

4.0 FCR TRANSACTIONS

This section provides an explanation of the standards used for the FCR interface transactions. It explains the terminology used in the description of the transaction layouts and the processing descriptions. This section also includes an explanation of the interface transaction formats used by the FCR and examples of FCR Transactions.

4.1 FCR Transaction Structures

The FCR interfaces with the SCR using SSA's network and the CONNECT:Direct protocol. Additional information regarding CONNECT:Direct and the process for transmission of data to the FCR and receiving data from the FCR may be found in Part 3.0, "Data Transmission Method". Submitters must transmit data to the FCR in batches using prescribed fixed record length formats described in Appendix G, "FCR Input Transaction Layouts". When transmitting input records, the FCR Transmission Header Record must be the first record in the transmission. If the Header Record is not the first record in the transmission, the system will reject all records until it finds a Header Record. The data transmitted to the FCR in the required formats must comply with the following requirements:

1. All data must be in EBCDIC format.
2. All alphabetic data, except the User Field, must be in upper case. The User Field is accepted in upper/lower case to enable states to use the field as a state system generated key.
3. All alphabetic and alphanumeric data must be left-justified.
4. All numeric data must be right-justified and zero-filled.
5. All dates must be in the Year 2000-compliant format of CCYYMMDD.
6. All Filler fields must be filled with spaces and **not** low values.

The FCR generates output transactions in batches using the prescribed fixed length record formats described in Appendix H, "FCR Output Transaction Layouts". Each batch contains a Batch Header, detailed transaction records and a Trailer Record. The FCR output transactions comply with the requirements listed above. The FCR generates three types of response batches for routing to the appropriate state. The three types are:

- **FCR Routine Batch Response.** This batch type is returned in response to an input batch received from a submitter. The batch header includes the submitter-assigned batch number for the input batch. The batch includes Acknowledgement/Error Records for each input record that is submitted in the batch. The Acknowledgement/Error Record indicates if the input record was accepted, rejected or is being held pending further processing. The Batch Trailer Record summarizes, by record type, the number of records received in the batch and the type of acknowledgement/error condition returned for the records.
- **FCR Pending Resolution Batch Response.** This batch type is returned when input records from the submitter that were held pending further processing have been finalized, i.e., accepted or rejected. This batch can include Acknowledgements/Error Records for transactions submitted in different batches by the submitter. The Acknowledgement/Error Record includes the batch number used by the submitter. The Batch Trailer Record for

this batch type will summarize, by type, the number and type of Acknowledgement/Error Records being returned.

- **FCR Locate Batch Response.** This batch type will return FCR Query/Proactive Match Response Records, FCR NDNH Locate/Proactive Match Response Records, FCR Locate Response Records, FCR SVES Locate Response Records, and FCR IRS-1099 Response Records. The Locate Batch Response is sent whenever these types of transactions are available, regardless of whether the state has submitted any input transaction since the previous cycle. The Batch Trailer Record will indicate the number of each type of record returned in the batch. Regulations require that FCR IRS-1099 Locate Response Records be sent to the state in separate batches from the Proactive Match and other Locate Response Records.

The type of batch being returned is identified by the Record Identifier in the Batch Header Record. The different batch headers are described in Appendix H, “FCR Output Transaction Layouts”.

4.2 FCR Transaction Classifications

FCR processing can be classified in four basic groups of transactions: adds, changes, deletes and Proactive Matching.

4.2.1 ADD

An Add Transaction is an initial submission of person or case information when the person and/or case are not on the FCR for that state when the transaction is received. Persons registered as participants in existing cases can be added to (associated with) new cases or to other existing cases for that state. To add a person to more than one case, submitters must send a separate FCR Input Person/Locate Request Record for each of the cases in which they want to add the person on the FCR.

Use the FCR Input Person/Locate Request Record with an Action Type Code of ‘A’ to add a person to a new or existing FCR case. Use the FCR Input Case Record with an Action Type Code of ‘A’ to add a new case to the FCR. A new case requires a unique case identifier for the submitting state and at least one ‘CP’, ‘NP’ or ‘PF’ Participant Type.

4.2.2 CHANGE

A Change Transaction is used to modify existing person or case information on the FCR. Submitters can only modify cases that are present on the FCR when the transaction is processed. Submitters cannot update previously-deleted cases. A submitter can modify person or case information only if that submitter registered the person or case on the FCR.

Case changes can affect person changes. For example, changing the Case ID will automatically change the Case ID on the associated Person Records. Use the FCR Input Person/Locate Request Record with an Action Type Code of ‘C’ to change person information. Use the FCR Input Case Record with an Action Type Code of ‘C’ to change case information.

4.2.3 DELETE

A Delete Transaction is used to remove a person from a case, and to close a case on the FCR.

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 the other case or cases on the FCR. If a person is deleted from a case and is not associated with any other case on the FCR, the FCR removes the person from the system.

Deleting a case removes that case from the FCR and removes each person associated with the case. If a person associated with that case is not associated with any other case on the FCR, the FCR removes that person from the system.

Submitters can delete only their own cases and can delete persons only from their own cases. Deletion of cases, and any resulting deletion of persons from the FCR, will close the submitters' outstanding requests for Locate processing, if any exist.

