additional SSNs are not sent, the FCR deletes the Additional Names and Additional SSNs existing on the FCR for that person in that case that were submitted by the State.

CHART 6-7: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – CHANGE PERSON DATA	
State-initiated Action	Recommended State Case Registry Actions
A State changes a person's name on a member record in a case.	Write a Changed Name trigger or flag the record for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State changes a person's SSN on a member record in a case. **Note:** If a State wishes to transmit ESKARI or IRS-U information for a person who is unverified on the FCR, the State may either: (1) send a Change Person Transaction with the ESKARI or IRS-U information, or both; or (2) send a Delete Transaction for the previously-unverified person, and an Add Transaction for the person.	Write a Changed SSN trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State adds additional SSNs to a person's member record in a case.	Write an additional SSN trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State adds additional names to a person's member record in a case. **Note:** A State must add both a First Name and a Last Name.	Write an Additional Name trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State changes a person's Participant Type code in a case.	Write a Changed Participation Type trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

CHART 6-7: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – CHANGE PERSON DATA	
State-initiated Action	Recommended State Case Registry Actions
A State changes a person's Family Violence Indicator.	Write a Changed Family Violence Indicator trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.
A State changes a person's Member ID in a case.	Write a Changed Member ID trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.4.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to change a person.

In order to change a person on the FCR, the State must utilize the FCR Input Person/Locate Request Record described in Appendix G, "FCR Input Transaction Layouts". States must submit the FCR Input Person/Locate Request Record, with Action Type Code 'C' and Record Identifier 'FP', in a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following requirements when changing a person on the FCR:

1. To change a person on a case, the State must include at a minimum the Case ID and the person's Member ID. If the SSN is available, the State should submit the SSN as part of the Change Transaction. The Member ID is a code the State assigns to a person that uniquely identifies the person. The FCR uses the Transmitter State/Territory Code from the FCR Batch Header Record, the Case ID, and either the SSN or Member ID to uniquely identify the person associated with the case on the FCR.
2. In addition to the required minimum data, States must submit at least one of the following when changing a person:
   - Participant Type
   - Family Violence
   - Date of Birth
   - SSN (that is different from the SSN used to register the person on the FCR), and the First Name and Last Name
   - Previous SSN (that was used to register the person on the FCR), and an SSN (that is different from the SSN used to register the person on the FCR), First Name and Last Name

- First Name and Last Name
- New Member ID
- Additional SSN, First Name and Last Name
- Additional First Name and Additional Last Name (Additional Middle Name is also allowed when submitting the Additional First Name and Additional Last Name). The State can also submit the User Field and the FIPS County Code. The FCR returns the User Field and FIPS County Code to the State on Acknowledgment Records, but does not store the information. The State can also submit IRS-U and/or ESKARI information to assist in finding or verifying the person's SSN.

3. The State may submit a request for Locate processing in conjunction with the transaction to change information on a person on the FCR. Section 6.7, "Request for Locate", provides details on the requirements for requesting Locate processing.
4. When changing a person who is on the FCR with Additional Names and Additional SSNs, the State must submit the Additional Names and Additional SSNs with every Change Transaction for that person for that case. If the Additional Names and Additional SSNs are not sent, the FCR deletes the additional information existing on the FCR for that person in that case.
5. When changing a person who is on the FCR by adding Additional Names, the State must submit both the Additional First Name and the Additional Last Name.
6. If a State has a person on the FCR with an unverified SSN and the State identifies new or additional ESKARI data or identifies an IRS-U SSN, the new or additional data or a date of birth can be submitted on a Change Transaction. Changes that include ESKARI information must also include a Date of Birth. Alternatively, the State may send a Delete Person Transaction for the person with the unverified SSN and send an Add Person Transaction with the new data.
7. Only the State that registered a person in a case may request a change to the person.
8. If a State previously deleted a person on the FCR and then wishes to resubmit the person, the State must send an Add Person Transaction for the person. The FCR rejects requests to change a person who had previously been deleted from the FCR.
9. If the State sends a Change Person Transaction to change an SSN, the FCR Input Person/Locate Request Record must include the new SSN, Member ID, First Name and Last Name. The Previous SSN is optional, but is useful when changing an SSN because the FCR can use the Previous SSN to identify the person to be changed. Normally, States should only submit an SSN change when the SSN on the FCR is unverified.
10. A State that registered a person in a case may request a Participant Type change. Several requirements affect the submission and acceptance of Participant Type Change Transactions for persons on the FCR:
    - States can change a Participant Type to 'CP', 'NP' or 'PF' when the person is associated with a IV-D case.
    - States can change a Participant Type to 'CP' or 'NP' when the person is associated with a Non IV-D order.
    - A 'CH' Participant Type for a person in a case on the FCR can only be changed to a 'CP' Participant Type.
    - A 'CP', 'NP' or 'PF' for a person in a case on the FCR can not be changed to a 'CH' on the FCR.

- There must always be at least one ‘CP’, ‘NP’ or ‘PF’ associated with the case on the FCR. The FCR deletes a case if there is not at least one ‘CP’, ‘NP’ or ‘PF’ associated with the case.

11. A State may add a FV Indicator to a person using the FCR Input Person/Locate Request Record. The FCR creates a Family Violence Record for that person in the specific State case that contains the person. When any State adds an FV Indicator to a person on the FCR, a FV Indicator is added for all records for the person, regardless of the State. Any Proactive Matching or open Locates are terminated when a FV Indicator is added to a person.
12. To remove a FV Indicator that a State added to a person on the FCR, the State that added the FV Indicator must do one of the following:
    a. Submit a change using the FCR Input Person/Locate Request Record to remove the FV Indicator. Only the State that added the FV Indicator for a person may remove the FV Indicator from that person on the case where the FV was set. If another State has also placed an FV Indicator on the person, the Family Violence prohibitions remain; or
    b. Delete the person from the case in the State where FV was set, or
    c. Delete the last or only case in which FV was set for the person State.
13. If a State changes a person’s data, such as the name, and the person is on the FCR in more than one case for that State, the State must send a separate change request for the person for each case in which they want the change to be made.
14. If a State receives an Acknowledgement to an Add Person Transaction that indicates the Person Record is pending SSN verification or identification and the State subsequently identifies additional information for the person, the State should not submit a Change Person Transaction with the additional information until the final disposition of the pended Person Record is received.
15. A State can submit a change to the DOB, Sex Code, FIPS County Code and User Field in a single Change Person Transaction. If the SSN on the FCR is verified, no change to the Sex Code can be made.
16. If a State submits a Change Person Transaction without an SSN, the Member ID must be unique for that State and Case ID.
17. If a Change Person Transaction does not contain an SSN or contains an SSN that does not pass the verification edits, the FCR will attempt to identify the correct SSN using other processes if sufficient information is provided.
18. A State cannot change any information associated with a person who is registered on the FCR if the SSN/Name combination in the Change Person Record does not verify. In this instance, the submitter will receive Error Code PE013.
19. When a State submits a Change Transaction for the Date of Birth or Sex Code of a person who is already registered on the FCR and the SSN/Name combination in the Change Person Record passes the verification edits:
    a. If the SSN/Name combination that was already registered on the FCR was verified, the Date of Birth change will be accepted if it is within SSA’s range, but the Sex Code change will not be accepted if the Sex Code on the FCR was ‘F’ or ‘M’.

b. If the SSN/Name combination that was already registered on the FCR was not verified, the Date of Birth change will be accepted if it is within SSA's range, and the Sex Code change will be accepted.

20. A State cannot replace an SSN with an unverified SSN. If a State determines that an SSN is incorrect for the person in the State's case, the State should delete the Person Record and add a new Person Record containing the correct information.
21. A State may submit a Change Transaction to change a person who has the same Member ID as one or more other persons who are in the same case, but the Change Transaction must include a Verified SSN or Unverified SSN/Name combination with probable name match that matches the SSN on the FCR.
22. If a State wishes to change both the SSN and Member ID of a person who is already registered on the FCR, the State must either: (a) delete the person and add the correct person information, or (b) submit separate Change Transactions for these two actions.

Section 6.3.2, "SCR-to-FCR Transaction", provides additional information on the requirements for changing a case on the FCR. States must consider the combined requirements for changing a case and person on the FCR in the development of their SCR-to-FCR interface.

6.4.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with the FCR processing of Change Person Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Person/Locate Request Records for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Person/Locate Request Acknowledgment/Error Record for each FCR Input Person/Locate Request Record received. The Acknowledgment indicates if the record was accepted, rejected or held pending final verification. The Acknowledgments return to the State in an FCR Routine Batch Response. The FCR holds a transaction when the FCR Input Person/Locate Request Record is pending for SSN identification. A second Acknowledgment Record is sent when the record being held is either accepted or rejected based on further processing. The second Acknowledgment is returned to the State in an FCR Pending Resolution Batch Response. Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR Person/Locate Request Acknowledgment/Error Record, as well as the Batch Header and Trailer Records created for the routine and pending resolution batches. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following FCR requirements that govern the processing of Change Person Transactions and response information sent to the State:

1. The FCR edits FCR Input Person/Locate Request Records for required data elements using validity and relationship edits. The FCR generates error codes and rejects records failing critical edits. Records failing 'non-critical' edits generate warning codes. The FCR

Person/Locate Request Acknowledgement/Error Record includes error and warning codes to identify the detected errors.

2. When the FCR receives a Change Person Transaction, the system must identify the person to be changed. Several requirements regarding the identification of the person affect the FCR response to a Change Person request. The following are the FCR responses to a request:
   a. If the Transmitter State/Territory Code from the FCR Transmission Header Record and the Case ID are found, and the SSN and/or the Member ID matches a person in that case, the FCR processes the Change Person request.
   b. If the person cannot be found on the FCR using the Transmitter State/ Territory Code from the FCR Transmission Header Record and the submitted Case ID, the FCR rejects the transaction, because the case does not exist on the FCR.
   c. If the Transmitter State/Territory Code from the FCR Transmission Header Record and the Case ID are found, but the person was previously deleted from the FCR, the FCR rejects the transaction, because deleted records cannot be updated.
   d. If the SSN in a Change Person Transaction does not verify, the transaction will be rejected with Error Code **PE013**, "Submitted Person Change Does Not Verify".
3. If the FCR receives a transaction to change an existing SSN (either verified or unverified) on the FCR and the new SSN verifies with the primary name, the new SSN becomes the FCR Primary SSN and the FCR stores the existing SSN as an Additional SSN.
4. The FCR responds to a request to change a person's name in one of the following manners:
   a. If the transaction is to change the existing name on the FCR and the new name verifies with the FCR Primary SSN, the new name becomes the Primary Name and the FCR stores the existing name as an Additional Name.
   b. If the new name does not verify with the person's FCR Primary SSN, the FCR rejects the name change.
   c. If the transaction is to change the existing name on the FCR and the transaction does not contain both a First Name and a Last Name, the FCR rejects the name change.
5. If the Date of Birth on the input record is not within one year (plus or minus) of the Date of Birth on the FCR for a verified SSN or unverified SSN/Name combination with probable name match, then
   a. the FCR returns Warning Code **PW010**,
   b. the Date of Birth returned will be the Date of Birth on the FCR,
   c. the SSA Date of Birth Indicator will contain a 'Y', and
   d. the Date of Birth in the Change Transaction is not stored on the FCR.
6. If the Date of Birth on the input record was spaces, or was within the accepted date range of the Date of Birth in the person's record on the FCR, the SSA Date of Birth Indicator will contain an 'N'. If the Date of Birth was within the accepted date range of the Date of Birth in the person's record on the FCR, the Date of Birth in the Change Record is accepted and stored on the FCR.
7. The FCR rejects requests to change a 'CH' Participant Type to an 'NP' or 'PF' Participant Type in a case. The FCR also rejects requests to change a 'CP', 'NP' or 'PF' to a 'CH'.
8. The FCR only accepts a change to remove an FV Indicator from a person from the State that added the FV Indicator for that person. If a State submits a transaction to remove an

FV Indicator and that State is the State that originally placed the FV Indicator on the person, then the FCR removes the FV Indicator for that person in that State. If one or more other States have also placed an FV Indicator on the person, then the Family Violence prohibitions remain. The FCR rejects a request from the submitting State to delete an FV Indicator when the FV Indicator has been previously deleted.

9. The FCR initiates the Proactive Matching process when a State removes an FV Indicator for a person, the person does not have an FV Indicator on any other case in that State or from any other State, the person has a verified SSN or unverified SSN/Name combination with probable name match, and the person is in a IV-D case in at least one State. Section 6.10.1, "FCR-to-SCR Proactive Transactions", provides a detailed description of the criteria for the FCR Proactive Matching process and the information sent to the State as a result of this activity.
10. If the FCR receives a Change Person Transaction that does not match a person on the FCR, the FCR will recycle this Change Person Transaction for one cycle to determine if the change was not matched because the Add Person Transaction is pending. In this process, the FCR searches the Pending File for an Add Person Transaction that matches this State Member ID. If the Change Person Transaction does not match a pending Add Person Transaction, the Change Transaction will be rejected in the next day's cycle with Error Code PE004. If the Change Person Transaction does match an Add Person Transaction that is pending SSN resolution, the Change Person Transaction is pended until the Add Person Transaction is either accepted or rejected. States may receive FCR Person/Locate Request Acknowledgement/Error Records for Change Person Transactions with an Acknowledgement Code of "HOLDS – Change Transaction Being Held Pending Resolution of Add Transaction". States are encouraged to hold Change Person Transactions until the Add Person Transaction is accepted.
11. If the FCR receives a Change Transaction for a person who is in a case that has more than one person with that same Member ID, the FCR processes the change if the SSN matches a verified SSN or unverified SSN/Name combination with probable name match within the case and rejects the Transaction if the SSN is not submitted or cannot be matched.
12. When a Person Record on the FCR is changed, the FCR matches the person's verified SSN or unverified SSN/Name combination with probable name match against the FCR Death Master File. If a match is made, the death information is returned on the FCR Person/Locate Request Acknowledgement/Error Record. Section 10.2, "FCR SSA Death Master File Processing", provides a description of this process.

Section 6.3.3, "FCR-to-SCR Return Transaction", provides additional information on the FCR processing requirements for changing a case on the FCR. States should consider the combined requirements for changing a case and changing a person on the FCR in the development of their SCR-to-FCR interface.

6.4.4 SCR ACTION UPON FCR RESPONSE

CHART 6-8: SCR ACTION UPON FCR RESPONSE – CHANGE PERSON DATA	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the changed SSN.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR acceptance of the transaction with a warning code that indicates the presence of a non-fatal error.	Write an event to the case diary/history indicating that the request was accepted by the FCR. Send an alert/mail message to the worker to correct the error if appropriate to State case processing.
Transmit FCR rejection of the changed SSN.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed Name.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR acceptance with a warning code that indicates there was a problem that should be resolved even though the change was accepted.	Write an event to the case diary/history indicating that the change was accepted by the FCR. Send an alert/mail message to the worker to review the warning if appropriate to State case processing.
Transmit FCR rejection of the changed Name.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the additional SSNs.	Write an event to the case diary/history indicating that the additional SSNs were accepted by the FCR.
Transmit FCR acceptance of the transaction with a warning code that indicates the presence of a non-fatal error.	Write an event to the case diary/history indicating that the change was accepted by the FCR. Send an alert/mail message to the worker to correct the error if appropriate to State case processing.
Transmit FCR rejection of the additional SSNs.	Write an event to the case diary/history indicating that the additional SSNs were rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the Additional Names.	Write an event to the case diary/history indicating that the additional Names were accepted by the FCR.
Transmit FCR acceptance with a warning code that indicates there was a problem that should be resolved, even though the Additional Names were accepted.	Write an event to the case diary/history indicating that the Additional Names were accepted by the FCR. Send an alert/mail message to the worker to review the warning if appropriate to State case processing.

CHART 6-8: SCR ACTION UPON FCR RESPONSE – CHANGE PERSON DATA	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR rejection of the Additional Names.	Write an event to the case diary/history indicating that the Additional Names were rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed Participant Type.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR rejection of the changed Participant Type.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed Family Violence Indicator.	Write an event to the case diary/history indicating that the change was accepted by the FCR and that shows if the indicator was added or removed.
Transmit FCR rejection of the changed Family Violence Indicator.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit FCR acceptance of the changed Member ID.	Write an event to the case diary/history indicating that the change was accepted by the FCR.
Transmit FCR rejection of the changed Member ID.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.

