

Federal Offset User Guide Changes

Section	Description of Update
Table of Contents	Updated to reflect additions and changes
1.2.1, “Federal Income Tax Refund Offset Program”	1 st paragraph reworded
2.2.1.1, “State/Local Contact Phone and Address File”	1 st paragraph – reworded last sentence
2.2.2, “Weekly Update Processing Cycle”	<ul style="list-style-type: none"> • Bullets 1, 3, 4 and 5 minor changes to times and dates • New paragraph immediately following bullets • Removed reference to Appendix M (this appendix has been removed from the user guide) • Minor changes to the remaining paragraphs in this section
2.2.3, “Transaction Types”	<ul style="list-style-type: none"> • Transactions Types B, C and Z were added to the list • Paragraph immediately following transaction types the names of Chart 2-1 and 2-2 were added • Transaction Types B, C and Z were added to Charts 2-1, “Input Fields Edited By Transaction Type”, and 2-2, “Fields Added or Updated By Transaction Type”
2.2.3.1, “Add New Case/ Recertify Case”	<p>Add Case on the second set of bullets:</p> <ul style="list-style-type: none"> • Minor changes to bullet 2 • Added bullet 3 with information on transaction types B, C and Z. • 2nd paragraph after bullets ‘may’ was changed to ‘must’ • minor changes to remaining paragraphs and numbers 1 and 2
2.2.3.2, “Delete Case”	<ul style="list-style-type: none"> • Rewrote 2nd bullet • Added 3rd bullet
2.2.3.3, “Update Case”	<ul style="list-style-type: none"> • Added B, C and Z to the transaction type list • Changed ‘consecutive’ to ‘subsequent’ in several areas • Added the descriptions for B – Name Change; C – Case ID Change and Z – Address Change • Minor changes to Modify Arrearage Amount bullets 1 and 3 and numbers 1 and 2 • Minor changes to Replace Exclusion Indicator(s) paragraphs 1, 2, 3, 6 and 7 • Minor changes to State Payment last paragraph • Minor changes to Change Case Type and Change MSFIDM-Only Case ‘next’ to ‘subsequent’
2.2.4.2, “Address Processing for Notices”	Minor changes to the entire section
2.2.4.3, “The Holding Period”	Minor changes to the section

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2.2.4.4, “Name Processing”	New section
2.2.5, “Processing Bankruptcies”	Minor changes to the section
2.2.5.1, “FMS Sends Bankruptcy Notifications to OCSE”	<ul style="list-style-type: none"> Minor changes to 2nd paragraph 3rd paragraph new Minor changes to 5th paragraph
2.2.5.2, “State Receives Bankruptcy Notifications”	Old section 2.2.5.3, “State Receives Bankruptcy Notifications”
2.2.5.3, OCSE Receives Bankruptcy Dismissal/ Discharge Notification	Old Section 2.2.5.2, “IRS Sends Bankruptcy Notifications to OCSE” <ul style="list-style-type: none"> Minor changes to entire section
2.3.1, “Unaccountable Missing Address File”	Minor changes to the section
2.4.1, “Collection and Adjustment Reports”	<ul style="list-style-type: none"> Minor changes to numbers 1 and 5 Added numbers 6 and 7
2.4.1.1, “Federal Offset Collections Technical Content Correspondence (TCC)”	Old 2.4.1.1, “Dear Colleague Letter”, minor changes to the section
2.4.1.2, “OCSE Federal Offset Net Check Amount Report”	Minor changes to 1 st paragraph
2.4.1.5, “Name Discrepancy Report”	Old 2.4.1.5, “Name Change Report”, minor changes to the section
2.4.1.6, “Federal Offset Fee Reimbursement Technical Content Correspondence”	New section
2.4.1.7, “Federal Offset Fee Reimbursement Report”	Old 2.4.2, “Full Reversal Fee Reimbursements”, minor changes to section
2.4.2, “Money Transfer to States”	<ul style="list-style-type: none"> Re-number previously 2.4.3 Minor changes to 1st and 3rd paragraphs
2.5, “OCSE to States – Case Reconciliation File”	Minor changes to second paragraph and bullets
3.3, “OCSE Issues Pre-Offset Notices”	Minor changes to 2 nd paragraph
4.2, “Offsetting Accounts”	Removed the reference to Appendix M.
4.4.2, “FMS Service Fee Statement”	Added “or a reversal is greater than the offset minus the service fee,” to the 1 st paragraph after “If a full reversal of a collection occurs,”
4.4.3, “Rapid Refunds”	Original title “Rapid and Electronic Refunds”
5.1, “DoS Passport Denial Process Overview”	<ul style="list-style-type: none"> Minor changes to 6th and 7th paragraphs New bullets between 6th and 7th paragraphs
5.2, “Submitting Individuals for Passport Denial”	Minor changes to the section
5.3, “Notice of Withdrawal of Passport Denial Form”	<ul style="list-style-type: none"> Major changes to the last paragraph. Deleted original last paragraph.