Note that when a person is deleted from a case, if that case no longer contains at least one CP, NCP or PF, the FCR will delete the case and any children associated with that case.

Use the FCR Input Person/Locate Request Record with an Action Type Code of 'D' to remove a person from a case. Use the FCR Input Case Record with an Action Type Code of 'D' to delete a case. Section 2.4.1, "Person and Case Management and Tracking", presents information on the conditions for deleting a case from the FCR.

4.2.4 FCR PROACTIVE MATCH PROCESSING

Proactive matching is a continuous and automatic process that compares persons within the FCR and between the FCR and the NDNH. Proactive matching provides states with current information on individuals, their child support cases, and their employers, wages and UI benefit data. The matching process has two facets: 1) the initial search, which is one-time only, and 2) the searches that automatically take place when an FCR record changes or an NDNH record is added. When person records on the FCR meet specific conditions, one or more of the Proactive Matching processes occur. Identical verified SSNs constitute a match. The three types of Proactive Matching are:

1. FCR-to-FCR;
2. FCR-to-NDNH; and
3. NDNH-to-FCR.

Proactive matching does not take place if a person on the FCR has an FV Indicator, because disclosure of any information is prohibited. Refer to Part 6.0, "FCR Transaction-Specific Information", for more information on the FV Indicator.

4.2.4.1 FCR-to-FCR Internal Search

The FCR-to-FCR internal search is the automatic process that identifies states that have persons in common. Refer to Section 6.10.1, “FCR-to-SCR Proactive Transactions”, and Appendix H, “FCR Output Transaction Layouts”, for the specific data the FCR sends to each state with a matched person. The following activities describe the FCR-to-FCR Proactive matching processes.

1. A person is added to the FCR in a:

IV-D case. When a person is added to the FCR in a IV-D case with a verified SSN and without an FV Indicator, Proactive Matching occurs for all verified SSNs associated with that person. If the person being added is already registered on the FCR with one or more other states, the system notifies each state that has registered that person in a IV-D case, including the state that is adding the person. Proactive matching for a person in a IV-D case is an automatic and continuous process. Each time a state adds a person to a case on the FCR, every state that previously registered that person in a IV-D case receives the other state’s new information. Proactive matching on a person in a IV-D case also returns information concerning all Non IV-D orders in which the person is a participant. The FCR sends the following information to states that have registered a person in a IV-D case:

- information about the person;
- information about cases that contain the person; and
- information about the other persons in those cases, if these persons have verified SSNs and do not have an FV Indicator.

Non IV-D order. When a person is added to the FCR in a Non IV-D order, the FCR returns to the submitter only an acknowledgement of the registration, the SSN Validity code, and error or warning messages (if any). The FCR does not return any matching information to the submitting state. The FCR does send the following information to states that have registered the same person in a IV-D case:

- information about the person;
- information about cases that contain the person; and
- information about the other persons in those cases, if these persons have verified SSNs and do not have FV Indicators.

If another state subsequently adds the same person to the FCR, the state with the person in a Non IV-D order does not receive the new state’s information.

2. A state changes a person’s information on the FCR:

The following changes cause an FCR-to-FCR internal search to occur:

- when an unverified SSN/Name combination is changed to a verified SSN/Name combination (primary or supplemental); and
- when a state removes an FV Indicator from a person, and no other state has placed an FV Indicator on that person, Proactive Matching occurs as if the person were being added to the FCR. Refer to the process in item #1 above, for information on Proactive Matching in this situation.

When a state submits a change to a person who is on the FCR, the system sends that information to other states that have registered the person in a IV-D case. A state that has the person registered in a Non IV-D order does not receive notification of the change. When a person in a IV-D case is changed, the FCR returns the following information:

- information about the person;
- information about cases that contain the person; and
- information about the other persons in those cases, if these persons have verified SSNs and do not have an FV Indicator.

3. A state changes Case Information:

a. A state changes the Case Type:

Non IV-D to IV-D. When a state changes a Case Type from Non IV-D to IV-D, Proactive Matching occurs. For each person in the case and all verified SSNs associated with that person, the FCR sends notification of the change to each state that has the person in a IV-D case, including the state that submitted the change, as long as the person does not have an FV Indicator and does have a verified SSN. A state that has the person registered in a Non IV-D order does not receive notification of the change.

IV-D to Non IV-D. When a state changes a Case Type from IV-D to Non IV-D, Proactive Matching ceases. The FCR does not notify any state when this type of change takes place.

b. A state changes the Order Indicator to ‘Y’:

When a state changes an Order Indicator in a IV-D case to ‘Y’, an FCR-to-FCR Internal Search is conducted.

c. A state changes the Case ID:

When a state changes a Case ID, an FCR-to-FCR Internal Search is conducted.

4. A state deletes a person:

When a state submits a Delete Person Transaction for a person on the FCR, the system sends information to other states that have registered the person in a IV-D case, providing there is no FV associated with the deleted person. A matched state that has the person registered in a Non IV-D case does not receive notification of the Person Delete Transaction. In this process the FCR returns the following information to the matched states in IV-D cases:

- information about the deleted person;
- information about the deleted case;
- information about the other people in the deleted person’s case, if these people have verified SSNs and do not have an FV indicator.