6.5 Delete Case

This section defines:

- actions in State systems that should lead to the submission of Delete Case Transactions to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR return transaction.

6.5.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-9: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – DELETE CASE	
State-initiated Action	Recommended State Case Registry Actions
A State closes a case. **Note:** Refer to Section 2.4.1 for guidance on deleting cases on the SCR and FCR.	Write a Delete Case trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.5.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to delete a case. Section 2.4.2, “Data Synchronization”, provides programmatic guidance on closing cases in the SCR and deleting cases on the FCR.

In order to delete a case on the FCR, the State must utilize the FCR Input Case Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Case Record with Action Type Code ‘D’ and Record Identifier ‘FC’, in a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following requirements when deleting a case from the FCR:

1. The FCR Input Case Record must include the Case ID of the case to be deleted. The Case ID is a code the State assigns to a case that uniquely identifies the case. The FCR uses the Transmitter State/Territory Code from the FCR Batch Header Record and the Case ID to uniquely identify the case on the FCR. To assist a State in correctly distributing returning FCR data, the State can also submit the User Field and the FIPS County Code. The FCR returns this data on the Acknowledgment Records.
2. When deleting a case from the FCR using the FCR Input Case Record, the State is not required to submit FCR Input Person/Locate Requests to delete the person information associated with the case. When a case is deleted, the FCR deletes the person information associated with the case.
3. States are not required to submit an FCR Input Case Record to delete a case when the State is deleting the last ‘CP’, ‘NP’ or ‘PF’ in a case, because the FCR deletes a case when the last ‘CP’, ‘NP’ or ‘PF’ is deleted from the case.

Section 6.6.2, “SCR-to-FCR Transaction”, provides additional information on the requirements for deleting a person from the FCR. States must consider the combined requirements for deleting a person and deleting a case from the FCR in the development of their SCR-to-FCR interface.

6.5.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with the FCR processing of Delete Case Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Case Records for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Case Acknowledgment/Error Record for each FCR Input Case Record received. The Acknowledgment indicates if the record was accepted or rejected. The acknowledgments are returned to the State in an FCR Routine Batch Response. Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR Case Acknowledgment/Error Record, as well as the Batch Header and Trailer Records created for the routine batches. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following FCR requirements that govern the processing of Delete Case Transactions and the response information sent to the State:

1. The FCR edits FCR Input Case Records for required data elements using validity and relationship edits. The FCR rejects a record that fails one or more critical edits and returns the record with an appropriate error code. Records failing 'non-critical' edits generate warning codes. The FCR Case Acknowledgement/Error Record sent to the State includes error and warning codes to identify the detected errors.
2. The FCR deletes all person information associated with a case when the FCR deletes the case. The person information the FCR deletes includes any Additional Names and Additional SSNs. FCR-to-FCR Proactive Matching is initiated for each person on the case who meets the proactive matching criteria. Section 6.10, "Proactive Matching", provides a detailed description of the FCR Proactive Matching process and the information sent to the State as a result of this activity. The FCR also deletes the Family Violence information for a person if a State placed the FV Indicator and that State deletes the last or only case associated with that person. The FCR terminates any pending Locate Requests with a 'CS' Locate Request Type associated with the persons in the deleted case. The FCR archives the deleted case and persons for audit trail purposes and they are not available for update.
3. The FCR deletes a case when the last 'CP', 'NP' or 'PF' is deleted from the case. The FCR sends the State a warning in the Acknowledgement indicating that the case was deleted. For audit purposes, the FCR stores the date a case was deleted.
4. The FCR rejects a delete request if the requesting State is not the State that added the case to the FCR, the case was previously deleted or the case is not on the FCR.
5. Note: When deleting a case that contains a person with a Family Violence Indicator, the State should be aware of the following processes. When a State places an FV Indicator on a person in one of its cases, the FCR places an FV Indicator on that person in all cases on the FCR that contain the person. However, if the State deletes the case that was used when the State placed the FV Indicator on a person, the FCR removes the FV Indicator(s) for the person in all remaining case(s) that contain the person if the deleted case was the only case where FV was set. If FV was set on multiple cases and the State wishes to remove the FV Indicator from the person in all of that person's cases in that State, the State needs to

submit a separate transaction(s) to remove the FV Indicator from the person in each of the remaining cases.

Section 6.6.3, "FCR-to-SCR Return Transaction", provides additional information on the FCR processing requirements for deleting a person from the FCR. States should consider the combined requirements for deleting a case and deleting a person from the FCR in the development of their SCR-to-FCR interface.

6.5.4 SCR ACTION UPON FCR RESPONSE

CHART 6-10: SCR ACTION UPON FCR RESPONSE – DELETE CASE	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the deletion.	Write an event to the case diary/history indicating that the case deletion was accepted by the FCR.
Transmit FCR acceptance of the transaction with a warning code that indicates the presence of a non-fatal error.	Write an event to the case diary/history indicating that the case deletion was accepted by the FCR. Send an alert/mail message to the worker to correct the error if appropriate to State case processing.
Transmit FCR rejection of the deletion.	Write an event to the case diary/history indicating that the change was rejected by the FCR. Send an alert/mail message to the worker to correct the error.

6.6 Delete Person from Case

This section defines:

- actions in State systems that should lead to the submission of Delete Person from Case Transactions to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR return transaction.

6.6.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-11: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – DELETE PERSON FROM A CASE	
State-initiated Action	Recommended State Case Registry Actions
A State removes a person from a case in the State.	Write a Person Deleted trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.6.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to delete a person from a case.

In order to delete a person from a case on the FCR, the State must utilize the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Person/Locate Request Record, with Action Type Code ‘D’ and Record Identifier ‘FP’, in a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following requirements when deleting a person from a case on the FCR:

1. The FCR Input Person/Locate Request Record must include the Member ID and the Case ID of the case from which the person is to be deleted. If the SSN is available, the State should submit the SSN as part of the transaction. The Case ID is a code that the State assigns to a case that uniquely identifies the case. The Member ID is a code that the State assigns to a person that uniquely identifies the person. The FCR uses the Case ID, the Transmitter State/Territory Code from the FCR Batch Header Record, and either the SSN or Member ID to uniquely identify a person on the FCR. To assist a State in correctly distributing returning FCR data, the State can also submit the User Field and the FIPS County Code. The FCR returns this data on the Acknowledgment Records.
2. A State can only delete a person if that State added the person to the FCR.
3. The State is not required to submit an FCR Input Case Record to delete a case, or an FCR Input Person/Locate Request Record to delete any ‘CH’ records, when deleting the last person with a ‘CP’, ‘NP’ or ‘PF’ in the case. The FCR deletes the case and all persons with a Participant Type of ‘CH’ from the associated case when the State deletes the last person with a Participant Type of ‘CP’, ‘NP’ or ‘PF’ from that case.
4. The State is not required to submit an FCR Input Person/Locate Request Record to delete a person from the FCR if the State submits an FCR Input Case Record to delete the case. The FCR deletes all persons from the associated case when the State deletes a case.
5. When a State deletes a person from a case, the FCR terminates any pending Locate Requests and Proactive Matching for that person for that case.
6. A State may delete a person only from one of its own cases.

Section 6.5.2, “SCR-to-FCR Transaction”, provides additional information on the requirements for deleting a case from the FCR. States should consider the combined requirements for deleting a case and deleting a person from the FCR in the development of their SCR-to-FCR interface.

6.6.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with the FCR processing of Delete Person from Case Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Person/Locate Request Records for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Person/Locate Acknowledgment/Error Record for each FCR Input Person/Locate Request Record received. The Acknowledgment indicates if the record was accepted or rejected. The acknowledgments return to the State in an FCR Routine Batch Response. Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR Case Acknowledgment/Error Record, as well as the Batch Header and Trailer Records created for the routine batches. Appendix E, "Data Dictionary", provides additional details on the data elements.

The State must be aware of the following FCR requirements that govern the processing of "Delete Person from Case" Transactions and the response information sent to the State:

1. The FCR edits FCR Input Person/Locate Request Records for required data elements using validity and relationship edits. The FCR rejects a record that fails one or more critical edits and returns the record with an appropriate error code. Records failing 'non-critical' edits generate warning codes. The FCR Person/Locate Acknowledgement/Error Record sent to the State includes error and warning codes to identify the detected errors.
2. When a State deletes a person from a case, the FCR terminates any pending Locate Requests associated with the person for that case. FCR-to-FCR Proactive Matching is initiated for each person on the case when the person meets the proactive matching criteria. Section 6.10, "Proactive Matching", provides a detailed description of the FCR Proactive Matching process and the information sent to the State as a result of this activity. The FCR stores the date a person is deleted from a case. The FCR archives the deleted person for audit purposes. An archived Person Record is not available for query or update.
3. When a State deletes the last person with a Participant Type of 'CP', 'NP' or 'PF' from a case, the FCR deletes all persons with a Participant Type of 'CH' from the case and deletes the case.
4. The FCR deletes the FV Indicator from a person for a State when the State that placed the FV Indicator deletes the person from the last or only case in that State that contains the person where FV was set. If the person remains in an open case for that State where FV was not set, the FV Indicator will be removed if no other State has set the FV Indicator for the person. If the person is in an open case in another State that has placed an FV Indicator on the person, the Family Violence prohibitions remain on that person until the other State either removes the FV Indicator, removes the person from the last case in that State that contains the person, or deletes all the cases in that State that contain the person where FV was set. The FCR archives the Family Violence information for audit trail purposes, including the date the FV Indicator was deleted. Proactive matching is initiated for a person when the FV Indicator is removed and no other State has placed an FV Indicator on the person and the person meets the proactive matching criteria. Section 6.10,

"Proactive Matching", provides a detailed description of the FCR Proactive Matching process and the information sent to the State as a result of this activity.

5. The FCR deletes a person from a case when requested by the State that registered the person in that case. If a person who is deleted from a case on the FCR is also registered in another case or cases on the FCR, the person remains as a participant on that other case or cases on the FCR.
6. When a State deletes a person from a case, the FCR will initiate FCR-to-FCR Proactive Match processing.

Section 6.5.3, "FCR-to-SCR Return Transaction", provides additional information on the FCR processing requirements for deleting a case from the FCR. States should consider the combined requirements for deleting a case and deleting a person from a case in the development of their SCR-to-FCR interface.

6.6.4 SCR ACTION UPON FCR RESPONSE

CHART 6-12: SCR ACTION UPON FCR RESPONSE – DELETE PERSON FROM A CASE	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the deletion.	Write an event to the case diary/history indicating that the deletion was accepted by the FCR.
Transmit FCR acceptance of the transaction with a warning code that indicates the presence of a non-fatal error.	Write an event to the case diary/history indicating that the request was accepted by the FCR. Send an alert/mail message to the worker to correct the error if appropriate to State case processing.
Transmit FCR rejection of the deletion.	Write an event to the case diary/history indicating that the deletion was rejected by the FCR. Send an alert/mail message to the worker to correct the error.

6.7 Request for Locate

This section defines:

- actions in State systems that should lead to the submission of a Request for Locate Processing Transaction to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR return transaction.

6.7.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-13: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – REQUEST FOR LOCATE	
State-initiated Action	Recommended State Case Registry Actions
A State identifies a person needing FPLS Locate Processing.	Write a Request Locate trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.7.1.1 Locate Types

States and territories may submit the types of Locate Requests in Chart 6-14, "Types of Locate Requests," shown on the following pages. This chart summarizes for each Locate Request type:

- the purpose or purposes for which, by law, the Locate Request type may be submitted,
- the Locate Request Type code used on the FCR Input Person/Locate Request Record,
- who may legally request a Locate of that type,
- for what participant types the request may be made, and
- the Locate sources that may be searched, and what information may be returned from each source based on the Locate Request Type.

The data returned from a Locate Source is dependent upon the Locate Request Type, as defined by PRWORA and outlined in Chart 6-14, "Types of Locate Requests". Chart 6-15, "FPLS Locate Response Fields Returned for Each Locate Request Type", and Chart 6-16, "NDNH Locate/Proactive Match Response Fields Returned For Each Locate Request Type", outline the specific data that is returned for each Locate Source for each Locate Request Type. The IRS-1099 responses are not included in the charts, as IRS-1099 information is available only in response to a CS-type Locate Request and when requested for this type, all information on the FCR IRS-1099 Response Record is returned to the State.

6.7.1.1.1 TYPES OF LOCATE REQUESTS

Chart 6-14 presents information about the types of Locate Requests available in the FCR and the types of information that may be returned.

CHART 6-14: TYPES OF LOCATE REQUESTS						
Type Of Request	Authorized Person Making Request	Authorized Purpose Of Request	Persons About Whom Information May Be Requested	Sources Searched	Information Returned	Exceptions To Disclosure
IV-D CHILD SUPPORT LOCATE (Full Locate) FCR Locate Code: CS	Agent/attorney of a State who has authority/duty to collect child and spousal support. **§453(c)**	Establish paternity, establish, modify or enforce child support obligations and/or to facilitate the location of any individual who is under an obligation to pay child support, against whom such an obligation is sought, or to whom such an obligation is owed. **§453(a)**	Custodial Party (CP) for certain purposes. Non-custodial Parent (NCP) Putative Father (PF) Child (CH) for SVES **§453(a)(2)(A)**	NDNH SSA DOD FBI DVA IRS IRS-1099 NSA	Person's SSN Person's address Employer's name Employer's address Employer Identification Number Wages Benefits Pensions Type, status, location and amount of assets or debts owed by or to the individual. **§453(a)(2)**	If disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. (However, certain types of courts, or agents of those courts, may request FPLS information despite notification of child abuse or domestic violence and disclose the information unless the court determines that disclosure could be harmful to the parent or child.) **§453(b)**
LOCATE ONLY FCR Locate Code: LC	Agent/attorney of a State who has authority/duty to collect child and spousal support. Resident parent, legal guardian, attorney or agent of a child not receiving IV-A benefits. Court, or agent of	To facilitate the location of any individual who is under an obligation to pay child support, against whom such an obligation is sought, or to whom such an obligation is owed. **§453(a)(2)(A)**	Custodial Party (CP) for certain purposes. Non-custodial Parent (NCP) Putative Father (PF) **§453(a)(2)(A)**	NDNH SSA DOD FBI DVA NSA	Person's SSN Person's address Employer's name Employer's address Employer Identification Number Wages **§453(a)(2)(A)**	If disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. (However, certain types of courts, or agents of those courts, may

CHART 6-14: TYPES OF LOCATE REQUESTS						
Type Of Request	Authorized Person Making Request	Authorized Purpose Of Request	Persons About Whom Information May Be Requested	Sources Searched	Information Returned	Exceptions To Disclosure
	the court, with authority to issue an order against an NCP for child support, or to serve as the initiating court in an action to seek a child support order. **§453(c)**					request FPLS information despite notification of child abuse or domestic violence and disclose the information unless the court determines that disclosure could be harmful to the parent or child.) **§453(b)**
ADOPTION FCR Locate Code: AD	A State agency that is administering a Child Welfare Services program (IV-B) or a Foster Care and Adoption Services program (IV-E). **§453(c)(4)**	To facilitate the location of any individual who has or may have parental rights with respect for a child for the purposes of adoption. **§453(a)(2)(iv)**	Non-custodial Parent (NCP) Putative Father (PF) **§453(a)(2)(A)**	NDNH SSA DOD FBI DVA	Person's SSN Persons address Employer's name Employer's address Employer Identification Number **§453(a)(2)**	If disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. (However, certain types of courts, or agents of those courts, may request FPLS information despite notification of child abuse or domestic violence and disclose the information unless the court determines that disclosure could be harmful to the parent or child.) **§453(b)**

CHART 6-14: TYPES OF LOCATE REQUESTS						
Type Of Request	Authorized Person Making Request	Authorized Purpose Of Request	Persons About Whom Information May Be Requested	Sources Searched	Information Returned	Exceptions To Disclosure
CUSTODY AND VISITATION FCR Locate Code: CV	Any agent or attorney of any State who has the authority/duty to enforce a child custody or visitation determination. A court, or agent of the court, having jurisdiction to make or enforce a child custody or visitation determination. **§463(d)(2)**	Determining the whereabouts of a parent or child to make or enforce a custody or visitation determination. **§463(a)(2)**	A parent or child. **§463(a)**	NDNH SSA DOD FBI DVA	Person's address Employer's name Employer's address **§463(c)**	If disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. (However, certain types of courts, or agents of those courts, may request FPLS information despite notification of child abuse or domestic violence and disclose the information unless the court determines that disclosure could be harmful to the parent or child.) **§463(c)**
PARENTAL KIDNAPPING FCR Locate Code: PK	Agent or attorney of the US or a State who has authority/duty to investigate, enforce or prosecute the unlawful taking or restraint of a child. **§463(d)(2)**	Determining the whereabouts of a parent or child to enforce any State or Federal law with respect to the unlawful taking or restraint of a child. **§463(a)(1)**	A parent or child. **§463(a)**	NDNH SSA DOD FBI DVA	Person's address Employer's name Employer's address **§463(c)**	If disclosure would contravene national policy or security interests of the US, or confidentiality of census data. Notification from State of reasonable evidence of child abuse or domestic violence. (However, certain types of courts, or agents of those courts, may request FPLS information

CHART 6-14: TYPES OF LOCATE REQUESTS						
Type Of Request	Authorized Person Making Request	Authorized Purpose Of Request	Persons About Whom Information May Be Requested	Sources Searched	Information Returned	Exceptions To Disclosure
						despite notification of child abuse or domestic violence and disclose the information unless the court determines that disclosure could be harmful to the parent or child.) **§463(c)**

6.7.1.1.2 LOCATE RESPONSE RETURN DATA

The following charts outline the specific data that is returned from each Locate Source for each Locate Request Type. The shaded areas indicate that the data is not returned for that Locate Request Type.

