

OCSE Federal Parent Locator Service

Federal Case Registry

Release 14-02 – Minor

Implementation Date: February 20, 2015

Release Specifications

Version 1.1

Updated: December 30, 2014

Administration for Children and Families
Office of Child Support Enforcement
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This document was prepared for the United States Department of Health and Human Services, Office of Child Support Enforcement under Contract Number HHS-N26-3999-900033I by Lockheed Martin, Information Systems & Global Solutions, Incorporated (LM IS&GS). The work was authorized in compliance with the following specific prime task order:

Delivery Order Number:	HHS-P23-3201-175055W
Delivery Order Title:	Federal Case Registry
Document Date:	Updated: December 30, 2014
Document Number:	H2-A2001.142.02

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A.	Summary of Changes	A-1

1. NDNH LOCATE PDFS FOR QUARTERLY WAGES AND NEW HIRES (OCSE REF. # 4609)

1.1 Summary of Changes

We are enhancing the Federal Case Registry (FCR) Online Locate State Services Portal (SSP) application to combine responses from the National Directory of New Hires (NDNH) into a single document. This enhancement only applies to SSP. Batch responses will continue to return separate records.

This enhancement takes effect on February 20, 2015.

1.2 Background

Currently, the FCR batch system returns separate response records for each of the multiple addresses on Quarterly Wage (QW) and New Hire (NH) for a Social Security number (SSN). The Portal creates an individual Portable Document Format (PDF) response for each address.

1.3 Description of Changes

We are making the following specific changes to the FCR Locate SSP application:

- If the FCR returns more than one QW record from an employer for the SSN requested, we will create one PDF that includes all of the QW records returned from that employer. This single PDF will include any multiple addresses that may appear in these records.
- If the FCR returns more than one NH record from an employer for the SSN requested, we will create one PDF containing all of the NH records for that employer, the SSN, and the process date. This single PDF will include multiple addresses that may appear in these records.

1.4 Impact on States

States do not need to change their systems to take advantage of these enhancements.

1.5 State Testing

Testing is not required for these enhancements.

1.6 Page Enhancements

No page enhancements required.

1.7 Changes to Output Record Layouts

These enhancements will not result in changes to output records.

1.8 Changes to Input Record Layouts

These enhancements will not result in changes to input records.

1.9 OCSE Support Contact Information

For help or questions about these enhancements, contact Susan Clapp at 334-365-9255, or susan.clapp@ngc.com.

2. ONLINE LOCATES FOR CHILD WELFARE USERS (OCSE REF. # 4930)

2.1 Summary of Changes

We are enhancing the FCR Online Locate SSP application for child support and child welfare staff to include a participant type for 'Youth in Transition' for Locate Request Type 'AD.' The participant type 'Unknown' will also change to 'Other/Relative' for all Locate Request Types on the Other Person Search page. We will also make these changes available to child support staff because some child welfare offices will continue to ask child support agencies to send locate requests on their behalf. The FCR batch interface is not changing. The new participant types cannot be entered in batch.

This enhancement takes effect on February 20, 2015.

2.2 Background

Currently, the FCR offers the options of Custodial Party ('CP'), Noncustodial Parent ('NP'), Putative Father ('PF'), and Unknown for Locate Request Type 'AD.' This does not allow the child welfare worker to define specifically the person for whom they are searching.

2.3 Description of Changes

We are making the following specific changes to the FCR:

- Add the Youth in Transition ('YT') participant type to the drop-down list on the Other Person Search page if the Locate Request Type selected is equal to 'AD.'
- Change the participant type drop-down list that currently displays 'Unknown' to display 'Other/Relative,' on the Other Person Search page for all Locate Request Types listed on that page.

2.4 Impact on States

States do not need to change their systems to take advantage of these enhancements.

2.5 State Testing

Testing is not required for these enhancements.

2.6 Page Enhancements

The participant type drop-down list on the Other Person Search page will include Youth in Transition 'YT' if the Locate Request Type selected is equal to 'AD.'

The participant type drop-down list on the Other Person Search page will change participant type 'Unknown' to 'Other/Relative' for all Locate Request Types listed on that page.

2.7 Changes to Output Record Layouts

These enhancements will not result in changes to output records.

2.8 Changes to Input Record Layouts

These enhancements will not result in changes to input records.

2.9 OCSE Support Contact Information

For help or questions about these enhancements, contact Susan Clapp at 334-365-9255, or susan.clapp@ngc.com.

3. RESPONSE E-MAILS FOR ONLINE LOCATE AND DOD ENTITLEMENTS (OCSE REF. # 5008)

3.1 Summary of Changes

We are enhancing the FCR Online Locate SSP application to add information to the e-mail state users receive when they receive an Online Locate or DoD Entitlement response for the requests they sent via the Portal.

We will add the following fields to the Locate Response Notification e-mail:

- Case ID (IV-D request only)
- Request Date
- Locate Source
- Transaction ID (field will also be added to the Response Search page)
- Last Response Notification

We will add the following fields to the DoD Entitlement Response Notification e-mail:

- Request Date
- Transaction ID (field will also be added to the Response Search page)

This change will also apply to the child welfare users who use the application.

For security reasons, the Case ID will not be returned if your state uses an SSN in the Case ID.

This enhancement will take effect on February 20, 2015.

3.2 Background

Currently, the FCR sends one e-mail each day per system letting you know we received a response for a Locate or DoD Entitlement request you sent via the Portal. However, this e-mail has no details connecting the response to a specific request.

3.3 Description of Changes

As a result of this enhancement, the e-mail notification indicating you received a response to a request you sent via the Portal will include data that will help you match the response to your original request. The e-mail will notify you this is the last response to your request.

3.4 Impact on States

States do not need to change their systems to take advantage of this enhancement.

3.5 State Testing

Testing is not required for this enhancement.

3.6 Page Enhancements

The Response Search page adds the search field 'Transaction ID' to the list of search criteria. The Request Submission Confirmation page will display the Transaction ID.

3.7 Changes to Output Record Layouts

This enhancement will not result in changes to output records.

3.8 Changes to Input Record Layouts

This enhancement will not result in changes to input records.

3.9 OCSE Support Contact Information

For help or questions about this enhancement, contact Susan Clapp at 334-365-9255, or susan.clapp@ngc.com.

A. SUMMARY OF CHANGES

Chart A-1 lists the changes to this document.

CHART A-1: SUMMARY OF CHANGES	
Location	Change
1.1 Summary of Changes	Added a paragraph with the effective date.
2.1 Summary of Changes	Second sentence changed to read: The participant type ‘Unknown’ will also change to ‘Other/Relative’ for all Locate Request Types on the Other Person Search page.” (Inserted “Other Person Search page”) Added a paragraph with the effective date.
2.3 Description of Changes	Second bullet changed to read: Change the participant type drop-down list that currently displays ‘Unknown,’ to display ‘Other/Relative,’ on the Other Person Search page for all Locate Request Types listed on that page. (Removed reference to IV-D Participant Search page)
2.6 Page Enhancements	Second paragraph changed to read: The participant type drop-down list on the Other Person Search page will change participant type ‘Unknown’ to ‘Other/Relative’ for all Locate Request Types listed on that page. (Removed reference to IV-D Participant Search page)
3.1 Summary of Changes	Clarified the specific data elements that we return in the e-mails. Added a paragraph with the effective date.