5. A state closes a case:

When a state closes a case on the FCR, it also deletes all persons associated with the case. In this process the FCR returns the following information to the matched states in IV-D cases:

- information about the deleted case;
- information about the matched person;
- information about the other people in the deleted case, if these people have verified SSNs and do not have an FV indicator.

4.2.4.2 FCR-to-NDNH Search

The FCR-to-NDNH search is the automatic process that identifies W-4, QW or UI information for persons who are a CP, NCP or PF in a IV-D case. Each time a state adds a person in a IV-D case, the FCR searches the NDNH for matches to that person. In addition, certain changes to a person (such as changes that cause an unverified SSN to verify or a removal of an FV Indicator) initiate a Proactive Match to the NDNH. The system sends matching NDNH information to each state that has the person in a IV-D case. Proactive matching does not take place on persons who:

- have a Participant Type of CH in that case;
- have an unverified SSN;
- have an FV Indicator; or
- are in a Non IV-D order.

When the last FV Indicator is removed from a person, the FCR-to-NDNH matching will occur for that person. Matched NDNH data will be sent to every state that registered that person in a IV-D case.

FCR-to-NDNH Proactive Matching returns matching W-4, QW and UI information from states that reported the W-4, QW or UI data. The FCR returns the following NDNH data from Proactive Matching:

- Data from up to ten W-4 records, none older than six months.
- Data from the most recent quarter for which QW records exist, none older than twelve months.
- Data from the most recent quarter for which UI records exist, none older than twelve months.

4.2.4.3 NDNH-to-FCR Search

The NDNH-to-FCR search is the automatic process that identifies W-4, QW or UI information for persons who are a CP, NCP or PF in a IV-D case on the FCR. Each time the NDNH receives a W-4, QW or UI record, the system matches the data with the FCR. The system sends matching NDNH information to each state that has the person in a IV-D case.

Proactive Matching does not take place on persons who:

- have a Participant Type of CH in that case;
- have an unverified SSN;
- have an FV Indicator; or
- are in a Non IV-D order.

NDNH-to-FCR Proactive Matching returns matching W-4, QW and UI information to states. This Proactive Match only returns the most recent NDNH data that triggered the match. The FCR will only return one NDNH-to-FCR match per state for each NDNH record that matches a person on the FCR, even if the person is registered in more than one IV-D case in a state. Refer to Section 6.10, “Proactive Matching”.

4.3 Transaction Data Layouts

Section 4.3.1, “Transaction Layouts”, presents an explanation of the record layouts used as input transactions to, and output transactions from, the FCR. Appendix G, “FCR Input Transaction Layouts”, and Appendix H, “FCR Output Transaction Layouts”, provide detailed descriptions of each of the record layouts.

Section 4.3.2, “Data Elements”, provides a table of the data elements the state’s system must extract, and defines where and when to use the elements in the input transactions. Descriptions of the elements, including valid values and field size, are included in Appendix E, “Data Dictionary”.

This section concludes with examples of the input transaction and the FCR response to the transaction to illustrate the use of the FCR Transactions.

4.3.1 TRANSACTION LAYOUTS

The FCR accepts transactions from the statewide system in fixed-length record formats that have been defined by OCSE. Chart 4-1 describes each of the input record layouts accepted by the FCR.

For more detailed descriptions, refer to Appendix G, “FCR Input Transaction Layouts”.

CHART 4-1: INPUT RECORD LAYOUTS ACCEPTED BY THE FCR	
Input Record Name	Record Purpose
FCR Transmission Header Record	This record contains a Record Identifier of ‘FA’. This record must be the first record in a batch of transaction records sent to the FCR. It identifies the submitter of the batch of transactions. The batch number included in this record uniquely identifies the batch.

CHART 4-1: INPUT RECORD LAYOUTS ACCEPTED BY THE FCR	
Input Record Name	Record Purpose
FCR Input Case Record	<p>This record contains a Record Identifier of ‘FC’.</p> <p>This record is used to add IV-D child support cases or Non IV-D orders to the FCR. It can also be used to change case information or to delete a case that was added to the FCR. Whenever a state closes a IV-D case on its system, using valid case closure criteria under 45 CFR 303.11, the state must send a Delete Transaction to the FCR indicating that the case has been closed. Upon receipt and acceptance of the Delete Transaction, the case will be deleted from the FCR. The case closure criteria are, as they have always been, permissive rather than mandatory. If a case does not meet one of the closure criteria, it must remain open. A state has the option of leaving a case open even if it does meet the case closure criteria. When deciding whether to close a case, which would delete it from the FCR as well, a state should weigh the benefits of keeping the case on the FCR or deleting it. For more guidance regarding case closure, refer to Section 2.4.1, “Person and Case Management and Tracking”.</p> <p>Three explanations of this record are provided in Appendix G, “FCR Input Transaction Layouts”, based on the action being requested: add, change or delete a case. While a single record format is used, the separate explanations are intended to provide a clear definition of the required and optional fields based on the record’s Action Type Code.</p>
FCR Input Person/Locate Request Record	<p>This record contains a Record Identifier of ‘FP’.</p> <p>This record is used to add a person to a case on the FCR. It can also be used to change information for a person or to delete a person from a case on the FCR.</p> <p>The submitted record can include an SSN and name combination that will be validated using the SSA SSN verification routines. If the person’s SSN is not available to the submitter, additional information can be submitted on this record that will allow the FCR to automatically utilize SSA and IRS SSN identification routines to obtain the SSN.</p> <p>This record is also used to initiate or terminate a request for Locate processing for a person. The request for Locate processing can be initiated when the person information is being added or changed. A Locate can also be initiated using this record without adding or changing a person on the FCR. The submitter must specify on the record the desired Locate sources. (Note: Under certain conditions, the FCR will automatically perform a Locate of the NDNH when a person is added to, or changed on, the FCR.)</p> <p>Five explanations of this record are provided in Appendix G based on the action being requested: add a person, change a person, delete a person from a case, initiate a request for Locate, or</p>