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
Record Identifier 'FF'	1-2	Response					
Filler	3-18						
Transmitter State/Territory Code	19-20	Submitted					
Filler	21-60						
Locate Source Response Agency Code	61-63	Submitted					
Name Sent/Matched Indicator	64	Response					
First Name	65-80	Submitted					
Middle Name	81-96	Submitted					
Last Name	97-126	Submitted					
Additional First Name 1	127-142	Submitted					
Additional Middle Name 1	143-158	Submitted					
Additional Last Name 1	159-188	Submitted					
Additional First Name 2	189-204	Submitted					
Additional Middle Name 2	205-220	Submitted					
Additional Last Name 2	221-250	Submitted					
Name Returned Indicator	251	Response					
Name Returned	252-313	Response					

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
SSN	314-322	Submitted				If the SSN is not submitted and the SSN is identified by an FCR process, this field is not returned for these Locate Request Types.	
Member ID	323-337	Submitted					
User Field	338-352	Submitted					
Locate Closed Indicator	353	Response					
Filler	354-355						
FIPS County Code	356-358	Submitted					
Filler	359-363						
Locate Request Type	364-365	Submitted					
Date of Address Format Indicator	366	Response					
Date of Address	367-374	Response					
Locate Response Code	375-376	Response					
Filler	377-386						
Employer Name	387-431	Response					
Address Format Indicator	432	Response					
Returned Address	433-666	Response					
Returned Address when the Address Format Indicator is 'C':							

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
Street Address Lines 1- 4	433-592	Response					
City	593-622	Response					
State	623-624	Response					
Zip Code	625-639	Response					
Filler	640-666						
Returned Address when the Address Format Indicator is 'F':							
Street Address Lines 1- 4, City, State	433-624	Response					
Zip Code	625-639	Response					
Filler	640-666						
Returned Address when the Address Format Indicator is 'X':							
Street Address Line 1	433-472	Response					
Street Address Line 2	473-512	Response					
Street Address Line 3	513-552	Response					
Street Address Line 4	553-592	Response					
City	593-622	Response					
State	623-624	Response					
Zip Code	625-639	Response					
Foreign Country Code	640-641	Response					
Foreign Country Name	642-666	Response					
Address Scrub Indicator 1	667-668	Response					

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE [Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]							
Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
Address Scrub Indicator 2	669-670	Response					
Address Scrub Indicator 3	671-672	Response					
Filler	673-700						
Locate Source Specific Information	701-920	Response	See each specific Locate Source for the information in this field.				
The following 8 rows redefine the format of the Locate Source Specific Information for the DoD, Locate Source Response Agency Code 'A01'.							
DoD Status Code	701	Response					
DoD Service/Agency Code	702-705	Response					
DoD Pay Grade/Rank	706-709	Response					
Annual Salary – DoD	710-715	Response					
Date of Birth	716-723	Response					
Submitting Office Number	724-727	Response					
APO-FPO Indicator	728	Response					
Filler	729-918	Response					
The following 9 rows redefine the format of the Locate Source Specific Information for the FBI, Locate Source Response Agency Code 'A02'							
Address Indicator Type	701	Response					
Annual Salary	702-708	Response					
Health Insurance Benefit Indicator	709	Response					
Employment Status	710	Response					
Employment Indicator	711	Response					

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE [Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]							
Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
Termination Date	712-719	Response					
Date of Death	720-727	Response					
Date of Hire	728-735	Response					
Filler	736-918						
The following 10 rows redefine the format of the Locate Source Specific Information for the NSA, Locate Source Response Agency Code 'A03'							
Address Indicator Type	701	Response					
Annual Salary	702-708	Response					
Health Insurance Benefit Indicator	709	Response					
Employment Status	710	Response					
Employment Indicator	711	Response					
Termination Date	712-719	Response					
Date of Death	720-727	Response					
Date of Hire	728-735	Response					
FEIN	736-744	Response					
Filler	745-918	Response					
The following 11 rows will redefine the format of the Locate Source Specific Information for the Federal Agencies (other than NDNH data), Locate Source Response Agency Code 'B01'. [These fields are for future use when additional Federal agencies provide Locate information.]							
Address Indicator Type	701	Response					
Annual Salary	702-708	Response					

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
Health Insurance Benefit Indicator	709	Response					
Employment Status	710	Response					
Employment Indicator	711	Response					
Termination Date	712-719	Response					
Date of Death	720-727	Response					
Date of Hire	728-735	Response					
Reporting Federal Agency	736-744	Response					
FEIN	745-753	Response					
Filler	754-918						
The following 6 rows redefine the format of the Locate Source Specific Information for the IRS, Locate Source Response Agency Code 'C01'.							
IRS Name Control	701-706	Response					
IRS-U SSN	707-715	Submitted					
Tax Year	716-719	Response					
IRS 2nd Name Returned Format Indicator	720	Response					
IRS 2nd Name Returned	721-782	Response					
Filler	783-918						
The following 3 rows redefine the format of the Locate Source Specific Information for the SSA, Locate Source Response Agency Code 'E01'.							
Filler	701						

CHART 6-15: FPLS LOCATE RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	Return Data Origin	'CS'	'LC'	'AD'	'CV'	'PK'
SSA Corp Div	702-705	Response					
SSA Self Employment Indicator	706-707	Response					
SSA Wage Amount	708-716	Response					
SSA Cycle Date	717-723	Response					
Filler	724-918						
The following 9 rows redefine the format of the Locate Source Specific Information for the DVA, Locate Source Response Agency Code 'F01'.							
VA Benefit Indicator	701	Response					
Date of Death	702-709	Response					
VA Effective	710-717	Response					
VA Amount of Award	718-723	Response					
VA Suspense Indicator	724	Response					
VA Incarceration Indicator	725	Response					
VA Retirement Pay Indicator	726	Response					
VA Active Reserve	727	Response					
Filler	728-918	Response					
The following row appears regardless of which Locate Source(s) is/are returned.							
Sort State	919-920	Response					

CHART 6-16: NDNH LOCATE/PROACTIVE MATCH RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE

[Fields that are **NOT** returned for a Locate Request Type are shaded in the column below it.]

Field Name on Record Layout	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Record Identifier 'FN'	1-2					
NDNH Match Type	3					
Filler	4-18					
Transmitter State/Territory Code	19-20					
Filler	21-60					
Locate Source Response Agency Code	61-63					
NDNH Name Sent/Matched Indicator	64					
First Name	65-80					
Middle Name	81-96					
Last Name	97-126					
Additional First Name 1	127-142					
Additional Middle Name 1	143-158					
Additional Last Name 1	159-188					
Additional First Name 2	189-204					
Additional Middle Name 2	205-220					
Additional Last Name 2	221-250					
Name Returned Indicator	251					
Name Returned	252-313					

CHART 6-16: NDNH LOCATE/PROACTIVE MATCH RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE

[Fields that are **NOT** returned for a Locate Request Type are shaded in the column below it.]

Field Name on Record Layout	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
SSN	314-322				If an SSN is not submitted and the SSN is identified by an FCR process, this field cannot be returned for these Locate Types.	
Member ID	323-337					
User Field	338-352					
Locate Closed Indicator	353					
Filler	354-355					
FIPS County Code	356-358					
Filler	359-363					
Locate Request Type	364-365					
Date of Address Format Indicator	366					
Date of Address	367-374					
Locate Response Code	375-376					
Corrected/Additional/Multiple SSN	377-385					
Filler	386					
Employer Name	387-431					
Filler	432					
Street Address Line 1	433-472					

CHART 6-16: NDNH LOCATE/PROACTIVE MATCH RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE

[Fields that are **NOT** returned for a Locate Request Type are shaded in the column below it.]

Field Name on Record Layout	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Street Address Line 2	473-512					
Street Address Line 3	513-552					
Street Address Line 4	553-592					
City	593-622					
State	623-624					
Zip Code	625-639					
Foreign Country Code	640-641					
Foreign Country Name	642-666					
Address Scrub Indicator 1	667-668					
Address Scrub Indicator 2	669-670					
Address Scrub Indicator 3	671-672					
Filler	673-700					
Locate Source Specific Information	701-920					
The following 10 rows define the format of the Locate Source Specific Information for UI, Locate Source Code 'H97'.						
Reporting State	701-702					
Benefit Amount	703-713					
Filler	714-724					
SSN Match Indicator	725					
Reporting Quarter	726-730					

CHART 6-16: NDNH LOCATE/PROACTIVE MATCH RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE

[Fields that are **NOT** returned for a Locate Request Type are shaded in the column below it.]

Field Name on Record Layout	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Filler	731-910					
Participant Type	911-912					
Reserved for FCR Processing	913-914					
Reserved for FCR Processing	915-916					
Reserved for FCR Processing	917-918					
Sort State Code	919-920					
The following 15 rows define the format of the Locate Source Specific Information for QW, Locate Source Code 'H98'.						
Reporting State	701-702					
Address Indicator Type	703					
Wage Amount	704-714					
FEIN	715-723					
Filler	724					
SSN Match Indicator	725					
Reporting Quarter	726-730					
Reporting Federal Agency	731-739					
DOD Agency Status Indicator	740					
State EIN	741-752					
Filler	753-910					
Participant Type	911-912					
Reserved for FCR Processing	913-914					

CHART 6-16: NDNH LOCATE/PROACTIVE MATCH RESPONSE FIELDS RETURNED FOR EACH LOCATE REQUEST TYPE

[Fields that are **NOT** returned for a Locate Request Type are shaded in the column below it.]

Field Name on Record Layout	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Reserved for FCR Processing	915-916					
Reserved for FCR Processing	917-918					
Sort State Code	919-920					
The following 11 rows define the format of the Locate Source Specific Information for W-4, Locate Source Code 'H99'.						
Reporting State	701-702					
Address Indicator Type	703					
Date of Birth	704-711					
Date of Hire	712-719					
FEIN	720-728					
SSN Match Indicator	729					
Reporting Federal Agency	730-738					
DoD Agency Status Indicator.	739					
State EIN	740-751					
State of Hire	752-753					
Filler	754-910					
Participant Type	911-912					
Reserved for FCR Processing	913-914					
Reserved for FCR Processing	915-916					
Reserved for FCR Processing	917-918					
Sort State Code	919-920					

CHART 6-17: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE II
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Record Identifier	1-2					
SVES Match Type	3					
Filler	4-18					
Transmitter State/Territory Code	19-20					
Filler	21-60					
Locate Source Response Agency Code	61-63					
Title II First Name	64-73					
Title II Middle Initial	74					
Title II Last Name	75-86					
Title II Sex Code	87					
Title II Date of Birth	88-95					
Title II Date of Death	96-103					
Filler	104-118					
Residence Address Line 1	119-158					
Residence Address Line 2	159-198					
Residence Address Line 3	199-238					
Residence Address City	239-254					
Residence Address State	255-256					
Residence Zip Code	257-265					

CHART 6-17: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE II
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Residence Address Scrub Indicator 1	266-267					
Residence Address Scrub Indicator 2	268-269					
Residence Address Scrub Indicator 3	270-271					
Filler	272-273					
Submitted First Name	274-285					
Submitted Middle Initial	286					
Submitted Last Name	287-305					
Submitted Date of Birth	306-313					
SSN	314-322				If an SSN is not submitted and the SSN is identified by an FCR process, this field cannot be returned for these Locate types.	
Member ID	323-337					
User Field	338-352					
Locate Closed Indicator	353					
Filler	354-355					
FIPS County Code	356-358					
Filler	359-363					
Locate Request Type	364-365					
Filler	366-374					

CHART 6-17: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE II
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Locate Response Code	375-376					
Multiple SSN Indicator	377					
Multiple SSN	378-386					
CAN and BIC	387-398					
State Code	399-400					
County Code	401-403					
Direct Deposit Indicator	404					
LAF Code	405-406					
Deferred Payment Date	407-412					
Date of Initial Title II Entitlement	413-418					
Date of Current Title II Entitlement	419-424					
Date of Title II Suspension or Termination	425-430					
Net Monthly Title II Benefit	431-436					
HI Option Code	437					
HI Start Date	438-443					
HI Stop Date	444-449					
SMI Option Code	450					
SMI Start Date	451-456					
SMI Stop Date	457-462					
Category of Assistance	463					

CHART 6-17: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE II
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Black Lung Entitlement Code	464					
Black Lung Payment Amount	465-470					
Railroad Indicator	471					
MBC Number of Entries	472					
MBC Date 1	473-478					
MBC Amount 1	479-484					
MBC Type 1	485					
MBC Date 2	486-491					
MBC Amount 2	492-497					
MBC Type 2	498					
MBC Date 3	499-504					
MBC Amount 3	505-510					
MBC Type 3	511					
MBC Date 4	512-517					
MBC Amount 4	518-523					
MBC Type 4	524					
MBC Date 5	525-530					
MBC Amount 5	531-536					
MBC Type 5	537					
MBC Date 6	538-543					

CHART 6-17: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE II
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
MBC Amount 6	544-549					
MBC Type 6	550					
MBC Date 7	551-556					
MBC Amount 7	557-562					
MBC Type 7	563					
MBC Date 8	564-569					
MBC Amount 8	570-575					
MBC Type 8	576					
Fillter	577-579					
District Office Mailing Address Line 1	580-601					
District Office Mailing Address Line 2	602-623					
District Office Mailing Address Line 3	624-645					
District Office Mailing Address Line 4	646-667					
District Office Mailing Address City	668-695					
District Office Mailing Address State	696-697					
District Office Mailing Address ZIP Code	698-706					
Filler	707-910					
Participant Type	911-912					
Family Violence State-1	913-914					
Family Violence State-2	915-916					