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5.4, "Releasing Individuals from Passport Denial"	<ul style="list-style-type: none"> Minor changes to 2nd paragraph on number 1 Minor changes to 1st paragraph on number 2
5.6, "Guidelines for Obtaining a Passport After Clearance of OCSE Denial"	New Section
6.3, "Using the Online System"	Minor changes to number 1
6.3.2, "Online Data Entry (Option 1)"	Minor changes to screen – Figure 6-7, "Enter Weekly Update Records – Part 1 of 2"
6.3.2.8, "Name Change"	New section
6.3.2.9, "Case ID Change"	New section
6.3.2.10, "Address Change"	New Section
6.3.4, "Multi-year Master File (Option 3)"	Minor changes to screen – Figure 6-11, "Query Prior-Year Master File"
6.3.4.1, "Federal Offset Processing Menu – Prior Year Case History"	<ul style="list-style-type: none"> Minor changes to screen – Figure 6-12, "Federal Offset Processing Menu – Prior Year Cases" Minor changes to Chart 6-1, Federal Offset Processing Menu Prior Year Cases"
6.3.5, "Query Case Master File (Option 4)"	<ul style="list-style-type: none"> Minor changes to screen – Figure 6-14, "Federal Offset Processing Menu – Current year" Minor changes to Chart 6-2, "Federal Offset Processing Menu Current Year Cases"
6.3.6, "Update Local Contact Addresses (Option 5)"	Minor changes to screen – Figure 6-15, "Local Address Update"
8.5, "Computer Security and Confidentiality Requirements That Apply in Cases of Federal Income Tax Refund Offset"	Changed March 1999 to June 2000.
Appendix A, "Acronyms"	Added NDNH acronym to the list
Appendix B, "Glossary of Terms"	Added the definition of National Directory of New Hires (NDNH)
Appendix C, "Data Dictionary"	The data element "TRANSACTION TYPE" had B, C and Z added to the list of variables.
Appendix D, "Technical and Program Assistance"	Charts D-2, "Technical Assistance" and D-3, "Useful Web Sites" were both updated with contacts, phone numbers, e-mail addresses and web sites as needed.
Appendix E, "Input Record Specifications"	Chart E-1, "Case Submission and Update Record Layout" was updated with information related to transaction type codes B, C and Z

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Appendix F, “Output Record Specifications”	<ul style="list-style-type: none"> • Minor changes to Chart F-1, “Rejected Case Submission and Update Record Layout” • Minor changes to Chart F-3, “Unaccountable Missing Address Record Layout” • Minor changes to Chart F-4, “Collection and Adjustment Record Layout” • Minor changes to Chart F-6, “Case Reconciliation Record Layout”
Appendix G, “Error Codes and Explanations”	Chart G-1, “Rejected Case Submission and Update Error Codes”: <ul style="list-style-type: none"> • Minor changes to existing error codes for transaction types B, C and Z • Added error code #40
Appendix H, “State and Territory Abbreviations; Country Codes”	Minor changes to 1 st page
Appendix I, “Letters and Notices”	<ul style="list-style-type: none"> • I.1, “Annual Certification Letter”, replaced with an updated letter • I.4, “Bankruptcy Notification Letter”, was replaced with a new letter • I.5, “Bankruptcy Dismissal Letter” was added
Appendix J, “Sample Reports”	<p>Report name changed: J.1, “Federal Offset Collections Technical Content Correspondence (TCC)” J.5, “Name Discrepancy Report”</p> <p>Report name change and new report layout: J.7, “Federal Offset Fee Reimbursement Report” (Old J.6)</p> <p>New Report: J.6, “Federal Offset Fee Reimbursement TCC”</p> <p>“Month” changed to “for period”: J.2, “OCSE Federal Offset Net Check Amount Report” J.3, “Dear Colleague Collection Report” J.4, “Statement of Service Fee Report” J.5, “Name Discrepancy Report”</p>
Appendix K “Passport Letters, Forms and Information”	K.2, “Notice of Withdrawal of Passport Denial Form” replaced with revised letter
Appendix L, “PY2003 Collection Schedule”	Replaced 2001 schedule with 2003 schedule
Appendix M, “Case Processing - Timing Examples”	Appendix has been removed