CHART 4-1: INPUT RECORD LAYOUTS ACCEPTED BY THE FCR	
Input Record Name	Record Purpose
	terminate a Locate Request. While a single record format is used for each of these actions, the separate explanations are intended to provide a clear definition of the required and optional fields based on the record's Action Type Code.
FCR Input Query Record	This record contains a Record Identifier of 'FR'. This record is used to obtain, when authorized, case and associated person(s) information from the FCR for a specific person. A submitter is authorized to submit and receive FCR information for a person whom they have registered on the FCR. A submitter that has registered a person in a case on the FCR may receive FCR information on that person from other states with or without their own state's data being included.
FCR Input Trailer Record	This record contains a Record Identifier of 'FZ'. This record must be the last record in a batch of transactions sent to the FCR. This record indicates the total number of transactions included in the batch including Header and Trailer Records. It is used to determine if the transmission was successfully completed.

The FCR sends information to the statewide systems in fixed length record formats that have been defined by OCSE. Chart 4-2 describes each of the output record layouts created by the FCR. For more detailed descriptions, refer to Appendix H, "FCR Output Transaction Layouts".

CHART 4-2: OUTPUT RECORD LAYOUTS CREATED BY THE FCR	
Output Record Name	Record Purpose
FCR Routine Batch Response Header Record	This record contains a Record Identifier of 'FB'. This record is the first record of the batch of FCR Acknowledgement/Error Records that are returned for a batch of transactions received from a state or territory. Each input record sent to the FCR will receive at least one Acknowledgement/Error Record. If the record submitted is pending SSN verification, the detailed Acknowledgement/Error Record will indicate that processing is pending. Refer to Appendix H, "FCR Output Transaction Layouts". This Header Record, along with the associated detail records, will be returned for each batch that is submitted by the state or territory. This record includes the submitter's batch number.
FCR Pending Resolution Batch Response Header Record	This record contains a Record Identifier of 'FE'. This record is the first record of a batch of Acknowledgement/Error Detailed Records for various batches submitted by a state or territory. The records returned in this batch were pending SSN

CHART 4-2: OUTPUT RECORD LAYOUTS CREATED BY THE FCR	
Output Record Name	Record Purpose
	resolution and either have been accepted with identified/corrected SSNs or rejected because a valid SSN could not be found.
FCR Case Acknowledgement/ Error Record	<p>This record contains the Record Identifier of 'FD'.</p> <p>This record is returned to the state or territory at least once for each Input Case Record received by the FCR. The record includes all of the information received from the submitter with an Acknowledgement and applicable warning codes or with rejection error codes. The acknowledgement codes indicate that the record was accepted, with or without warning codes, or is pending acceptance. The rejection error codes indicate the specific errors detected in the input transaction and the reason the transaction is being rejected. Up to five warning and/or rejection error codes can be returned with each record. If the input record was accepted or rejected in the initial FCR cycle, the record will be returned only once in the FCR Routine Batch Response. If the input record must be held awaiting SSN verification of the related person records, this record is returned once with the FCR Routine Batch Response and again when the SSN verification routines are complete for an FCR Pending Resolution Batch.</p> <p>This record provides the submitter with the information necessary to synchronize the FCR data with the information on the state's or territory's system.</p>
FCR Person/Locate Request Acknowledgement/ Error Record	<p>This record will contain the Record Identifier of 'FS'.</p> <p>This record is returned to the state or territory at least once for each FCR Input Person/Locate Request Record received by the FCR. The record includes all of the information received from the submitter with an acknowledgement and applicable warning codes or with rejection error codes. The acknowledgement codes indicate that the record was accepted, with or without warning codes, or is pending acceptance. The rejection error codes indicate the specific errors detected in the input transaction and the reason the transaction is being rejected. Up to five warning and/or rejection error codes can be returned with each record. If the input record was accepted or rejected in its initial FCR cycle, the record is returned only once in the FCR Routine Batch Response. If the input record must be held awaiting the verification or identification of the person's SSN, this record is returned once with the FCR Routine Batch Response and again when the SSN verification process is complete in an FCR Pending Resolution Batch. Records that are accepted without a verified SSN, i.e., the SSN submitted could not be verified nor could a corrected SSN be identified, are stored on the FCR as person records with unverified SSNs. While these records can be changed by the submitting state, SSN unverified</p>