CHART 6-17: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE II
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Family Violence State-3	917-918					
Sort State Code	919-920					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Record Identifier	1-2					
SVES Match Type	3					
Filler	4-18					
Transmitter State/Territory Code	19-20					
Filler	21-60					
Locate Source Response Agency Code	61-63					
Other Name	64-69					
Title XVI First Name	70-79					
Title XVI Middle Initial	80					
Title XVI Last Name	81-99					
Title XVI Sex Code	100					
Race Code	101					
Title XVI Date of Birth	102-109					
Title XVI Date of Death	110-117					
Date of Death Source Code	118					
Residence Address Line 1	119-158					
Residence Address Line 2	159-198					
Residence Address Line 3	199-238					
Residence Address City	239-254					
Residence Address State	255-256					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Residence Zip Code	257-265					
Residence Address Scrub Indicator 1	266-267					
Residence Address Scrub Indicator 2	268-269					
Residence Address Scrub Indicator 3	270-271					
Filler	272-273					
Submitted First Name	274-285					
Submitted Middle Initial	286					
Submitted Last Name	287-305					
Submitted Date of Birth	306-313					
Submitted SSN	314-322				If an SSN is not submitted and the SSN is identified by an FCR process, the field cannot be returned for these Locate types.	
Member ID	323-337					
User Field	338-352					
Locate Closed Indicator	353					
Filler	354-355					
FIPS County Code	356-358					
Filler	359-363					
Locate Request Type	364-365					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Filler	366-374					
Locate Response Code	375-376					
Multiple SSN Indicator	377					
Multiple SSN	378-386					
Payee State of Jurisdiction	387-388					
Payee County of Jurisdiction	389-391					
Payee District Office Code	392-394					
Type of Payee Code	395-397					
Payee Mailing Address Line 1	398-437					
Payee Mailing Address Line 2	438-477					
Payee Mailing Address Line 3	478-517					
Payee Mailing Address City	518-533					
Payee Mailing Address State	534-535					
Payee Zip Code	536-544					
Payee Address Scrub Indicator 1	545-546					
Payee Address Scrub Indicator 2	547-548					
Payee Address Scrub Indicator 3	549-550					
Type of Recipient	551-552					
Record Establishment Date	553-560					
Date of Title XVI Eligibility	561-566					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Title XVI Appeal Code	567					
Date of Title XVI Appeal	568-575					
Title XVI Last Redetermination Date	576-583					
Title XVI Denial Date	584-591					
Current Payment Status Code	592-594					
Payment Status Code	595-597					
Payment Status Date	598-603					
Telephone Number	604-613					
Third Party Insurance Indicator	614					
Direct Deposit Indicator	615					
Representative Payee Indicator	616					
Custody Code	617-619					
Estimated Self-Employment Amount	620-625					
Unearned Income – Number of Entries	626					
Unearned Income Type Code 1	627					
Unearned Income Verification Code 1	628					
Unearned Income Start Date 1	629-634					
Unearned Income Stop Date 1	635-640					
Unearned Income Type Code 2	641					
Unearned Income Verification Code 2	642					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Unearned Income Start Date 2	643-648					
Unearned Income Stop Date 2	649-654					
Unearned Income Type Code 3	655					
Unearned Income Verification Code 3	656					
Unearned Income Start Date 3	657-662					
Unearned Income Stop Date 3	663-668					
Unearned Income Type Code 4	669					
Unearned Income Verification Code 4	670					
Unearned Income Start Date 4	671-676					
Unearned Income Stop Date 4	677-682					
Unearned Income Type Code 5	683					
Unearned Income Verification Code 5	684					
Unearned Income Start Date 5	685-690					
Unearned Income Stop Date 5	691-696					
Unearned Income Type Code 6	697					
Unearned Income Verification Code 6	698					
Unearned Income Start Date 6	699-704					
Unearned Income Stop Date 6	705-710					
Unearned Income Type Code 7	711					
Unearned Income Verification Code 7	712					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Unearned Income Start Date 7	713-718					
Unearned Income Stop Date 7	719-724					
Unearned Income Type Code 8	725					
Unearned Income Verification Code 8	726					
Unearned Income Start Date 8	727-732					
Unearned Income Stop Date 8	733-738					
Unearned Income Type Code 9	739					
Unearned Income Verification Code 9	740					
Unearned Income Start Date 9	741-746					
Unearned Income Stop Date 9	747-752					
PHIST – Number of Entries	753					
PHIST Payment Date 1	754-761					
SSI Monthly Assistance Amount 1	762-768					
PHIST Payment Pay Flag 1	769					
PHIST Payment Date 2	770-777					
SSI Monthly Assistance Amount 2	778-784					
PHIST Payment Pay Flag 2	785					
PHIST Payment Date 3	786-793					
SSI Monthly Assistance Amount 3	794-800					
PHIST Payment Pay Flag 3	801					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
PHIST Payment Date 4	802-809					
SSI Monthly Assistance Amount 4	810-816					
PHIST Payment Pay Flag 4	817					
PHIST Payment Date 5	818-825					
SSI Monthly Assistance Amount 5	826-832					
PHIST Payment Pay Flag 5	833					
PHIST Payment Date 6	834-841					
SSI Monthly Assistance Amount 6	842-848					
PHIST Payment Pay Flag 6	849					
PHIST Payment Date 7	850-857					
SSI Monthly Assistance Amount 7	858-864					
PHIST Payment Pay Flag 7	865					
PHIST Payment Date 8	866-873					
SSI Monthly Assistance Amount 8	874-880					
PHIST Payment Pay Flag 8	881					
Filler	882-910					
Participant Type	911-912					
Family Violence State-1	913-914					
Family Violence State-2	915-916					
Family Violence State-3	917-918					

CHART 6-18: SVES LOCATE RESPONSE FIELDS RETURNED FOR TITLE XVI
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'PK'	'CV'
Sort State Code	919-920					

CHART 6-19: SVES LOCATE RESPONSE FIELDS RETURNED FOR PRISONER
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Record Identifier	1-2					
SVES Match Type	3					
Filler	4-18					
Transmitter State/Territory Code	19-20					
Filler	21-60					
Locate Source Response Agency Code	61-63					
SSN Reported by Prison	64-72					
Prison Reported First Name	73-87					
Prison Reported Middle Name or Middle Initial	88-102					
Prison Reported Last Name	103-122					
Prison Reported Suffix	123-126					
Prison Reported Sex Code	127					
Prison Reported Date of Birth	128-135					
Filler	136-273					
Submitted First Name	274-285					
Submitted Middle Initial	286					
Submitted Last Name	287-305					
Filler	306-313					

CHART 6-19: SVES LOCATE RESPONSE FIELDS RETURNED FOR PRISONER
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
SSN	314-322				If an SSN is not submitted and the SSN is identified by an FCR process, this field cannot be returned for these Locate types.	
Member ID	323-337					
User Field	338-352					
Locate Closed Indicator	353					
Filler	354-355					
FIPS County Code	356-358					
Filler	359-363					
Locate Request Type	364-365					
Filler	366-374					
Locate Response Code	375-376					
Multiple SSN Indicator	377					
Multiple SSN	378-386					
Prisoner ID Number	387-396					
Date of Confinement	397-404					
Release Date	405-412					
Prisoner Reporter Name	413-472					
Report Date	473-480					

CHART 6-19: SVES LOCATE RESPONSE FIELDS RETURNED FOR PRISONER
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Prison/Facility Type	481-482					
Prison/Facility Name	483-542					
Prison/Facility Address Line 1	543-582					
Prison/Facility Address Line 2	583-622					
Prison/Facility Address Line 3	623-662					
Prison/Facility Address Line 4	663-702					
Prison/Facility City	703-721					
Prison/Facility State	722-723					
Prison/Facility Zip Code	724-732					
Prison/Facility Address Scrub Indicator 1	733-734					
Prison/Facility Address Scrub Indicator 2	735-736					
Prison/Facility Address Scrub Indicator 3	737-738					
Prison/Facility Contact Name	739-773					
Prison/Facility Phone	774-783					
Prison/Facility FAX No.	784-793					
Filler	794-910					
Participant Type	911-912					
Family Violence State-1	913-914					
Family Violence State-2	915-916					
Family Violence State-3	917-918					

CHART 6-19: SVES LOCATE RESPONSE FIELDS RETURNED FOR PRISONER
[Fields that are **NOT** returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Sort State Code	919-920					

CHART 6-20: SVES LOCATE RESPONSE FIELDS RETURNED FOR NO HIT
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
Record Identifier	1-2					
SVES Match Type	3					
Filler	4-18					
Transmitter State/Territory Code	19-20					
Filler	21-60					
Locate Source Response Agency Code	61-63					
Filler	64-273					
Submitted First Name	274-285					
Submitted Middle Initial	286					
Submitted Last Name	287-305					
Submitted Date of Birth	306-313					
SSN	314-322				If an SSN is not submitted and the SSN is identified by an FCR process, this field cannot be returned for these Locate types.	
Member ID	323-337					
User Field	338-352					
Locate Closed Indicator	353					
Filler	354-355					

CHART 6-20: SVES LOCATE RESPONSE FIELDS RETURNED FOR NO HIT
[Fields that are NOT returned for a Locate Request Type are shaded in the columns below.]

Record Layout Field Name	Record Layout Location	'CS'	'LC'	'AD'	'CV'	'PK'
FIPS County Code	356-358					
Filler	359-363					
Locate Request Type	364-365					
Filler	366-374					
Locate Response Code	375-376					
Multiple SSN Indicator	377					
Multiple SSN	378-386					
Filler	387-910					
Participant Type	911-912					
Family Violence State-1	913-914					
Family Violence State-2	915-916					
Family Violence State-3	917-918					
Sort State Code	919-920					

6.7.1.1.3 FCR OPTION TO RECEIVE DATA REGISTRATION

The FCR normally filters NDNH information sent as a result of an NDNH CS-Locate Response by not sending to a State any records that the State submitted to the NDNH. The State may choose to remove this filtering and receive from the Locate process all appropriate NDNH records, including those records that the State sent to the NDNH. States may opt to receive W-4 only, QW only, UI only, or any combination or all of the W-4, QW and UI records submitted by their State. To exercise this option, the State should complete and send the "FCR Option to NDNH CS-Locate Data Registration Form", which is Figure L-6 in Appendix L, "FCR Options for Data Received".

6.7.1.1.4 FILTER NEGATIVE LOCATE RESPONSES

In response to requests from States, the Filter Negative Locate Response option was added to reduce the number of negative Locate Responses being returned to States.

The filtering of negative Locate Responses will apply to Locate Request Type 'CS' (request for IV-D) only. All other Locate Request Types, 'AD' (Adoption/Foster Care), 'CV' (Custody and Visitation),'IN' (International Locate), 'LC' (Locate Only), and 'PK' (Parental Kidnapping) will not be filtered. A State must select the filter option to suppress negative Locate Responses. This filtering option will not apply to FCR-to-SVES, NDNH-to-FCR and FCR-to-NDNH Proactive Matching. To exercise this option, the State must complete and send the Filter Negative Locate Responses Election Form, which is Figure L-7 in Appendix L, "Filter Negative Locate Responses".

In order to identify the last Locate in a series if it is a negative response, the FCR will offer the submitter an additional option to receive the field Locate Closed Indicator (when 'C') on a negative Locate Response, when a State selects the filter option to suppress negative Locate Responses.

The Locate Response codes '06' (FCR case type change from IV-D to non IV-D, person deleted from case or case closed) and '39' (disclosure prohibited – person is associated with family violence) will still be returned to the submitter for all Locate Sources. States that wish to filter Negative Locate Responses must complete the Filter Negative Locate Responses Election Form that is shown in appendix L figure L-7.

6.7.1.1.5 FILTER POSITIVE REDUNDANT PROACTIVE AND/OR LOCATE RESPONSES

The FCR is offering States filter options to suppress redundant positive responses on certain transaction types with case type of IV-D. States will have the following filtering options:

- Suppress redundant FCR-to-NDNH Proactive Match Responses that were initiated by a 'Change Person' Transaction.
- Suppress redundant FCR-to-SVES Proactive Match Responses that were initiated by a 'Change Person' Transaction.

- Suppress DoD, DVA, IRS, SSA, AWR (Annual Wage Report) and/or SVES Locate Responses with Locate Request Type of 'CS' that were initiated by a Change or Locate Person Transaction. (**Note:** States can suppress any combination of these Locate sources.)
- Suppress NDNH Locate Responses with Locate Request Type of 'CS' that were initiated by Add, Change or Locate Person Transaction.

Chart 6-21 summarizes the transactions that are eligible for filtering.

When a State elects to suppress positive redundant proactive/Locate Responses, the following responses will **not** be suppressed:

- NDNH-to-FCR Proactive Matching.
- FCR-to-NDNH and/or FCR-to-SVES Proactive Match if the 'Add Person' Transaction initiated the request.
- DoD, DVA, IRS, or SSA external locate response if the 'Add Person' Transaction initiated the request.
- Proactive Match or Locate Response if the 'Change Person' Transaction initiated the request and that request removed Family Violence from the person.
- Proactive Match or Locate Response if the 'Change Person' Transaction initiated the request and that request changed the person's SSN from unverified to verified.
- Proactive Match or Locate Response if the Case Type is changed on a person from Non-IV-D to IV-D.
- Locate Responses for Locate Request Types: 'AD', 'CV', 'LC', and 'PK'.

For States that choose filtering, as responses are returned to the submitter, the FCR will store the Response 'Key' fields for that Locate information on file. The next Locate Response that is received from the Locate source is compared against this file to determine if the Response 'Key' fields match. If 'Key' fields match, the FCR will suppress the response if the State has selected the filter option.

Charts 6-22 through 6-24 summarize the 'Key' fields that are used in filtering.

States that wish to filter Positive Redundant Proactive and Locate Response Records must complete and submit the Filter Positive Redundant Proactive/Locate Responses Election Form, shown in Appendix L -10. To suppress positive proactive and/or Locate Responses, States will need to specify how long External Locate Sources' Response 'Key' records are stored on FCR files: one, three or five years. After that time period, State's Response 'Key' records will be purged from the FCR file. The NDNH Response 'Key' records will automatically be purged after one year. An additional option to override suppression is available to States that need the Locate Closed Indicator returned on a redundant response so that they can identify the last Locate Response in a series even if it is a redundant Locate Response.

CHART 6-21: TRANSACTIONS ELIGIBLE FOR FILTERING					
FCR Transaction	NDNH-to-FCR Proactive Matching	FCR-to-NDNH Proactive Matching	FCR-to-SVES Proactive Matching	'CS' Locates NDNH	'CS Locates DoD, DVA, IRS, SSA AWR and/or SVES
FPA – Add Person Transaction	N/A	N/A	N/A	Yes, eligible for filtering	N/A
FPC – Change Person Transaction – with no family violence, verified SSN, and IV-D case.	N/A	Yes, eligible for filtering	Yes, eligible for filtering	Yes, eligible for filtering	Yes, eligible for filtering
FPC – Change Person Transaction – Removes FV and change unverified SSN to a verified SSN.	N/A	N/A	N/A	N/A	N/A
FPL – Locate Person Transaction	N/A	N/A	N/A	Yes, eligible for filtering	Yes, eligible for filtering
FPD – Delete Person Transaction	N/A	N/A	N/A	N/A	N/A
FCD –Delete Case Transaction	N/A	N/A	N/A	N/A	N/A
FCC – Change Case from non-IV-D to IV-D	N/A	N/A	N/A	N/A	N/A
FCC – A Change on a current IV-D case which does not involve a case type change.	N/A	N/A	N/A	N/A	N/A

Locate Request Types 'AD', 'CV', 'LC' and 'PK' are not eligible for filtering.

N/A – Not Applicable to Filtering and transaction by-passes Filtering Subsystem. Transaction is ineligible for filtering sub-system and will not be processed through filtering subsystem.

