

OCSE O&M and Continuous Improvements

OCSE Software Change

Release 19-04 – Minor

Release Schedule and Manifest

Version 1.0
September 2019

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

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Executive Summary

We are planning a minor release for the Federal Parent Locator Service (FPLS) and other federal systems. This document describes the schedule and content of Release 19-04.

Note: The official implementation date for Release 19-04 is October 18, 2019. However, the Office of Child Support Enforcement (OCSE) will implement release changes at other times. You can view the other dates on each page that describes the change.

The Release Schedule focuses on four main events:

- Notification of the release contents
- Release of the detailed specifications
- Review and discussion of enhancements at the monthly Division of Federal Systems (DFS) and state conference calls
- Implementation of the software changes

Release 19-04 changes will enhance the Child Support Portal and some batch applications.

We discussed Manifest topics on the DFS August integrated conference call and will discuss the Specifications on the October conference call.

List of Enhancements	
Title	Proposed Implementation
Identify IV-D NCPs Registered on the FCR for More Than One Year Without a Verified SSN (CLI-6737)	October 2019
Modify the Locate and DoD Entitlement Response Emails to Include “Data Not Found” Message (CLI-7806)	October 2019
Include State User QUICK Activities in Portal Audit Log (CSP-7399)	October 2019
Align Federal Offset Collection and Adjustment Process with Treasury’s Bureau of Fiscal Service (BFS) Accounting Changes (FCE-7843)	TBD by BFS
Modify the Tax Offset Fraud Referral Upload Process on the Portal (FCE-6815)	December 2019

System	Federal Case Registry
Title	Identify IV-D NCPs Registered on the FCR for More Than One Year Without a Verified SSN (CLI-6737)
Proposed Changes	We are enhancing the Federal Case Registry (FCR) Reconciliation process for states to request a reconciliation file of noncustodial parents (NCPs) who have been on the FCR for a year or more without a verified Social Security number (SSN).
Impact	States will not need to change their systems to take advantage of this enhancement to the FCR Reconciliation process. The FCR Reconciliation file format is not changing. This file format is documented in Appendix H of the FCR Interface Guidance Document (IGD).
Business Requirements or Benefit	The Final Rule: Case Closure Criteria (§ 303.11) allows a state to close cases after one year if the state has enough information to initiate an automated locate effort but locate interfaces are unable to verify SSNs.
Reason	This enhancement is in response to the updated Final Rule regulations.
Point of Contact	Portal Help Desk csportal@acf.hhs.gov
Targeted Release Date	October 2019

System	Federal Case Registry
Title	Modify the Locate and DoD Entitlement Response Emails to Include “Data Not Found” Message (CLI-7806)
Proposed Changes	We are enhancing the FCR Locate and Department of Defense (DoD) Entitlement applications to show a “Data not Found” message in the automated response email when a locate request provides no data.
Impact	States will not need to change their systems to take advantage of this enhancement. The automated response email will include a new column labeled “Acknowledgment Status.” When a locate response returns no data, a new “Data not Found” message will display in a new column, and the state user will not have to open the response on the Portal to learn that no data were returned.
Business Requirements or Benefit	This enhancement will save time by notifying users in the email that no new data were found instead of accessing the Portal to acquire the information.
Reason	This enhancement is in response to a state’s feedback comment on the Portal.
Point of Contact	Portal Help Desk csportal@acf.hhs.gov
Targeted Release Date	October 2019

System	Child Support Portal
Title	Include State User QUICK Activities in Portal Audit Log (CSP-7399)
Proposed Changes	We are enhancing the Portal Audit Log sent to states to include state users' activities in the QUICK (Query Interstate Cases for Kids) application.
Impact	States will not need to change their systems to take advantage of this enhancement.
Business Requirements or Benefit	This enhancement will let states review all Portal application activity in a single report, including those that used the QUICK application.
Reason	This enhancement is in response to states' requests to capture user activity in the QUICK application not included in the current log.
Point of Contact	Portal Help Desk csportal@acf.hhs.gov
Targeted Release Date	October 2019

System	Federal Collection and Enforcement
Title	Align Federal Offset Collection and Adjustment Process with Treasury’s Bureau of Fiscal Service (BFS) Accounting Changes (FCE-7843)
Proposed Changes	We are enhancing the Federal Offset Collection and Adjustment process to align with upcoming changes the Department of Treasury’s BFS is making to its Debt Management Services (DMS) accounting system.
Impact	<p>This enhancement will have the following impact on states:</p> <ul style="list-style-type: none"> • Weekly collection and adjustment files will be sent to states on Thursdays. • Collection deposits to states will be transferred from the Program Support Center on Mondays (this may be affected by Monday holidays). • If a state’s reversal and fee amount exceeds its offset amount in a weekly collection cycle: <ul style="list-style-type: none"> – BFS will not process or send OCSE any of the state’s reversals. – BFS will create an account receivable for the total amount of weekly reversals for the affected state: <ul style="list-style-type: none"> ▪ An account receivable will occur when a state has a negative weekly net collection amount. – The state will receive only offset collection records (no reversal records) in its weekly collection file until the state has enough positive collections in a future week’s collections to repay its account receivable. • At the end of each processing week, OCSE will identify which reversals BFS is holding and send those records to the affected states in a separate file or report on Thursdays. • When a state with an account receivable has enough positive collections in a future individual weekly collection cycle to cover the account receivable owed, BFS and OCSE will: <ul style="list-style-type: none"> – Send all the state’s previously held reversals in the weekly collection and adjustment file. – Deduct amounts against all the state’s previously withheld reversals plus the current week’s reversals from that week’s collection deposit. – Close the state’s account receivable.
Business Requirements or Benefit	These changes will make sure that OCSE processes align with BFS’ accounting changes. They will also assure that there is no disruption to the continuity of states’ offset collections processing and getting monies to families.
Reason	This enhancement is in response to assuring OCSE compliance with upcoming BFS accounting changes.

System	Federal Collection and Enforcement	
Point of Contact	Federal Collection and Enforcement Unit	scollections@acf.hhs.gov
Targeted Release Date	TBD by BFS	

System	Federal Offset System
Title	Modify the Tax Offset Fraud Referral Upload Process on the Portal (FCE-6815)
Proposed Changes	We are enhancing the Federal Offset System (FOS) application to provide a standard template for states' fraud referral file sent to the IRS for investigation. As part of this enhancement, states will receive confirmation of the file upload, the record count, and any error messages within one hour of uploading their fraud file on the Portal.
Impact	This enhancement will have the following impact on states: <ul style="list-style-type: none"> • The new standard Excel template for fraud referral files will be available on the Federal Collection and Enforcement File Upload page on the Portal. • States will receive a confirmation email within one hour of uploading their fraud referral files.
Business Requirements or Benefit	This change will improve processing and eliminate the risk of state users submitting incorrectly formatted referrals.
Reason	This enhancement is in response to state users uploading their fraud referrals in an incorrect format.
Point of Contact	Federal Collection and Enforcement team scollections@acf.hhs.gov
Targeted Release Date	December 2019