CHART 4-2: OUTPUT RECORD LAYOUTS CREATED BY THE FCR	
Output Record Name	Record Purpose
	<p>person records are not subject to Proactive Matching, FCR Query or Locate processing.</p> <p>This record provides the submitter with the information necessary to synchronize the FCR data with the information on the state's or territory's system. This record includes corrected SSNs, multiple valid SSNs and identified SSNs stored on the FCR for the person.</p>
FCR Query Acknowledgement/Error Record	<p>This record will contain the Record Identifier of 'FG'.</p> <p>This record is returned once to the state or territory for each FCR Input Query Record received. The record includes all of the information received from the submitter with an acknowledgement and applicable warning codes or with rejection error codes. The acknowledgement code indicates that the record was accepted with or without warning codes. The rejection error codes indicate the specific errors detected in the input transaction and the reason the transaction is being rejected. Up to five warning and/or rejection error codes can be returned with each record. The record will be returned with the FCR Routine Batch Response.</p>
FCR Response Trailer Record	<p>This record contains the Record Identifier of 'FX'.</p> <p>This record is sent to the state or territory at the end of each batch of transactions created by the FCR. This record will allow the submitter to recognize that the transmission of a batch of data is complete.</p> <p>This record provides the submitter with the record counts necessary to balance the records sent to the records received. When this record is received with a Routine Batch Response Header, it will allow the submitter to balance the submitted transactions against the transactions that were processed by the FCR.</p>
FCR Locate Response Batch Header Record	<p>This record contains the Record Identifier of 'FL'.</p> <p>This record is sent to the state or territory at the beginning of each Locate Response Batch. A Locate Response Batch can include the response for FCR Queries, Proactive Matches, NDNH Locate Responses, SVES Locate Responses, and FPLS responses from external Locate sources.</p> <p>Note: IRS-1099 Records are returned in a separate batch.</p>
FCR Query/Proactive Match Response Record	<p>This record contains the Record Identifier of 'FT'.</p> <p>This record is sent to the state or territory in response to an FCR Input Query Record. It is also sent to a state or territory automatically when a person who is being added, changed, or deleted on the FCR is registered in a IV-D case by multiple states or territories, or a case is deleted.</p> <p>This record provides information about the person, case and associated participants.</p>

CHART 4-2: OUTPUT RECORD LAYOUTS CREATED BY THE FCR	
Output Record Name	Record Purpose
FCR IRS-1099 Locate Response Record	<p>This record contains the Record Identifier of 'FH'.</p> <p>This record is sent to the state or territory in response to an FCR Input Person/Locate Request Record if the submitter designates IRS-1099 as a Locate source to be searched and the submitter has an IRS-1099 agreement with OCSE and IRS-1099 is allowed for the Locate Request type.</p> <p>This record provides the submitter with the type, status, location, and amount of assets or debts owed by or to the individual who is the subject of the Locate Request as returned from the IRS.</p>
FCR Locate Response Record	<p>This record contains the Record Identifier of 'FF'.</p> <p>This record is sent to the state or territory in response to an FCR Input Person/Locate Request Record if the submitter designates 'ALL' or one of the following as the Locate source to be searched: Social Security Administration, Department of Defense, Federal Bureau of Investigation, Internal Revenue Service (non-1099) or the Department of Veteran Affairs.</p> <p>This record will be returned once for each Locate source requested. The format and information available for return differs for each source and the Locate Request type.</p>
FCR SVES Locate Response Record	<p>This record contains the Record Identifier of 'FK'.</p> <p>This record is sent to the state or territory in response to an FCR Input Person/Locate Request Record if the submitter designates SVES as a Locate source to be searched. When a match is found on a SVES Database, any or all of these records are returned: FCR SVES Title II Response Record, FCR SVES Title XVI Response Record or the FCR SVES Prisoner Response Record. When a match is not found on any SVES database, the FCR SVES Not Found Response Record is returned.</p>
FCR NDNH Locate/Proactive Match Response Record	<p>This record contains the Record Identifier of 'FN'.</p> <p>This record is sent to the state or territory in response to an FCR Input Person/Locate Request Record if the submitter designates 'ALL' or the NDNH as the Locate source to be searched. It is also sent to the state or territory automatically as a result of FCR-to-NDNH or NDNH-to-FCR Proactive Matching.</p> <p>This record will be returned once for each UI record. This record may be returned up to two times for each QW record found: one that will contain the Employer Address and one that will contain a second optional Employer Address. This record may be returned up to three times for one W-4 record found: one that will contain the employee address, one that will contain the employer address, and one that will contain an optional second employer address.</p> <p>The format and information available for return differs for QW, UI and W-4. The Locate Request Type determines the type of</p>