CHART 6-22: FCR LOCATE RESPONSE – SUMMARY OF KEY FIELDS USED FOR FILTERING			
The following are **DoD (A01**) Key Fields used in filtering:	The following are **DVA (F01)** Key Fields used in filtering:	The following are **IRS (non-1099) (C01**) Key Fields used in filtering:	The following are **SSA AWR (E01**) Key Fields used in filtering:
Transmitting State/Territory Code	Transmitting State/Territory Code	Transmitting State/Territory Code	Transmitting State/Territory Code
Locate Source Resp. Agency Code	Locate Source Resp. Agency Code	Locate Source Resp. Agency Code	Locate Source Resp. Agency Code
SSN	SSN	SSN	SSN
Date of Address	Date of Address	Date of Address	Date of Address
Street Address Line 1 (first 20 bytes)	Street Address Line 1 (first 20 bytes)	Street Address Line 1 (first 20 bytes)	Street Address Line 1 (first 20 bytes)
Street Address Line 2 (first 20 bytes)	Street Address Line 2 (first 20 bytes)	Street Address Line 2 (first 20 bytes)	Street Address Line 2 (first 20 bytes)
Street Address Line 3 (first 20 bytes)	Street Address Line 3 (first 20 bytes)	Street Address Line 3 (first 20 bytes)	Street Address Line 3 (first 20 bytes)
City (first 10 bytes)	City (first 10 bytes)	City (first 10 bytes)	City (first 10 bytes)
State	State	State	State
ZIP Code (first 9 bytes)	ZIP Code (first 9 bytes)	ZIP Code (first 9 bytes)	ZIP Code (the first 9 bytes)
Address Scrub Indicator 1	Address Scrub Indicator 1	Address Scrub Indicator 1	Address Scrub Indicator 1
DoD Status Code	VA Benefit Indicator	IRS Tax Year	SSA Employment Indicator
DoD Service/Agency Code	VA Date of Death		SSA Wage Amount
DoD Pay Grade/Rank	VA Effective Date		SSA Cycle Date
Annual Salary - DoD	VA Amount of Award		
	VA Suspense Indicator		
	VA Incarceration Indicator		
	VA Retirement Pay Indicator		

CHART 6-23: FCR SVES TITLE II, TITLE XVI AND PRISONER LOCATE RESPONSE – SUMMARY OF KEY FIELDS USED FOR FILTERING		
The following are **SVES Title II (E05)** Key Fields used in filtering:	The following are **SVES Title XVI (E06)** Key Fields used in filtering:	The following are **Prisoner (E07)** Key Fields used in filtering:
Transmitting State/Territory Code	Transmitting State/Territory Code	Transmitting State/Territory Code
Locate Source Response Agency Code	Locate Source Response Agency Code	Locate Source Response Agency Code
SSN or Multiple SSN	SSN or Multiple SSN	SSN or Multiple SSN
Residence Address Line 1 (first 20 bytes)	Residence Address Line 1 (first 20 bytes)	SSN Reported by Prison
Residence Address Line 2 (first 20 bytes)	Residence Address Line 2 (first 20 bytes)	Date of Confinement
Residence Address Line 3 (first 20 bytes)	Residence Address Line 3 (first 20 bytes)	Release Date
Residence Address City (first 10 bytes)	Residence Address City (first 10 bytes)	Prison/Facility Name (first 40 bytes)
Residence Address State	Residence Address State	Prison/Facility Address Line 1 (first 20 bytes)
Residence ZIP Code (first 9 bytes)	Residence ZIP Code (first 9 bytes)	Prison/Facility Address Line 2 (first 20 bytes)
Residence Address Scrub Indicator 1	Residence Address Scrub Indicator 1	Prison/Facility Address Line 3 (first 20 bytes)
Title II Date of Death	Title XVI Date of Death	Prison/Facility City (first 10 bytes)
CAN and BIC	Payee Mailing Address Line 1 (first 20 bytes)	Prison/Facility State
LAF Code	Payee Mailing Address Line 2 (first 20 bytes)	Prison/Facility ZIP Code (first 9 bytes)
Date of Title II Suspension or Termination	Payee Mailing Address Line 3 (first 20 bytes)	Prison/Facility Address Scrub Indicator 1
Net Monthly Title II Benefit	Payee Mailing Address City (first 10 bytes)	
Category of Assistance	Payee Mailing Address State	
Railroad Indicator	Payee ZIP Code (first 9 bytes)	
MBC Date 1	Payee Address Scrub Indicator 1	
MBC Amount 1	Date of Title XVI Appeal	
MBC Type 1		

CHART 6-23: FCR SVES TITLE II, TITLE XVI AND PRISONER LOCATE RESPONSE – SUMMARY OF KEY FIELDS USED FOR FILTERING		
The following are **SVES Title II (E05)** Key Fields used in filtering:	The following are **SVES Title XVI (E06)** Key Fields used in filtering:	The following are **Prisoner (E07)** Key Fields used in filtering:
	Title XVI Denial Date Payment Status Code Payment Status Date	

CHART 6-24: FCR NDNH LOCATE/PROACTIVE MATCH RESPONSE – SUMMARY OF KEY FIELDS USED FOR FILTERING		
The following are **NDNH UI (H97)** Key Fields used in filtering:	The following are **NDNH QW (H98)** Key Fields used in filtering:	The following are **NDNH (H99)** Key Fields used in filtering:
Transmitting State/Territory Code	Transmitting State/Territory Code	Transmitting State/Territory Code
Locate Source Response Agency Code	Locate Source Response Agency Code	Locate Source Response Agency Code
SSN or Corrected/Additional/Multiple SSN	SSN or Corrected/Additional/Multiple SSN	SSN or Corrected/Additional/Multiple SSN
Street Address Line 1 (first 20 bytes)	Street Address Line 1 (first 20 bytes)	Street Address Line 1 (first 20 bytes)
Street Address Line 2 (first 20 bytes)	Street Address Line 2 (first 20 bytes)	Street Address Line 2 (first 20 bytes)
Street Address Line 3 (first 20 bytes)	Street Address Line 3 (first 20 bytes)	Street Address Line 3 (first 20 bytes)
City (first 10 bytes)	City (first 10 bytes)	City (first 10 bytes)
State	State	State
ZIP Code (first 9 bytes)	ZIP Code (first 9 bytes)	ZIP Code (first 9 bytes)
Address Scrub Indicator 1	Address Scrub Indicator 1	Address Scrub Indicator 1
Reporting State	Reporting State	Reporting State
Benefit Amount	Address Indicator Type	Address Indicator Type
Reporting Quarter	Wage Amount	Date of Hire
	Reporting Quarter	FEIN
	FEIN	Reporting Federal Agency
	Reporting Federal Agency	

6.7.1.2 Initiating a Locate When Adding a Person

States may request a Locate when adding a person without sending a separate transaction if the following conditions are met:

1. the person is a ‘CP’, ‘NP’ or ‘PF’, or a ‘CH’ if the Locate Request is ‘E01’,
2. the person is added to a IV-D case on the FCR, and
3. the purpose of the request is for IV-D child support (i.e., Locate Request Type ‘CS’).

6.7.1.2.1 PROCESS

1. Use the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. The transaction layouts describe the values that the submitter may enter in each field.
2. Follow the requirements in Section 6.2, “Add Person to Case”, for adding the person to a case on the FCR.
3. Complete the fields required for a Locate Request as described in the record layouts.

6.7.1.2.2 BEST PRACTICES

A submitter can avoid receiving duplicate data, and reduce the burden on both caseworkers and the FCR, by following these guidelines:

1. Consider delaying a Locate Request until after a person has been added to the FCR. The FCR provides, through Proactive Matching, NDNH information for a ‘CP’, ‘NP’ or ‘PF’ if the person is in a IV-D case, has a verified SSN or unverified SSN/Name combination with probable name match, and no FV Indicator.
2. Specify Locate Request Type ‘CS’, the only Locate Request Type that the FCR accepts for a Locate that is initiated when adding a person. Locate Request Type ‘CS’ is available only when the person is a ‘CP’, ‘NP’,‘PF’ or ‘CH’ for SVES, added to a IV-D case on the FCR, and only when the purpose of the request is IV-D child support.
3. Provide all information available on the statewide system that may assist in the verification or identification of an SSN for the person, e.g., DOB, IRS-U, or ESKARI data.

6.7.1.3 Initiating a Locate After Adding a Person

A State may initiate a request for Locate after a person has been added to the FCR. The State initiates the request by using the FCR Input Person/Locate Request Record. The request for Locate processing can be submitted independent of any changes to the person on the FCR, or with a transaction that changes information on a person on the FCR.

If the State is requesting a Locate Request Type ‘CS’, the person must be on the FCR with a verified SSN or unverified SSN/Name combination with probable name match, and the State must include in the Transaction Record the IV-D Case ID used to add the person and case to the FCR. If the person is in multiple IV-D cases, the State only needs to submit one Locate Transaction with one of the IV-D Case IDs.

If the State is requesting a Locate Request Type ‘PK’, ‘CV’, ‘AD’ or ‘LC’, and the State added the person to the FCR, the Case ID is not required on the input transaction. The State may, however, either:

1. Submit the Locate Request using the Case ID used when the State added the person to a case on the FCR, or
2. Submit a different unique Case ID with the Locate Request. If using this option, follow the process described in Section 6.7.1.4 “Initiating a Locate for a Person Not Added to the FCR”.

6.7.1.3.1 PROCESS

1. Use the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. The transaction layout describes the values that the submitter may enter in each field.
2. Follow the requirements in Section 6.7.2, “SCR-to-FCR Transactions”.

6.7.1.3.2 BEST PRACTICES

The submitter should consider the following when requesting a Locate for a person who is on the FCR for that State:

1. Specify Locate Request Type ‘CS’ only when the person is a ‘CP’, ‘NP’, ‘PF’ or ‘CH’ for SVES in a IV-D case on the FCR and only when the purpose of the request is IV-D child support.
2. If the purpose of the request is not IV-D child support, specify Locate Request Type ‘AD’, ‘CV’, ‘LC’ or ‘PK’, as appropriate, regardless of whether the person sought is in a IV-D case or a Non IV-D order.
3. Include in the transaction all desired Locate Sources to avoid the need to submit additional transactions.

6.7.1.4 Initiating a Locate For a Person Not Added to the FCR

A State may initiate a Locate Request for a person that the State has not added to the FCR. When initiating a Locate Request for a person not added to the FCR, only Locate Request Types ‘AD’, ‘CV’, ‘LC’ and ‘PK’ are available.

6.7.1.4.1 PROCESS

1. Use the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. The transaction layout describes the values that the submitter may enter in each field.
2. Follow the requirements in Section 6.7.2, “SCR-to-FCR Transactions”.

6.7.1.4.2 BEST PRACTICES

The submitter should consider the following when requesting a Locate for a person who is not on the FCR for that State:

1. Specify Locate Request Type ‘AD’, ‘CV’, ‘LC’ or ‘PK’, as appropriate. Do not specify Locate Request Type ‘CS’.
2. Provide all information available on the statewide system that may assist in the verification or identification of an SSN for the person, e.g., DOB, IRS-U, or ESKARI data.
3. Submit a Member ID on the input transaction whenever an SSN is not provided. This ensures that the State can match the FCR response to the SCR.
4. Include in the transaction all desired Locate Sources to avoid the need to submit additional transactions.
5. Submit a separate Locate Request for each SSN, if the State has identified more than one possible SSN.

6.7.2 SCR-TO-FCR TRANSACTIONS

This section defines the requirements governing the SCR-to-FCR Transaction to request a Locate.

In order to request a Locate from the FCR, the State must utilize the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Person/Locate Request Record, with the appropriate Action Type Code, in a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G, “FCR Input Transaction Layouts”. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following requirements when requesting a Locate:

1. The FCR Input Person/Locate Request Record must include, at a minimum, a First Name, Last Name, SSN or enough information to identify an SSN, Locate Request Type, and IRS-1099 and/or a Locate Source Code. To assist a State in correctly distributing returning FCR data, the State can also submit the User Field and the FIPS County Code. The FCR returns this data on the Acknowledgment Records and on each Locate Response Record.
2. Although a Member ID is optional for Locate Request Types ‘AD’, ‘CV’, ‘LC’ or ‘PK’, States should submit the Member ID with the Locate Request when they do not have an SSN for these Locate Request Types, as this will assist the State in correctly identifying the FCR Locate Request return data.
3. When an SSN is not available, States should submit as much information as available on their SCR that can be used for SSN verification. Section 5.3.1, “SSN Verification in the FCR”, outlines the types of information the system uses to verify and identify SSNs. The FCR processes a Locate Request only when the request includes an SSN or sufficient information for the FCR to identify a verified SSN, e.g., DOB, IRS-U or ESKARI data.
4. States may only submit up to two Additional Names with a Locate Request with an Action Type Code ‘L’.
5. When requesting a search from several Locate sources, the results of the FPLS Locate searches are returned as they are received. FCR no longer bundles Locate results.

6. When requesting Locate processing, the State must specify one or more of the Locate sources to be searched. The available Locate sources are: DoD, DVA, FBI, IRS, DVA, NSA and SSA (SVES and AWR). States receive AWR as well as SVES in response to SSA Locates. When the FCR receives a Locate Request for SSA(E01), the FCR sends a search request to SVES and to SSA for AWR. The IRS-1099 is also an available Locate source, but only for a 'CS' Locate Request Type. A State may designate individual Locate sources, or request 'ALL'. However, there are two limitations to the 'ALL' Locate Source:
   a. 'ALL' does not include IRS-1099. A State must specifically request IRS-1099 and may only request it in conjunction with a 'CS' Locate Request Type.
   b. 'ALL' does not include processing a Locate Request to the IRS when the Locate Request Type is 'AD', 'CV', 'LC' or 'PK'. IRS is not allowed for these Locate Request Types. When the FCR receives 'ALL' as the Locate source for these Locate Request types, the FCR processes the Locate Request to the allowed Locate sources and sends the State a warning code indicating that the Locate Responses will not include IRS information.
7. States must ensure that they follow the requirements of PRWORA and other Federal laws and regulations governing the request of personal data through the FCR. Only authorized entities, as defined by PRWORA, may request Locate information. Refer to Chart 6-14, "Types of Locate Requests", for details on requesting information through the FCR.

6.7.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with processing Locate Request Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Person/Locate Request Records received from the States for validity, relationship between fields on the input, and consistency with the information on the input and the FCR Database. The system creates an FCR Person/Locate Request Acknowledgement/Error Record for each FCR Input Person/Locate Request Record received. The Acknowledgement indicates if the record was accepted, rejected or held pending final verification. The acknowledgments return to the State in an FCR Routine Batch Response. The FCR holds Locate Request Transactions pending SSN identification. The FCR sends a second Acknowledgement Record to the State when it receives the results of the SSN identification process. The second Acknowledgement specifies if the record was accepted or rejected. The FCR returns the second Acknowledgement to the State in an FCR Pending Resolution Batch Response.

The FCR returns the results of a Locate Request in one of seven records:

1. FCR Locate Response Record – This record contains all of the Locate source information except IRS-1099 and NDNH.
2. FCR NDNH/Locate Proactive Match Response Record – This record contains matched NDNH information.

3. FCR IRS-1099 Response Record – This record contains matched IRS-1099 information. FCR IRS-1099 Response Records are returned in a separate transmission, because regulations require that IRS-1099 information be returned separately from all Locate Responses and Proactive Matching Responses.
4. FCR SVES Title II Locate Response Record – This record contains matched information from the SVES Title II Database.
5. FCR SVES Title XVI Locate Response Record – This record contains matched information from the SVES Title XVI Database.
6. FCR SVES Prisoner Locate Response Record – This record contains matched information from the SVES Prisoner Database.
7. FCR SVES Not Found Response Record – This record contains information provided by the Locate submitter and a response code indicating there was no match on any SVES Database or other reasons for the absence of a match response.

Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR output records. Appendix E, "Data Dictionary", provides additional details on the data elements included in these records.

The State must be aware of the following FCR requirements that govern the processing of Locate Request Transactions and the response information sent to the State:

1. The FCR edits FCR Input Person/Locate Request Records for required data elements using validity and relationship edits. The FCR rejects a record that fails one or more critical edits and returns the record with an appropriate error code. Records failing 'non-critical' edits generate warning codes. The Acknowledgement Record sent to the State includes error and warning codes to identify the detected errors.
2. The FCR does not add a person when a State is requesting Locate processing and is not requesting the person be added to the FCR. The FCR stores the information for the Locate Request for as long as the request is pending. After all of the requested Locate sources respond, the FCR returns the information to the State and closes the Locate Request.
3. The FCR processes a Locate Request only when the request includes an SSN that verifies with SSA or is an unverified SSN/Name combination with probable name match, or the request includes sufficient information for the FCR to identify a verified SSN.
4. The FCR returns an error code in the Acknowledgement when it receives a Locate Request with one or more Locate sources that are invalid for the type of request, and continues processing the transaction for valid sources, if any. Refer to Chart 6-14, "Types of Locate Requests", to determine what Locate sources are available for each Locate Request type.
5. If a State submits a Locate Request for a person and SSA identifies valid multiple SSNs for the person the FCR sends a request to the specified Locate sources for each of these valid multiple SSNs. The FCR sends each SSN to the FPLS Locate source as a separate request and the State receives a separate response from the FCR for each SSN.
6. If a State submits a Locate Request for a person and SSA corrects the SSN, identifies the SSN or identifies multiple SSNs, the FCR only returns the corrected, identified or multiple SSN in the Acknowledgement and Locate Response Records if:
   a. the Locate Request is a 'CS' Locate Request Type, or

   b. the Locate Request is an ‘AD’ or ‘LC’ Locate Request Type and the person does not have an FV Indicator.