CHART 4-2: OUTPUT RECORD LAYOUTS CREATED BY THE FCR	
Output Record Name	Record Purpose
	information returned from the NDNH. The number of quarters returned for QW and UI and the number of W-4 records returned are based on whether this record is in response to a Locate Request or in response to a Proactive Match.
FCR Reconciliation File/Data Inconsistency File Header Record	This record contains the Record Identifier of 'RB'. This record is the first record of a batch of FCR Case and Person Reconciliation Records or FCR Data Inconsistency Records sent to a state in response to an approved request for a State Reconciliation File or FCR Data Inconsistency File. This record contains the FIPS code of the state or territory that requested the file and the date the file was created.
FCR Data Inconsistency File Record	This record contains the Record Identifier of 'RC'. This record is returned to a state or territory that requested the FCR Data Inconsistency File. The file contains case and person specific information that fails specific data inconsistency edits for the state that registered the active participant on a IV-D case with a verified SSN and no FV Indicator.
FCR Case Reconciliation Record	This record contains the Record Identifier of 'RD'. This record is returned to the state or territory that submitted an approved request for a Reconciliation File for each case registered by that state on the FCR at the time the Reconciliation File request was processed. The file contains case-specific information on each case registered by that state on the FCR at the time the Reconciliation File request was processed.
FCR Person Reconciliation Record	This record contains the Record Identifier of 'RS'. This record is returned to the state or territory that submitted an approved request for a Reconciliation File for each person registered by that state on the FCR at the time the Reconciliation File request was processed. The file contains person-specific information on each person registered by that state on the FCR at the time the Reconciliation File request was processed.
FCR Reconciliation File/Data Inconsistency Trailer Record	This record contains the Record Identifier of 'RX'. This record is the last record of a batch of FCR Case and Person Reconciliation Records or FCR Data Inconsistency File sent to a state in response to an approved request for a State Reconciliation File or FCR Data Inconsistency File. This record will allow the requester to recognize that the transmission of a Reconciliation File/FCR Data Inconsistency File is complete. This file contains the number of case and person records returned and the number of Response Records returned.

4.3.2 DATA ELEMENTS

The following Chart 4-3 presents all of the FCR data elements a state must or can submit to the FCR. This Chart also indicates, for each record and transaction type, which data elements are required, conditionally required, optional, not allowed or not present. The letters in the chart have the following meaning:

- R = Required (the field must contain an entry)
- O = Optional (this field may be used for identifying information)
- CR = Conditionally Required (this field is required if certain other field data is present or not present)
- na = Not Allowed (this field must be spaces)

Refer to Appendix G, “FCR Input Transaction Layouts”, for more detailed information.

CHART 4-3: FCR DATA ELEMENTS									
Field Name	FCR Input Case Record			FCR Input Person/Locate Request Record					FCR Input Query Record
	Add a Case	Change a Case	Delete a Case	Add a Person	Change a Person	Delete a Person From a Case	Initiate a Locate Request	Terminate An Open Locate Request	FCR Query
Record Identifier	R	R	R	R	R	R	R	R	R
Action Type Code	R	R	R	R	R	R	R	R	R
Case ID	R	R	R	R	R	R	CR	O	R
Case Type	R	O							
Order Indicator	R	O							
User Field	O	O	O	O	O	O	O	O	O
FIPS County Code	O	O		O	O	O	O	O	O
Previous Case ID	na	O	na						
Locate Request Type				O	O		R	R	
Bundle FPLS Locate Results				O	O		O		
Participant Type				R	O		na		
Family Violence				O	O		na		
Member ID				R	R	R	O		CR
Sex Code				CR	CR		CR		
Date of Birth				CR	O		CR		
SSN				CR	CR	O	CR	R	CR
Previous SSN				na	O	na	na	na	
First Name				R	O		R		
Middle Name				O	O		O		
Last Name				R	O		R		
City of Birth				O	O	na	O		
State or Country of Birth				O	O	na	O		
Father's First Name				O	O	na	O		
Father's Middle Initial				O	O	na	O		
Father's Last Name				O	O	na	O		
Mother's First Name				O	O	na	O		

CHART 4-3: FCR DATA ELEMENTS									
Field Name	FCR Input Case Record			FCR Input Person/Locate Request Record					FCR Input Query Record
	Add a Case	Change a Case	Delete a Case	Add a Person	Change a Person	Delete a Person From a Case	Initiate a Locate Request	Terminate An Open Locate Request	FCR Query
Mother's Middle Initial				O	O	na	O		
Mother's Maiden Name				O	O	na	O		
IRS-U SSN				CR	O	na	CR		
Additional SSN 1				O	O		na		
Additional SSN 2				O	O		na		
Additional First Name 1				O	O		O		
Additional Middle Name 1				O	O		O		
Additional Last Name 1				O	O		O		
Additional First Name 2				O	O		O		
Additional Middle Name 2				O	O		O		
Additional Last Name 2				O	O		O		
Additional First Name 3				O	O		na		
Additional Middle Name 3				O	O		na		
Additional Last Name 3				O	O		na		
Additional First Name 4				O	O		na		
Additional Middle Name 4				O	O		na		
Additional Last Name 4				O	O		na		
New Member ID				na	O		na	na	

CHART 4-3: FCR DATA ELEMENTS									
Field Name	FCR Input Case Record			FCR Input Person/Locate Request Record					FCR Input Query Record
	Add a Case	Change a Case	Delete a Case	Add a Person	Change a Person	Delete a Person From a Case	Initiate a Locate Request	Terminate An Open Locate Request	FCR Query
IRS 1099				O	O		O	CR	
Locate Source 1				O	O		CR	CR	
Locate Source 2				O	O		O	CR	
Locate Source 3				O	O		O	CR	
Locate Source 4				O	O		O	CR	
Locate Source 5				O	O		O	CR	
Locate Source 6				O	O		O	CR	
Locate Source 7				O	O		O	CR	
Locate Source 8				O	O		O	CR	

4.3.3 TRANSACTIONS EXAMPLES

This section presents examples that illustrate FCR transactions based on the procedures described in Part 6.0, “FCR Transaction-Specific Information”, and record layouts shown in Appendix G, “FCR Input Transaction Layouts”. These examples provide several illustrations of the nine possible FCR input transactions. Each example describes the state and the FCR response.