7. The FCR may return up to four records in response to a request to search SSA, Locate Source ‘E01’:
   a. One record in the ‘E01’ Locate source record format, and
   b. Up to three SVES Response Records (‘E05’, ‘E06’, ‘E07’) or ‘E10’.
8. If the FCR receives notification from any SCR that a person is subject to Family Violence, the FCR places an FV Indicator on the designated person and thereafter prevents the release of any information about the person. Any State that requests information on a person with an FV Indicator receives a warning that disclosure is prohibited. In the Locate process, States may receive this warning at one of two different times in processing, dependent upon when the FV Indicator is received by the FCR:
   a. If the FCR receives a Locate Request for a person who already has an FV Indicator at the time of the Locate Request, the system does not process the Locate Request. The FCR returns an error code on the Acknowledgement to the State that submitted the Locate Request informing them that disclosure is prohibited.
   b. If the FCR processes a Locate Request, results are pending and an FV Indicator is subsequently placed on the person by any State, the FCR terminates the pending Locate Request. The FCR sends the appropriate FCR Response Record with only a “disclosure prohibited” code to the State that submitted the Locate Request.
9. The FCR terminates pending Locate Requests with a Locate Request Type of ‘CS’ when the Locate Request is associated with a IV-D case and the FCR receives a request to:
   a. change the Case Type from a IV-D Case to a Non IV-D order,
   b. delete the person who is subject to the Locate from the case, or
   c. delete the case.
10. To assist the State in routing returning Locate information, the FCR returns the results of the Locate Request with the Member ID, User Field and/or the FIPS County Code, if the State or territory included these fields in their FCR Input Person/Locate Request Record.
11. The FCR returns to submitters a Response Record for each Locate source requested.
    a. Several States may simultaneously request a Locate for the same person. The FCR sends each State’s request to the specified Locate source(s) for this same SSN. FCR functionality keeps track of multiple requests for locating the same person. When the FCR receives these FPLS Locate results, they are sent to each of the States that requested this Locate information.
    b. If a State has more than one open Locate Request for a person, the FCR will process each of these pending Locate Requests in turn. When the FCR receives a Locate Response from the FPLS, the FCR determines if there are any Locate Requests pending in the FCR for the designated Locate Sources that were just returned. If so, those Locate results will be returned to the submitter(s) of the Locate Request(s). States may receive multiple responses from the same source(s) for a person when that State has submitted multiple, non-duplicative Locate Requests for that person. Duplicate Locate Request processing is described in #28, below.
12. The FCR receives and processes requests to search the IRS-1099 on a daily basis. The FCR sends accepted IRS-1099 requests daily to the OCSE Project 1099. The OCSE

Project 1099 interfaces with the IRS on a monthly schedule. The FCR returns results of the IRS-1099 search in a separate transmission when received from the OCSE Project 1099, as required by regulations. The IRS updates new 1099 information each September. States may want to consider that date when scheduling their IRS-1099 requests.

13. The FCR returns FPLS responses to a State in the FCR Locate Response Record. The FCR no longer holds (bundles) FPLS Locate Responses until all results are received.
14. If the FCR terminates a pending Locate, the FCR does not store or return to the State or territory any search results that are received after the Locate Request is terminated. States receive a Match Code or Response Code indicating the Locate Source information is not being returned.
15. The FCR returns results of an NDNH search within two business days to the State or territory when a Locate Request includes a request to search the NDNH. The timing of the return of the results from Locate sources other than the NDNH is dependent upon the constraints within those sources. Generally, a State can expect to receive the results from all Locate sources within 30 days.
16. The FCR returns the results from the NDNH search in the FCR NDNH/Proactive Match Response Record, with an 'L' in the NDNH Match Type Field to indicate the record is in response to a Locate Request. The FCR returns the results of a request for IRS-1099 information in the FCR IRS-1099 Response Record. Locate source responses are returned in the FCR Locate Response Record. The FCR returns the results of SVES matches in three records: the FCR SVES Title II Locate Response Record, the FCR SVES Title XVI Locate Response Record and the FCR SVES Prisoner Locate Response Record. A State may receive FCR NDNH/Proactive Match Response Records and FCR Locate Response Records in the same batch. Due to the strict requirements associated with IRS-1099 data, the FCR returns FCR IRS-1099 Locate Response Records in a separate transmission.
17. The FCR only returns NDNH information about a person when the SSN of the matched NDNH record is verified (complete SSN/Name combination match), unverifiable (SSN/Name combination was not verified at SSA, but successfully passed a name matching routine used by NDNH), or non-verifiable (SSN validity can not be established, due to shortcomings of the name associated with the SSN).
    a. Verified SSN: The SSN/Name combination was verified via SSA SSN verification routine.
    b. Unverified: Previously, unverified NDNH records (W-4, QW, and UI) were not used by the FCR NDNH Locate or Proactive Match processes. These unverified NDNH records are now being processed through a name-matching routine. Records that match SSA on the SSN, using a name derived by the name-matching routine, are given a confidence score. Records with high confidence scores will now be used for FCR NDNH Locate and Proactive Matching.
    c. Non-verifiable: Some State wage systems store Quarterly Wage information that only contains a partial name or no name. The NDNH stores these QW records as non-verifiable, as the SSN cannot be verified. When returning these QW records in response to a Locate Request, the FCR designates them as non-verifiable. States should independently verify the information in these records to ensure the next State action is taken for the correct person.
18. The NDNH unverified file was added to the FCR NDNH Locate and Proactive Matching processes. Unverified records with a confidence score matching or exceeding a specified

threshold will be returned on a Locate or Proactive Match Response. A Locate Response Code of '48' (Unverified SSN/Name Combination with Probable Name Match) on the FCR NDNH Locate/Proactive Match Response Record (Record Identifier 'FN') will be used to identify these unverified matches being returned to the State. The name that was submitted on the NDNH record will be returned in the process.

19. The FCR returns the following information as a result of a Locate Request with a Locate Request Type 'CS' and the NDNH as a Locate Source:
    a. up to ten W-4 records, none of which may have been received in the NDNH more than twelve months prior to the Locate processing date,
    b. up to four quarters of the most recent QW records, and
    c. UI records for the most recent quarter within the previous four quarters for which there are UI records for the person.

    This W-4, QW and UI information does not include the requesting State's own data. States may request their own W-4 only, QW only, UI only, or any combination or all of their own W-4, QW, and UI information by completing the "FCR Option to Receive NDNH CS-Locate Data Registration Form", which is shown in Figure L-7 in Appendix L, "FCR Options for Data Received" and submitting it to OCSE.
20. If the Locate Request Type is 'AD', 'CV', 'LC' or 'PK', and the State requested the NDNH as a Locate Source, the FCR returns the same data as listed in #19 above, including any information reported by the requesting State. NDNH responses for these Locate types are not affected by the requesting State's preferences in #19 above for receiving its own NDNH data for CS-type Locates.
21. The FCR returns an FCR NDNH Locate/Proactive Match Response Record for each occurrence of W-4, QW or UI information found on the NDNH. If a W-4 record includes an Employer Address, Employee Address, and Optional Employer Address, three records are sent to the State for the match: two for the employer and one for the employee. If the Employee Address is blank on a W-4 record, however, no record is sent for the employee. If a QW record includes an Employer Address and an Optional Employer Address, two records are sent to the State for the match: one for each employer address.
22. The data the FCR returns from each Locate Source is dependent upon the Locate Request Type, as defined by PRWORA and outlined in Chart 6-14, "Types of Locate Requests". Chart 6-15, "FPLS Locate Response Fields Returned for Each Locate Request Type", Chart 6-16, "NDNH Locate/Proactive Match Response Fields Returned for Each Locate Request Type", Chart 6-17, "SVES Locate Response Fields Returned for Title II", Chart 6-18, "SVES Locate Response Fields Returned for Title XVI", Chart 6-19 "SVES Locate Response Fields Returned for Prison", Chart 6-20 "SVES locate Response Fields Returned for NDNH", outline the specific data that is returned for each Locate Source for each Locate Request Type.
23. The FCR searches for up to two Additional Names, if submitted, with a Locate Request with an Action Type Code 'L'.
24. States must ensure that they follow the requirements of PRWORA and other Federal laws and regulations governing the release of personal data received through the FCR. Only authorized entities, as defined by PRWORA, may receive FCR information. Refer to Chart 6-14, "Types of Locate Requests", for details regarding the release of FCR information.

25. The FCR returns a value of ‘C’ in the Locate Closed Indicator Field if a specific Locate result is a person’s last open Locate for that State.
26. The FCR returns a Response Record for each Locate source that a submitter requests to search, regardless of whether the search of that source resulted in a match, unless the submitter terminates the Locate Request.
27. If a Locate Response contains an address in which the Foreign Country Code is not spaces or ‘US’, the FCR still submits the record to FINALIST as if it were not a foreign address. If FINALIST determines it to be a good or changed US address, the FCR replaces the Foreign Country Code with spaces, and returns the ‘GA’ or ‘CH’ address scrub code. If FINALIST determines it to be a bad US address and the Foreign Country Code is not spaces or ‘US’, the address scrub code ‘FA’ is returned to the submitter of the Locate Request.
28. When a Locate Request is received for a person with a verified FCR Primary SSN, the FCR matches the SSN against the FCR Death Master File. If a match is made, the death information is returned on the FCR Person/Locate Request Acknowledgement/Error Record. Section 10.2, “FCR SSA Death Master File Processing”, provides a description of this process.
29. When a Locate Request is received, it is compared to that State’s existing open Locate Requests (including pending Requests). When a newly-received Locate Request completely matches the State, SSN, Member ID, FIPS County Code, User Field, Locate Request Type, and requested source of an existing open (or pending) Locate Request, the newly-received Locate Request is rejected. If this Locate Request is contained on a Person Transaction, person processing is unaffected.
30. SVES may return up to three response record formats, one for each of the SVES data sources. A fourth response record format is returned if (1) none of the SVES databases contains a match for the person in the Locate Request, (2) disclosure is prohibited, or (3) for a CS-type Locate if: (a) the case was closed, (b) the case was changed to Non IV-D, or (c) the person was deleted from the case. SVES will return a “busy” status (Locate Response Code = ’09’) for Title II or Title XVI when, on rare occasions, a specific database is being updated. SVES also returns a “not found” indicator (Locate Response Code = ‘10’) for Prisoner when, on rare occasions, legal issues prevent disclosure. SVES address information is returned for all Locate Request types. SVES benefits information is returned only for ‘CS’ type Locate Requests. Any accompanying AWR Locate Responses are not affected by SVES statuses, and will be returned subsequent to the SVES response. Chart 6-17, “SVES Locate Response Fields Returned For Title II”, Chart 6-18, “SVES Locate Response Fields Returned For Title XVI”, Chart 6-19, “SVES Locate Response Fields Returned For Prisoner”, and Chart 6-20, “SVES Locate Response Fields Returned For No Hit”, describe SVES Locate Responses.
31. If the FCR Locate Response Record (Record Identifier ‘FF’) returns a code of 12 in the Locate Response Code field (positions 375-376), which indicates that the submitted name does not agree with the name on the Locate source database, although the SSN matches, the address will be returned for DoD, FBI, NSA, and DVA, but not for SSA or IRS.
32. Locate Source ‘A03’ (NSA) is only available for Locate Request types ‘CS’ and ‘LC’.

6.7.3.1 Address Editing of Locate Responses

In an effort to increase the reliability of the Locate Response data, OCSE has implemented address editing. United States addresses that are sent to States via the FCR are edited and, if possible, corrected through the use of Pitney-Bowes' FINALIST address editing software. Response Records provide the States with a code that summarizes the deliverability status of the address, if and how the address was changed and, if applicable, the corrected address. This enhancement improves the quality of many of the United States addresses that are returned to the States, but it does not eliminate all incomplete or unusable addresses that are returned in response to Locate Requests. With one exception, address information from Locate Requests, including responses received from the NDNH, is sent to the States regardless of the results of the address editing process. W-4 Locate Responses are not returned to the States if the Employee Address consists entirely of spaces. Records that are associated with family violence restrictions are not returned.

The following Locate Response Records have been modified to include Address Scrub Indicators:

Record Name	
FCR IRS-1099 Locate Response	FH
FCR Locate Response	FF
FCR SVES Title II Locate Response	FK
FCR SVES Title XVI Locate Response	FK
FCR SVES Prisoner Locate Response	FK
FCR NDNH Locate/Proactive Match Response	FN

The FCR edits addresses for completeness as follows:

The residence address, payee mailing address, prison/facility address, claimant address, employee address, employer address, and/or employer optional address information are passed to FINALIST, which compares them to its address database. These USPS-provided database files allow FINALIST to determine the house number range on the street, the unit number range in a multi-dwelling unit, the existence of the street name in that city, the existence of the city name in that State, and the matching Zip Code. It can correct certain types of spelling and Zip Code errors. It can assign a Zip Code, if missing, by using the FINALIST database. It cannot correct a bad or missing house number, unit number, or street name, and it is likely to fail in an attempt to correct a badly misspelled street name or city name.

Addresses that receive any of the following FINALIST response types are considered uncorrectable, thus leaving the address unchanged in the Response Record. A corresponding address editing code is included in the Response Record.

- City name could not be matched to the State,
- Street name could not be found in the city, or
- House number is not in range for the street.

Addresses that receive the following FINALIST responses are considered complete:

- Good original address,
- Zip Code is changed or assigned,
- City name is corrected, or
- Street name is corrected.

In the following situations the address that is provided by the Locate source will remain unchanged and in its source format:

- Foreign address,
- No address exists,
- Uncorrectable bad U.S. address, or
- For FCR Locate Response Records: Address Format Indicator is not ‘C’, ‘F’ or ‘X’.

Addresses that FINALIST determines to be deliverable (Good U.S. addresses) are standardized. Beyond this, for the FCR Locate Response Records, good U.S. addresses are formatted to the ‘X’ address format if the Address Format Indicator is ‘C’ or ‘F’.

For a good, or a successfully corrected address, the sequence for the four edited street address lines is top-justified as follows:

- Firm name (if present in the input address), followed by,
- Non-standard address lines (if present in the input address), followed by,
- The urbanization name (URB) for Puerto Rican addresses (if present in the input address and if requiring a URB), followed by,
- The standardized and edited street address line.

After editing the address provided by the Locate source, the address scrub codes are inserted into the Response Records as a set of three two-letter codes.

The first address scrub code represents the general status of the address. It is always present in the Response Record. This field contains one of the following codes to indicate the results of the address editing,

BA – Bad address: The address remained unchanged in its provided Locate source format because FINALIST was unable to correct the address.

CH – Changed address: The address that was provided by the Locate source was corrected and is considered by FINALIST to be deliverable.

EA – Empty address: In the address that was provided by the Locate source, all of the address fields were spaces, therefore all of the address fields in the Response Record are spaces.

FA – Foreign country address: The address was not edited and was left unchanged in its provided format because of the combined condition that FINALIST determined that it is not a good US address and that the value in the foreign country code is other than spaces or ‘US’. FINALIST determined it to be a foreign country address.

GA – Good address: FINALIST has determined it to be a deliverable address.

IA – Unrecognized Address Format Indicator: The address was not edited and was left unchanged in its provided format because the Address Format Indicator that was provided by the Locate source was other than a ‘C’, ‘F’ or ‘X’, therefore address scrubbing could not be performed (relevant to FCR Locate Response Record only: Record Identifier ‘FF’).

The second and third address scrub codes further define the results of the address editing. The meaning of the second and third address scrub codes depends on the first address scrub code.

The address scrub codes have intelligence in the first character. A ‘B’ in the first character indicates that something in the address is bad, out of range or missing. An ‘M’ in the first character indicates that there is a mismatch between two address elements. A ‘C’ in the first character indicates that a correction was made to the specified address element. An ‘N’ in the first character indicates that the address element could not be determined by FINALIST. This pattern becomes complex when the specific combination of a second and a third code are compared to the first code. That is because, in the process of analyzing and trying to correct the address elements, FINALIST sets their scrub codes first. After trying to correct the total address, FINALIST determines the general status of the address. It is therefore necessary to check the actual meaning of a code in the context of the general status code before drawing inferences from the first letter alone.

The address scrubbing program may generate more than two detailed address scrub codes; however, the FCR returns only up to two of the detailed scrub codes. The FCR returns the first two codes it encounters. To best utilize the two available positions for the detailed address scrub codes, giving priority to codes that explain the reason for the failure of the address scrubbing, ‘CA’, ‘CC’, and ‘CZ’ will not follow a ‘BA’ in the first position.

No address scrubbing is performed on empty, foreign, good, and unidentified addresses, therefore if ‘EA’, ‘FA’, ‘GA’ or ‘IA’ is in the first scrub code position, no second or third scrub code will follow. If the first address scrub code is ‘BA’ or ‘CH’, the possible second and third address scrub codes are one or two of the following codes.

BR – Bad range. Address scrubbing failed because the house number is out of range for that street.

BU – Bad unit number.

- Following a BA: The unit number in a multi-dwelling unit has a non-standard format, is out of range or is missing. In PO Box addresses the box number does not match the Zip+4 code.
- Following a CH: The address element was deemed unnecessary, was standardized, or was corrected in the Response Record.

BX – Missing State code or missing State code and Zip Code.
- Following a BA: Assigning a Zip Code was attempted but the address that was provided by the Locate source failed scrubbing and remained unchanged in the Response Record.
- Following a CH: The State or the Zip Code was missing but was assigned in the Response Record.

CA – Correction of address. A misspelled or non-standard street name was successfully corrected in the Response Record.

CC – Correction of city name. A misspelled or non-standard city name was successfully corrected in the Response Record.

CZ – Correction of Zip Code. The Zip Code was successfully corrected or assigned in the Response Record.

MA – Mismatched address. The street name is not found in the city.
- Following a BA: The address that was provided by the Locate source failed address scrubbing and remains unchanged in the Response Record.
- Following a CH: The address may be deliverable because some addresses do not require a street name.

MX – Mismatched State and Zip Code. Attempt was made to correct or assign Zip Code.
- Following a BA: The address that was provided by the Locate source failed address scrubbing and remains unchanged in the Response Record.
- Following a CH: The Zip Code was successfully corrected or assigned in the Response Record.

NC – Non-determined city name. The city name cannot be determined or is not in standard format.
- Following a BA: The address that was provided by the Locate source failed address scrubbing and remains unchanged in the Response Record.
- Following a CH: The city name was successfully standardized in the Response Record.

NZ – Non-determined Zip Code. The Zip Code could not be determined. The address that was provided by the Locate source failed address scrubbing and remains unchanged in the Response Record.

The acceptance of a Locate Request and the actions that take place with the record require a verified SSN/Name combination or unverified SSN/Name combination with probable name match. Section 5.3.1, “SSN Verification in the FCR”, provides additional information on the SSN verification process outcomes.

6.7.4 SCR ACTION UPON FCR RESPONSE

CHART 6-25: SCR ACTION UPON FCR RESPONSE – REQUEST FOR LOCATE	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the Locate Request.	Write an event to the case diary/history indicating that the request was accepted by the FCR. Write a tickler for the worker to follow up if no answer is received by some future date.
Transmit FCR acceptance of the transaction with a warning code that indicates the presence of a non-critical error.	Write an event to the case diary/history indicating that the request was accepted by the FCR. Send an alert/mail message to the worker to correct the error if appropriate to State case processing.
Transmit FCR pending of request for Locate with a warning code that indicates the record is pending verification or identification of the SSN.	Send an alert/mail message to the worker to review the status if the pending disposition is not resolved by a date the State deems as reasonable.
Transmit FCR rejection of the Locate Request.	Write an event to the case diary/history indicating that the request was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit positive Locate information from Locate sources. **Note:** If a State requests a Locate when adding a person, it is possible for the Add Person/Add Case to be accepted by the FCR and the Locate to be rejected.	Follow current SCR procedures for handling Locate Responses from FPLS.

6.8 Locate Termination

This section defines:

- actions in State systems that should lead to the submission of a Request to Terminate Locate Processing Transaction to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR return transaction.

6.8.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-26: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – LOCATE TERMINATION	
State-initiated Action	Recommended State Case Registry Actions
A State determines that a Locate Request should be terminated.	Write a Terminate Locate trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.8.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to Terminate a Locate Request.

In order to terminate a Locate Request, the State must utilize the FCR Input Person/Locate Request Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Person/Locate Request Record, with Action Type Code ‘T’, in a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following requirements when terminating a Locate Request:

1. The FCR Input Person/Locate Request Record must include at a minimum: the Locate Request Type, an SSN and the Locate Source(s) or IRS-1099 as submitted on the original Locate Request. If the SSN the State submitted in the Locate Request verified, as indicated in the FCR Person/Locate Request Acknowledgement/Error Record, use the submitted SSN. If the SSN the State submitted was corrected by the FCR, or if the FCR identified an SSN indicated in the FCR Person/Locate Request Acknowledgement/Error Record, use the corrected or identified SSN.
2. States should not submit a Locate Termination until they have received an Acknowledgement from the FCR that the original Locate Request was accepted.
3. The State is not required to submit a transaction to terminate a ‘CS’ Locate Request under certain circumstances because the FCR terminates a Locate Request when:
   a. the person is associated with a IV-D case and the FCR receives a request to change the case from IV-D to Non IV-D,
   b. the FCR receives a request to delete the person from the case and the person is not in any other of the State’s IV-D cases, or
   c. the FCR receives a request to delete the case.

If the State has submitted multiple Locate Requests with the same Locate Request Type and the same SSN, and if the State later terminates **one** of the Locate Requests, the FCR terminates **all** the pending Locates for that SSN with that Locate Request Type based on the single input transaction.

6.8.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with processing Terminate a Locate Request Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Person/Locate Request Records received from the States for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Person/Locate Request Acknowledgement/Error Record for each FCR Input Person/Locate Request Record received and includes a code that indicates if the record was accepted or rejected. The acknowledgments are returned to the State in an FCR Routine Batch Response. Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR output records. Appendix E, "Data Dictionary", provides additional details on the data elements included in these records.

The State must be aware of the following FCR requirements that govern the processing of Terminate a Locate Request Transactions and the response information sent to the State:

1. The FCR edits FCR Input Person/Locate Request Records for required data elements using validity and relationship edits. If a record fails one or more critical edits, the FCR rejects the record and issues one or more error codes. The Acknowledgement Record sent to the State includes error codes, if any, to identify the detected errors.
2. The FCR returns the FCR Person/Locate Request Acknowledgement/Error Record to indicate that the Terminate a Locate Request Transaction was accepted and processed.
3. The FCR does not store or return to the submitter any search results that are received after a Locate Request has been terminated.

6.8.4 SCR ACTION UPON FCR RESPONSE

CHART 6-27: SCR ACTION UPON FCR RESPONSE – LOCATE TERMINATION	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the termination.	Write an event to the case diary/history indicating that the termination was accepted by the FCR.
Transmit FCR rejection of the termination.	Write an event to the case diary/history indicating that the termination was rejected by the FCR. Send an alert/mail message to the worker to correct the error, if appropriate to State case processing.

6.9 FCR Query

This section defines:

- actions in State systems that should lead to the submission of an FCR Query Transaction to the FCR,
- requirements that govern the SCR-to-FCR Transaction,
- requirements that govern the FCR-to-SCR Response Transactions to the State, and
- suggested actions the State should take upon receipt of the FCR-to-SCR return transaction.

6.9.1 STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION

CHART 6-28: STATE ACTION TO INITIATE AN SCR-TO-FCR TRANSACTION – FCR QUERY	
State-initiated Action	Recommended State Case Registry Actions
State made a request for an FCR Query.	Write an FCR Query trigger or flag in a file for the SCR/FCR interface batch program to transmit via CONNECT:Direct to the FCR. Write an event to the case diary/history indicating that the information was sent to the FCR.

6.9.2 SCR-TO-FCR TRANSACTION

This section defines the requirements governing the SCR-to-FCR Transaction to request an FCR Query.

In order to query the FCR, the State must utilize the FCR Input Query Record described in Appendix G, “FCR Input Transaction Layouts”. States must submit the FCR Input Query Record, with Action Type Code ‘A’ or ‘F’, in a batch with the required FCR Input Batch Header Record and the FCR Input Trailer Record. The descriptions of these FCR records are also found in Appendix G. Appendix E, “Data Dictionary”, provides additional details on the data elements.

The State must be aware of the following requirements when submitting an FCR Query:

1. To query the FCR for a person, the State must submit an FCR Input Query Record that includes, at a minimum: the Case ID and either the Member ID or SSN for the person the State wants to query on the FCR. If the person is in multiple cases on the FCR for this State, the State only needs to submit one transaction with one of the Case IDs. To assist a State in correctly distributing returning FCR data, the State can also submit the User Field and a valid three-position FIPS County Code. The FCR returns this data on the Acknowledgement and Response Records.
2. If the State has registered the person in both a IV-D case and a Non IV-D order, the State should submit the query using the IV-D Case ID to obtain all available information from

the FCR. If the State submits the Non IV-D order Case ID, the FCR only returns Non IV-D order information and only for that State.

3. A State cannot obtain FCR Query data for a person unless the State has previously added that person in at least one case or order to the FCR.
4. The State can indicate on the FCR Input Query Record whether they want to receive all FCR information (Action Type Code = 'A'), including their own, or only information from other States' FCR cases (Action Type Code = 'F').

6.9.3 FCR-TO-SCR RETURN TRANSACTION

This section defines the requirements governing the FCR-to-SCR return transactions associated with processing FCR Query Transactions and the responses returned to the State for these transactions.

The FCR edits FCR Input Query Records received from the States for validity, relationship between fields on the input, and consistency with the information on the input and the FCR database. The system creates an FCR Query Acknowledgement/Error Record for each FCR Input Query Record received and includes a code that indicates if the record was accepted, rejected, or that no match was found. The acknowledgments return to the State in an FCR Routine Batch Response.

Appendix H, "FCR Output Transaction Layouts", includes a description of the FCR output records. Appendix E, "Data Dictionary", provides additional details on the data elements included in these records.

The State must be aware of the following FCR requirements that govern the processing of FCR Query Transactions and the response information sent to the State:

1. The FCR accepts an FCR Query for a person only when the State that submits the query has previously added the person in at least one case or order to the FCR. The FCR returns an error code on the Acknowledgement Record if the State has registered the person in a case on the FCR.
2. The FCR returns a Disclosure Prohibited code on the Acknowledgement if the person who is the subject of the query (queried person) has an FV Indicator.
3. The FCR returns the following in response to a successful FCR Query:
   a. information about the queried person,
   b. information about each of the queried person's cases on the FCR, and
   c. information about each of the participants associated with the queried person's cases. If any of the persons found in the other State match a person on the case in the Query that the State submitted, and if that person's SSN is verified or unverified SSN/Name combination with probable name match, and there is no FV associated with that person, the FCR returns that person's Member ID from the case in the submitting State's Query.
4. The FCR returns the requesting State's User Field stored on the case (if any) in the Acknowledgement and Query Response Records.

5. The FCR does not return information about a participant associated with a person's case if the associated person has an unverified SSN or an FV Indicator.
6. If the SSN of the person being queried is unverified, the FCR returns information only for the case indicated in the FCR Query.
7. The FCR returns all matching IV-D case and Non IV-D order information when the State submits an FCR Input Query Record that contains a IV-D Case ID. If the State submits the record with a Non IV-D order Case ID, the FCR only returns matching Non IV-D information and only for that State.
8. The FCR returns matching FCR information from all States, including the State that submitted the Query, if the State submits an FCR Input Query Record with a IV-D Case ID with an 'A' in the Action Type Code Field. The FCR notifies the submitting State by returning Warning Code QW002 if a Query with an Action Type of 'A' does not return any Case/Person information from another State. The FCR returns FCR information only from other States when the State submits an FCR Input Query Record with an 'F' in the Action Type Code Field.
9. The FCR creates one or more Response Records for each case in which the queried person is a participant. A maximum of nine associated persons (or three Response Records) is returned for a case for a person. If the matching case has 4 to 6 associated persons, the FCR returns one additional FCR Query/ Proactive Match Response Record. If the matching case has 7 to 9 associated persons, the FCR returns two additional FCR Query/Proactive Match Response Records.
10. If an FCR Query returns a case from another State, the SSN for each associated person in the Response Record is compared to the verified SSNs or unverified SSN/Name combinations with probable name match for the non-FV persons in the case in the Query. If an SSN matches, that person's Member ID in the case in the Query is placed in the corresponding Associated Person State Member ID Field.

6.9.4 SCR ACTION UPON FCR RESPONSE

CHART 6-29: SCR ACTION UPON FCR RESPONSE – FCR QUERY	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit FCR acceptance of the Query.	Write an event to the case diary/history indicating that the query was accepted by the FCR.
Transmit FCR rejection of the Query.	Write an event to the case diary/history indicating that the query was rejected by the FCR. Send an alert/mail message to the worker to correct the error.
Transmit matching FCR information.	Write an event to the case diary/history indicating that a match was found by the FCR. Send an alert/mail message to the worker to take the next action if appropriate to State case processing.
Transmit information that no match was found.	Write an event to the case diary/history indicating that no match was found by the FCR. Send an alert/mail message to the worker to take the next action if appropriate to State case processing.

6.10 Proactive Matching

This section defines:

- requirements that govern the FCR-to-SCR Transactions to the State for FCR Proactive Matching, and
- suggested actions a State should take upon receipt of the FCR-to-SCR Proactive Match Transactions.

6.10.1 FCR-TO-SCR PROACTIVE TRANSACTIONS

This section defines the requirements governing the FCR Proactive Matching process and the FCR-to-SCR Transactions sent to the State as a result of this process.

The FCR performs five types of Proactive Matching: FCR-to-FCR, FCR-to-NDNH, NDNH-to-FCR, FCR-to-SVES and SSA Title II Pending Claim-to-FCR. Section 4.2.4, "FCR Proactive Match Processing", presents a detailed description of the Proactive Matching process. The results of the FCR-to-FCR Proactive Match create the FCR Query/Proactive Match Response Record. The FCR-to-NDNH and NDNH-to-FCR Proactive Matches create the FCR NDNH Locate/Proactive Match Response Record. The results of the FCR-to-SVES Proactive Match create the FCR SVES Title II, Title XVI and/or Prisoner Locate Response Records. The FCR Title II Pending Claim Response is returned when SSA identifies a match against FCR. These records are sent to the State in an FCR Locate Response Batch along with an FCR Locate Response Batch Header Record, FCR Locate Response Records and an FCR Response Trailer Record. The descriptions of these FCR records are found in Appendix H, "FCR Output Transaction Layouts". Additional details on the data elements included on the records can be found in Appendix E, "Data Dictionary".

The State must be aware of the following requirements for FCR Proactive Matching:

1. The FCR performs FCR-to-FCR Proactive Matching on a person regardless of whether the person is in a IV-D case or Non IV-D order, but the information found is only returned to other State(s) that have registered the person in a IV-D case. The following are the events that trigger an FCR-to-FCR Proactive Match:
   a. When a person is added to the FCR, provided that the person added:
      - has a verified SSN or unverified SSN/Name combination with probable name match,
      - has no FV Indicator, and
      - is a 'CP', 'NP', 'PF' or 'CH'.
   b. When the FV Indicator is removed for a person, provided that the person:
      - has a verified SSN or unverified SSN/Name combination with probable name match,
      - previously had one or more FV Indicators and the last FV Indicator for the person has been removed, and
      - is a 'CP', 'NP', 'PF' or 'CH'.

c. When the person's SSN changes from unverified to verified or unverified SSN/Name combination with probable name match, provided that the person:
   - has no FV Indicator,
   - is a ‘CP’, ‘NP’, ‘PF’ or ‘CH’.

d. When the person was previously added and the person:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator, and
   - is a ‘CP’, ‘NP’ or ‘CH’ in a Non IV-D order, and
   - the case is changed from a Non IV-D to a IV-D Case Type.

e. When the person was previously added and the person:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator,
   - is in a IV-D case, and
   - the Order Indicator is changed to ‘Y’.

f. When the person was previously added and the person:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator, and
   - the Case ID is changed.

g. When a person is deleted from the FCR, provided that the person;
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator,
   - is a ‘CP’, ‘NP’ or ‘PF’

h. When a case is closed on the FCR, the FCR will return information on those persons on the case who:
   - have a verified SSN or unverified SSN/Name combination with probable name match,
   - have no FV Indicator,
   - are a ‘CP’, ‘NP’ or ‘PF’

2. As a result of FCR-to-FCR Proactive Matching, the State submitting the Add or Change Transaction for the person in a IV-D case receives one or more FCR Query/Proactive Match Response Records for each case the person is associated with in another State. The Response Record includes information about the other State’s case(s) and the Associated Persons in the other State’s case(s) that contain the person being added or changed. The FCR Query/Proactive Match Response Record can accommodate up to three Associated Persons. If there are more than three Associated Persons in the case, a second Response Record is created. A maximum of nine Associated Persons (or three Response Records) is returned for a case for a person. The other State or States that have the person in a IV-D case receive one or more FCR Query/Proactive Match Response Records notifying the other State of the submitting State’s person action. The State that submits an Add or Change Transaction for a person in a Non IV-D order will not receive the results of FCR-to-FCR Proactive Matching. However, any other State that has that person in a IV-D case

will receive an FCR Query/Proactive Match Response Record notifying them of the new or changed Non IV-D order for the person. If the FCR-to-FCR Proactive Match is the result of a change to the case, the Case Change Type Field on the Response Record will indicate whether the change was made to the Case Type, Case ID, or Order Indicator. If a case is closed or a person is deleted, the FCR Query/Proactive Match Response Records are sent to the matched State and not to the State that submitted the transaction. However, if the State that submitted the transaction also has the same person participating in at least one additional IV-D case, that State will also receive Response Records.