4.3.3.1 Person and Case Transactions

The following examples illustrate the need to add, change or delete persons and/or cases from the FCR. For each example, the following information is provided: Transaction Type, Case Type, State Action, Identifier Status (i.e., the key used by the FCR to process the transaction), and FCR Response. Unless specifically noted, the examples assume that the participants do not have an FV Indicator.

Example #1

- Transaction Type: Add Case
Case Type: Non IV-D with a ‘CP’, ‘CH’ and ‘NP’.
State Action:
- Submit one FCR Input Case Record (Record Identifier = ‘FC’) with Action Type Code = ‘A’.
 - Submit three FCR Input Person/Locate Request Records (Record Identifier = ‘FP’) with Action Type Code = ‘A’.
- Identifier Status: Verified SSNs.
FCR Response:
- Return one FCR Case Acknowledgement/Error Record (Record Identifier = ‘FD’).
 - Return three FCR Person/Locate Request Acknowledgement/ Error Records (Record Identifier = ‘FS’) confirming the submitted data and SSN validity codes.
 - Send one FCR Query/Proactive Match Response Record (Record Identifier ‘FT’) for each of the newly added persons to each state that registered the person in a IV-D case. Each of these records includes information about the newly-added case and information about the persons in the case who have a verified Name/SSN combination and who do not have an FV Indicator.

Example #2

- Transaction Type: Add Case
Case Type: IV-D with a ‘CP’, ‘CH’ and ‘PF’.
State Action:
- Submit one FCR Input Case Record (Record Identifier = ‘FC’) with Action Type Code = ‘A’.
 - Submit three FCR Input Person/Locate Request Records(Record Identifier = ‘FP’) with Action Type Code = ‘A’.
- Identifier Status: Verified SSN for ‘CP’, missing SSN for ‘CH’ that could not be identified, and unverified SSN for ‘PF’.

- FCR Response:
- Return one FCR Case Acknowledgement/Error Record (Record Identifier = 'FD').
 - Return three FCR Person/Locate Request Acknowledgement/ Error Records (Record Identifier = 'FS') acknowledging the submitted data and SSN validation codes. These records will indicate that the 'CP' was accepted with a verified SSN, the 'PF' was accepted as unverified, and the 'CH' was rejected due to lack of an SSN.
 - Return one or more FCR NDNH/Proactive Match Response Records (Record Identifier = 'FN') for the 'CP' to other states that have registered the same person in a IV-D case.
 - Initiate any requested and authorized Locate action for the 'CP'.
 - Return one or more FCR Query/Proactive Match Response Records (Record Identifier = 'FT') to the submitter for each case in another state that contains the 'CP'. Each of these records include information about the other state's case and the other persons in the case who have a verified SSN/Name combination and who are not associated with an FV Indicator in any state.
 - Send an FCR Query/Proactive Match Response Record (Record Identifier = 'FT') to each state that has registered the 'CP' in a IV-D case. Each of these records includes information about the newly- added case and information about the 'CP'. No information is sent to the other states about the 'PF' or 'CH'; they do not have a verified or identified SSN.

Example #3

- Transaction Type: Add Person
Person Type: A second 'PF' for a IV-D case.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'A'.
Identifier Status: Unverified SSN.
FCR Response: Return one FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging the submitted data and the SSN validation code.

Example #4

- Transaction Type: Add Person
Person Type: An 'NP' for a IV-D case.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'A'.
Identifier Status: Verified SSN.
FCR Response:
 - Return one FCR Person/Locate Request Acknowledgement/ Error Record (Record Identifier = 'FS').
 - Return one or more FCR NDNH/Locate Proactive Match Response Records (Record Identifier = 'FN') for the 'NP' to each state that has the person registered in a IV-D case.
 - Initiate any requested and authorized Locate action for the 'NP'.

- Return one or more FCR Query/Proactive Match Response Records (Record Identifier = 'FT') to the submitter for each case in another state that contains the 'NP'. Each of these records include information about the other state's case and other persons in the case who have a verified SSN/Name combination and who are not associated with an FV Indicator in any state.
- Send an FCR Query/Proactive Match Response Record (Record Identifier = 'FT') to each state that has registered the 'NP' in a IV-D case. Each of these records include information about the case, the 'NP', and information about the other persons in the case who have a verified SSN/Name combination and who do not have an FV Indicator.

Example #5

Transaction Type:	Change Case
Case Modification:	IV-D to Non IV-D.
State Action:	Submit an FCR Input Case Record (Record Identifier = 'FC') with Action Type Code = 'C'.
Identifier Status:	Case ID
FCR Response:	<ul style="list-style-type: none">• Return one FCR Case Acknowledgement/Error Record (Record Identifier = 'FD') acknowledging the submitted data and the Case Type change. If the case contains a 'PF' and if the state does not remove the 'PF' or change the 'PF's Participant Type, the transaction is rejected.• Terminate any Locate actions and any Proactive Match processing based on a IV-D case status.