3. The FCR performs FCR-to-NDNH Proactive Matching when the following circumstances occur:
   a. The person is added to the FCR and the person:
      - has a verified SSN or unverified SSN/Name combination with probable name match,
      - has no FV Indicator, and
      - is a ‘CP’, ‘NP’ or ‘PF’ in a IV-D case.
   b. The person was previously added and the person:
      - has a verified SSN or unverified SSN/Name combination with probable name match,
      - previously had one or more FV Indicators and the last FV Indicator for the person has been removed, and
      - is a ‘CP’, ‘NP’ or ‘PF’ in a IV-D case.
   c. The person was previously added and the person:
      - previously had an unverified SSN or unverified SSN/Name combination with probable name match,
      - has no FV Indicator,
      - is a ‘CP’, ‘NP’ or ‘PF’ in a IV-D case, and
      - the State submits an Additional Name that verifies with the person’s FCR Primary SSN or an Additional SSN that verifies with the person’s primary name.
   d. The person was previously added and the person:
      - has a verified SSN or unverified SSN/Name combination with probable name match,
      - has no FV Indicator,
      - is a ‘CP’, or ‘NP’ in a Non IV-D order, and
      - the person’s case is changed from a Non IV-D to a IV-D Case Type.
4. The FCR performs FCR-to-SVES Proactive Matching for a State that has selected Proactive Matching on the persons who meet the following FCR-to-SVES Proactive match criteria: the person must be in an open IV-D case, SSN is verified or unverified SSN/Name combination with probable name match, with no family violence indicated, the selected participant type for SVES Proactive Matching, and a valid date of birth. A State will receive only positive FCR SVES Title II (E05), Title XVI (E06) and/or Prisoner (E07) Locate Responses. The FCR will not return negative Locate Responses, FCR SVES Not Found Response (E10) in this process. A State that has elected to receive SVES Proactive Matches can continue to request a SVES Locate if the Locate Request Type is ‘CS’, and the Locate Source field contains ‘ALL’ or ‘E01’ in the FCR Input Person/Locate Request Record. The FCR-to-SVES Proactive Match Request will be

suppressed if a SVES Locate Request is made in conjunction with an add or change person transaction. The following are the events that trigger an FCR-to-SVES Proactive Match for a State that has elected to receive SVES Proactive Matches.

a. When a State adds a person to a IV-D case who:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator,
   - has the selected Participant Type, and
   - has a valid date of birth.
b. When a State changes Case Type from non-IV-D to IV-D and a person in that case:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator,
   - has the selected Participant Type, and
   - has a valid date of birth.
c. When a State changes a person with unverified SSN to a verified SSN or unverified SSN/Name combination with probable name match in a IV-D case and that person:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator,
   - has the selected Participant Type, and
   - has a valid date of birth.
d. When a State removes family violence from a person, and the person is in a IV-D case and the person:
   - has a verified SSN or unverified SSN/Name combination with probable name match,
   - has no FV Indicator,
   - has the selected Participant Type, and
   - has a valid date of birth.

5. As a result of FCR-to-NDNH Proactive Matching, the State submitting the Add or Change Transaction for the person in a IV-D case receives the following information:
   a. up to ten W-4 records, all of which must have been reported to the NDNH by a Federal agency or a State and none of which may be more than six months old from the date the W-4 record was received in the NDNH,
   b. any QW records submitted in the most recent quarter for which there are QW records for the person, and
   c. any UI records submitted in the most recent quarter for which there are UI records for the person.
   d. The FCR search for QW and UI records is limited to the most recent four quarters of information. Information older that the most recent four quarters will not be searched.
6. As a result of the FCR-to-NDNH Proactive Matching process, the State submitting the Add or Change Person Transaction will receive FCR NDNH Locate/Proactive Match Response Records for each qualifying occurrence of W-4, QW or UI information found on the NDNH. If a matching W-4 record includes an Employer Address, Employer

Optional Address, and Employee Address, three Response Records are sent to the State for the match: two for the employer and one for the employee. If a matching QW record includes an Employer Address and an Optional Employer Address, two Response Records are sent to the State: one for each employer address.

The NDNH information the FCR returns to a State only includes information about a person when the SSN of the matched NDNH record is verified, unverified with a probable name match, or non-verifiable. Verified SSN consist of SSN/Name combination that were verified via SSA SSN verification routine. Previously, unverified NDNH records (W-4, QW, and UI) were not used by the FCR NDNH Locate or Proactive Match processes. These unverified NDNH records are now being processed through a name-matching routine. Records that match SSA on the SSN, using a name derived by the name-matching routine, are given a confidence score. Records with high confidence scores will now be used for FCR NDNH Locate and Proactive Matching. Some State wage systems store Quarterly Wage information that only contains a partial name or no name. The NDNH stores these QW records as non-verifiable, as the SSN cannot be verified. When returning these QW records in response to a Locate Request, the FCR designates them as non-verifiable. States should independently verify the information in these records to ensure the next State action is taken for the correct person.

7. The NDNH-to-FCR Proactive Matching occurs each time a new W-4, QW or UI record is added to the NDNH with a verified SSN, non-verifiable SSN, or unverified SSN/Name combination with probable name match. The FCR matches the new NDNH information to persons on the FCR who:
    a. have a verified SSN or unverified SSN/Name combination with probable name match;
    b. are in a IV-D case;
    c. do not have an FV Indicator; and
    d. are a ‘CP’, ‘NP’ or ‘PF’.
8. The FCR initiates FCR-to-NDNH Proactive Matching within two working days from the date when a ‘CP’, ‘NP’ or ‘PF’ is added to a IV-D case on the FCR with a verified SSN or unverified SSN/Name combination with a probable name match, and without an FV Indicator. The NDNH initiates NDNH-to-FCR Proactive Matching within two working days from the date a new W-4, QW or UI record is added to the NDNH.
9. As a result of the successful NDNH-to-FCR Proactive Matching process, each State that has registered a person in IV-D case receives FCR NDNH Locate/Proactive Match Response Records for the new occurrence of W-4, QW or UI information. If a matching W-4 includes an Employer Address, an Employer Optional Address, and an Employee Address, three records are sent to the State for the match: two for the employer and one for the employee. If a matching QW record includes an Employer Address and an Optional Employer Address, two records are sent to the State: one for each employer address.
10. If the person is in multiple IV-D cases in the State, the FCR sends the NDNH information to the State only once. The FCR NDNH Locate/Proactive Match Response Record includes the person’s SSN and Member ID to assist the State in identifying the response.
11. The FCR terminates Proactive Matching with the NDNH when a ‘CP’, ‘NP’ or ‘PF’ is no longer in a IV-D case for any State or when an FV Indicator is added for the person.

12. When the last FV Indicator is removed for a person, the FCR-to-FCR and FCR-to-NDNH Proactive Matching is initiated. The FCR sends the same information as sent when a person is a newly-added person to the FCR. The proactive information is sent to each State that has the person registered in a IV-D case on the FCR.
13. States can reduce the return of duplicate FCR-to-FCR Proactive Match Records by completing and submitting the "FCR Output Control Matrix Registration Form", which is Figure L-2 in Appendix L, "FCR Options for Data Received". If the State has completed and submitted the appropriate Output Control Matrix Registration, the FCR will suppress multiple FCR-to-FCR Proactive Match Records for the same person in the same case. Up to three associated persons will be reported on a single FCR Query/Proactive Match Response Record prioritized as follows: 'NP', 'PF', 'CP' or 'CH'.
14. The FCR normally filters NDNH information sent as a result of NDNH-to-FCR or FCR-to-NDNH Proactive Matching by not sending to a State any records the State submitted to the NDNH. The State may choose to remove this filtering and receive through the Proactive Match process all appropriate NDNH records, including those the State sent to the NDNH. To exercise this option, the State should complete and send the "FCR Option to Receive Data Registration Form", which is Figure L-3 in Appendix L, "FCR Options for Data Received".
15. The FCR provides States with the option to receive NDNH-to-FCR and FCR-to-NDNH Proactive Match Records that contain an address that fails the FINALIST address scrubbing routines. In such an instance, the address is returned with the Address Scrubbing Code(s) that indicate up to two of the reasons why the address failed. To exercise this option, the State should complete and submit the "Request to Receive NDNH Proactive Match Records that Fail Address Scrubbing Form", which is Figure L-3, in Appendix L, "FCR Options for Data Received".
16. SSA performs matching against the FCR with the added and changed Title II Pending Claims. States participating in the Title II Pending Claim-to-FCR proactive match receives matches from SSA for verified SSN persons or unverified SSN/Name combination probable name match persons in a IV-D case with no family violence.

6.10.1.1 Address Editing of Proactive Match Responses

In an effort to increase the reliability of NDNH data, OCSE has implemented address editing. United States addresses in records that are proactively matched are edited and, if possible, corrected through the use of Pitney-Bowes' FINALIST address editing software. The FCR NDNH Locate/Proactive Match Response Record (Record Identifier of 'FN') provides the States with a code that summarizes the deliverability status of the address, if and how the address was changed and, if applicable, the corrected address. The FCR normally filters addresses from the NDNH Proactive Match process that fail the edits because they cannot be edited to meet postal standards for delivery. The State may choose to remove this filtering and receive the addresses that failed the edits by completing and submitting the "Request to Receive NDNH Proactive Match Records that Fail Address Scrubbing Form" which is Figure L-4 in Appendix L, "FCR Options for Data Received". Records that are associated with family violence restrictions are also not returned.

The FCR edits Proactive Match addresses for completeness as follows:

The employee address, employer address and/or employer optional address information are passed to FINALIST, which compares them to its address database. These USPS-provided database files allow FINALIST to determine the house number range on the street, the unit number range in a multi-dwelling building, the existence of the street name in that city, the existence of the city name in that State, and the matching Zip Code. It can correct certain types of spelling and Zip Code errors. It can assign a Zip Code, if missing, by using its city/state/Zip database. It cannot correct a bad or missing house number, unit number, or street name, and is likely to fail in an attempt to correct a badly misspelled street name or city name.

Addresses that receive any of the following types of FINALIST responses are considered uncorrectable and therefore the Proactive Matched Response Records are not sent to the States unless the State has instructed OCSE otherwise.

- City name could not be matched to the State,
- Street name could not be found in the city, or
- House number is not in range for the street

Addresses that receive the following FINALIST responses are considered complete and therefore the Proactive Match Response Records will be sent to the States. A corresponding address scrub code is included in the Response Record.

- Good original address,
- Zip Code is changed or assigned,
- City name is corrected, or
- Street name is corrected.

Foreign addresses are returned in the Proactive Match Response Records unchanged and in their source format.

The FCR NDNH Locate/Proactive Match Response Record provides four fields for the street address. For a good, or a successfully corrected address, the sequence for the four edited street address lines is top-justified as follows:

- Firm name (if present in the input address stream) followed by,
- Non-standard address lines (if present in the input address) followed by,
- The urbanization name for Puerto Rican addresses (if present in the input address and if requiring a URB), followed by,
- The standardized and scrubbed street address line.

The address scrubbing codes are inserted into the Proactive Response Records as a set of three two-letter codes.

The first address scrubbing code represents the general status of the address. It is always present in the output records. This field contains one of the codes, which follows, to indicate the results of the editing of the address information returned in the response:

BA – Bad address: FINALIST determined it to be an undeliverable address. The address is left unchanged. 'BA' is returned if the State has opted to receive Proactive Match Records that fail FINALIST address scrubbing routines

CH – Changed address: The address that was provided by the Locate source was corrected and is considered by FINALIST to be deliverable.

FA – Foreign country address: The address is not edited and is left unchanged in its provided format because the value in the foreign country code is other than spaces or 'US'.

GA – Good address: FINALIST has determined it to be a deliverable address.

The second and third address scrub codes further define the results of the address editing. The meaning of the second and third address scrub codes depends on the first address scrub code.

The scrub codes have intelligence in the first character. A 'B' in the first character indicates that something in the address is Bad (out of range or missing) but was successfully corrected or assigned. A 'C' in the first character indicates that a correction was made to the specified address element. An 'M' in the first character indicates that there is a Mismatch between two address elements but the mismatch was successfully resolved. An 'N' in the first character indicates that the address element is Non-determined but was not required or was successfully corrected. This pattern becomes complex when the specific combination of a second and a third code are compared to the first code. That is because, in the process of analyzing and trying to correct the address elements, FINALIST sets their scrub codes first. FINALIST then tries to correct the total address and determines the general status of the address. It is therefore necessary to check the actual meaning of a code in the context of the general status code before drawing inferences from the first letter alone.

The address scrubbing program may generate more than two detailed scrub codes. However the FCR returns only up to two of the detailed scrub codes. The FCR returns the first two codes it encountered.

Records with undeliverable US addresses are not returned. No address scrubbing is performed on foreign addresses, and good addresses, therefore if an 'FA' or a 'GA' is in the first scrub code position, no second or third scrub code will follow. If the first address scrub code is 'CH', the possible second and third address scrub codes are one or two of the following codes.

BR – Bad range. Address scrubbing failed because the house number is out of range for that street. 'BR' is associated with 'BA' only.

BU – Bad unit number. The unit number in a multi-dwelling unit had a non-standard format, was out of range, or was missing. In PO Box addresses the box number did not match the Zip+4 code. The address element was deemed un-necessary, was standardized, or was corrected in the Proactive Match Response Record.

BX – Missing State code or missing State code and Zip Code. The State or the Zip Code was missing but was assigned in the Proactive Match Response Record.

CA – Correction of address. A misspelled or non-standard street name was successfully corrected in the Proactive Match Response Record.

CC – Correction of city name. A misspelled or non-standard city name was successfully

corrected in the Proactive Match Response Record.

CZ – Correction of Zip Code. The Zip Code was successfully corrected or assigned in the Proactive Match Response Record.

MA – Mismatched address. The street name is not found in the city. The address is deliverable because some addresses do not require a street name.

MX – Mismatched State and Zip Code. The Zip Code was successfully corrected or assigned in the Proactive Match Response Record.

NC – Non-determined city name. The city name cannot be determined or is not in standard format. The city name was successfully standardized in the Proactive Match Response Record.

NZ – Non-determined Zip Code. The Zip Code could not be determined. The address that was provided by the Locate source failed scrubbing and remained unchanged in the Response Record. 'NZ' is associated with 'BA' only.

6.10.2 SCR ACTION UPON FCR NOTIFICATION

CHART 6-30: SCR ACTION UPON FCR RESPONSE – PROACTIVE MATCHING	
Federal Case Registry Actions	Recommended State Case Registry Responses
Transmit to the SCR information that was found during the match of the FCR.	Write an event to the case diary/history indicating that a match was found by the FCR. Send an alert/mail message to the worker.
Transmit to the SCR New Hire information that was found during the match with the NDNH.	Write an event to the case diary/history indicating that a match was found by the FCR. Send an alert/mail message to the worker. The SCR should issue a wage withholding.
Transmit to the SCR QW/UI information that was found during the match with the NDNH.	Write an event to the case diary/history indicating that a match was found by the FCR. Send an alert/mail message to the worker.

For a complete summary of all recommended SCR/FCR Transactions, refer to Appendix K, "SCR/FCR Transactions and Responses".