Example #6

Transaction Type:	Change Case
Case Modification:	Assign new Case ID.
State Action:	Submit an FCR Input Case Record (Record Identifier = 'FC') with Action Type Code = 'C'.
Identifier Status:	Case ID and Previous Case ID.
FCR Response:	<ul style="list-style-type: none">• Return one FCR Case Acknowledgement/Error Record (Record Identifier = 'FD') acknowledging the submitted data and the Case ID change.• Update the records for persons registered in this case and update all associated person information to reflect the new Case ID.

Example #7

Transaction Type:	Change Person
Person Modification:	'PF' to 'NP'.
State Action:	Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'C'.
Identifier Status:	Case ID, SSN or Member ID.

FCR Response: Return one FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging the submitted data and the Participant Type change.

Example #8

Transaction Type: Change Person
Person Modification: Add an FV Indicator.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'C' and FV = 'FV'.
Identifier Status: Case ID, SSN or Member ID.
FCR Response:

- Return one FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging the submitted data.
- Terminate Proactive Matching and close any open Locate actions for this person, regardless of submitter.

Example #9

Transaction Type: Change Person
Person Modification: Remove an FV Indicator.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'C' and FV = 'XX'.
Identifier Status: Case ID, SSN or Member ID.
FCR Response:

- Return one FCR Person/Locate Request Acknowledgement/ Error Record (Record Identifier = 'FS') acknowledging the submitted data.
- If no other state has placed an FV Indicator on the person and their SSN is verified, send an FCR Query/Proactive Match Response Record (Record Identifier = 'FT') to each state that has the person in a IV-D case. If the state that is removing the FV Indicator has registered the person in a IV-D case, that state will receive one or more FCR Query/Proactive Match Response records. Each of these records includes information about the person who had the FV Indicator removed, the person's case, and other persons in the case who have a verified SSN/Name combination and who are not associated with an FV Indicator in any state.

Example #10

Transaction Type: Delete Person from Case.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'D'.
Identifier Status: Member ID and SSN.
FCR Response:

- Return one FCR Person/Locate Request Acknowledgment/Error Record (Record Identifier = 'FS') acknowledging that the person has been deleted from the case.
- Close any open Locate actions for this person in this case.

- Delete this person and any associated information from the FCR if this person is not associated with any other case on the FCR.
- Delete case if no 'CP', 'NP' or 'PF' remains on the case.

Example #11

Transaction Type:	Delete Case.
State Action:	Submit an FCR Input Case Record (Record Identifier = 'FC') with Action Type Code = 'D'.
Identifier Status:	Case ID for state found on FCR.
FCR Response:	<ul style="list-style-type: none">• Return one FCR Case Acknowledgement/Error Record (Record Identifier = 'FD') acknowledging that the case has been deleted.• Delete any case participants from this case.• Close any open Locate actions associated with this case. Delete the case from the FCR.

4.3.3.2 Locate Processing

The following examples request FCR person and case information, request Locate information, and terminate Locate processing.

Example #1

Transaction Type:	FCR Query.
State Action:	Submit an FCR Input Query Record (Record Identifier = 'FR') with Action Type Code = 'F'.
Identifier Status:	SSN matching to an existing FCR IV-D case and person for the submitting state.
FCR Response:	<ul style="list-style-type: none">• Return one FCR Query Acknowledgement Record acknowledging receipt of the request.• Return one or more FCR Query/Proactive Match Response Records (Record Identifier = 'FT') to the submitter for each case in another state that contains the queried person. Each of these records include information about the other state's case and other persons in the case who have a verified Name/SSN combination and who are not associated with an FV Indicator in any state.

Example #2

Transaction Type:	Request for Locate Processing.
State Action:	Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'L' and Locate Source 1 = 'F01' (DVA).
Identifier Status:	Verified SSN.
FCR Response:	<ul style="list-style-type: none">• Return an FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging receipt of the request.• Initiate the requested and authorized Locate actions.

Example #3

Transaction Type: Terminate Locate Processing.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'T'.
Identifier Status: SSN matching to an existing open Locate Request for the state.
FCR Response:

- Return an FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging receipt of the request.
- Close the FCR Locate Records for affected open Locate Request Transactions.

Example #4

Transaction Type: Request for Locate Processing.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'L', Locate Request Type = 'CS' and Locate Source 1 = 'C01' (IRS Non-1099).
Identifier Status: SSN is missing. ESKARI data is present.
FCR Response:

- Return an FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging receipt of the request. If SSN is identified, include SSN in acknowledgement.
- If SSN is identified, initiate the requested Locate action.

Example #5

Transaction Type: Request for Locate Processing.
State Action: Submit an FCR Input Person/Locate Request Record (Record Identifier = 'FP') with Action Type Code = 'L', Locate Request Type = 'CS' and Locate Source 1 = 'C01' (IRS Non-1099).
Identifier Status: SSN is missing. IRS-U SSN is present.
FCR Response:

- Return an FCR Person/Locate Request Acknowledgement/Error Record (Record Identifier = 'FS') acknowledging receipt of the request. If SSN is identified, include SSN in acknowledgement.
- If SSN is identified and verified, initiate the requested Locate action.