Federal Parent Locator Service

Child Support Document Exchange System

Release 12-01 – Minor
August 19, 2012

Release Specifications

Version 1.1 (Revised)
August 28, 2012

A. CSDES BATCH RECORD LAYOUTS

CSDES has one record layout used for three separate batch processes. For ease of use, we are presenting the data elements required for the request, response, and unsolicited documents batch processes in separate layouts.

- CHART   A -1, " CSDES Requests Batch Layout"
- Chart   A -2, " CSDES Responses Batch Layout"
- Chart   A -3, "CSDES Unsolicited Documents Batch Layout"

Note: For tracking purposes, OCSE will assign a unique identifier (position 916-924) to any record provided by OCSE. You must include this identifier on every responding transaction.

Chart   A -4, "CSDES Participating State Update File Layout," contains the layout for the OCSE monthly update on CSDES participants and documents they provide.

The layouts contain the following information:

Field Name	Identifies the name of the data element
Location	Identifies the position in which the element is located
Length	Identifies, in bytes, the size of the element
A/N	Designates the type of format that applies to the element, for example, alphanumeric
Comments	Identifies whether the field is required or optional
	Provides a description of what the element contains and the rules that govern the format of the data

Making Requests

Chart   A -1 shows the record layout for a state requesting a document from another state via the CSDES batch process.

<table>
<tr><th colspan="5">CHART A-1: CSDES REQUESTS BATCH LAYOUT</th></tr>
<tr><th>Field Name</th><th>Position</th><th>Length</th><th>A/N</th><th>Comments</th></tr>
<tr>
<td>Record Type Code</td>
<td>1 - 2</td>
<td>2</td>
<td>A</td>
<td>**Required**
Type of record
Must contain SR
(Refer to Chart B-1, "Record Type Code List," for the definition)</td>
</tr>
<tr>
<td>State Assigned Identifier</td>
<td>3 - 102</td>
<td>100</td>
<td>A/N</td>
<td>**Required**
A unique identifier assigned by your state for tracking or spaces
Valid values:
• Letters A-Z
• Numbers 0-9</td>
</tr>
</table>

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
State Case Identifier (Requesting)	103 - 117	15	A/N	**Required** Requesting state's case identifier Valid values: • Letters A-Z • Numbers 0-9 Must comply with the following rules: • Cannot contain all spaces • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an ***** (asterisk) • All alpha and numeric values are valid including special characters, except \ and *****
State Code (Requesting)	118 - 119	2	A/N	**Required** Requesting state's 2-digit state code
County Code (Requesting)	120 - 122	3	A/N	**Optional** 3-digit code of the jurisdiction managing the case or spaces

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
State Case Identifier (Responding)	123 - 137	15	A/N	**Required** Responding state's case identifier Valid values: • Letters A-Z • Numbers 0-9 Must comply with the following rules: • Cannot contain all spaces • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an * (asterisk) • All alpha and numeric values are valid including special characters, except \ and *
State Code (Responding)	138 - 139	2	A/N	**Required** Responding state's 2-digit state code
County Code (Responding)	140 - 142	3		**Optional** 3-digit code of the jurisdiction managing the case
User Identifier	143 - 192	50	A/N	**Optional** ID of the user making the request or spaces Valid values: • Letters A-Z • Numbers 0-9 • Special characters

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Document Type Code	193 - 195	3	A/N	**Required** Document type requested (Refer to Chart B-2, "Document Type Code List," for valid values)
Document Period From Date	196 - 203	8	N	**Optional** Starting date for request or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format CCYYMMDD • Cannot be greater than current date • Cannot be less than 1900 • Cannot be greater than Document Period To Date
Document Period To Date	204 - 211	8	N	**Optional** Ending date for request or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format CCYYMMDD • Cannot be greater than current date • Cannot be less than 1900 • Cannot be less than Document Period From Date
Most Recent Document Indicator	212	1	A	**Optional** Valid values are **Y** or space

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Participant Last Name	213 - 262	50	A/N	**Optional** Last name of participant for request or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Participant First Name	263 - 312	50	A/N	**Optional** First name of participant for request or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Participant SSN	313 - 321	9	N	**Optional** SSN of participant for request or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNN • Cannot contain all zeros
Participant Birth Date	322 - 329	8	N	**Optional** Date of birth of the participant for request or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Cannot be greater than current date • Format CCYYMMDD

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Custodial Party First Name	330 - 379	50	A	**Not used for a state request** Spaces
Custodial Party Last Name	380 - 429	50	A	**Not used for a state request** Spaces
Custodial Party SSN	430 - 438	9	N	**Not used for a state request** Spaces
Custodial Party Birth Date	439 - 446	8	N	**Not used for a state request** Spaces
Noncustodial Parent First Name	447 - 496	50	A	**Not used for a state request** Spaces
Noncustodial Parent Last Name	497 - 546	50	A	**Not used for a state request** Spaces
Noncustodial Parent SSN	547 - 555	9	N	**Not used for a state request** Spaces
Noncustodial Parent Birth Date	556 - 563	8	N	**Not used for a state request** Spaces
Putative Father First Name	564 - 613	50	A	**Not used for a state request** Spaces
Putative Father Last Name	614 - 663	50	A	**Not used for a state request** Spaces

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Putative Father SSN	664 - 672	9	N	**Not used for a state request** Spaces
Putative Father Birth Date	673 - 680	8	N	**Not used for a state request** Spaces
Foster Care Agency Name	681 - 730	50	A/N	**Not used for a state request** Spaces
Contact First Name	731 - 780	50	A	**Not used for a state request** Spaces
Contact Last Name	781 - 830	50	A	**Not used for a state request** Spaces
Contact Phone Number	831 - 840	10	N	**Not used for a state request** Spaces
Contact Fax Number	841 - 850	10	A/N	**Not used for a state request** Spaces

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Contact Email Text	851 - 915	65	A/N	**Optional** E-mail address of the caseworker submitting the request or spaces Valid values: • Letters A-Z • Numbers 0-9 • Special characters: **@** ("at" sign), **-** (hyphen), **_** (underscore), **.** (period) Must comply with the following rules: • Must contain an **@** • Last dot must be after the **@** • **@** must not be the first character • **@** must not be the last character • Two periods in a row are not valid • Last character cannot be a period • Yahoo, Gmail, Hotmail, and MSN cannot be entered after the **@**
OCSE Assigned Identifier	916 - 924	9	N	**Required** Unique identifier assigned by OCSE for tracking purposes Valid values: • **Request file sent by a state to OCSE:** Contains spaces • **Request file forwarded by OCSE to a state:** OCSE-generated identifier (**Note**: Must be included in any responding transaction)

CHART A-1: CSDES REQUESTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Responding User Identifier	925 - 974	50	A/N	**Not used for a state request** Spaces
Document File Name	975 - 1034	60	A/N	**Not used for a state request** Spaces
Response Reason Code	1035 - 1037	3	A/N	**Not used for a state request** Spaces
Error Message Text	1038 - 1187	150	A/N	Error messages Valid values: • **Request file sent by state to OCSE:** Contains spaces • **Validated request file sent by OCSE to the requesting state:** Error codes separated by **,** (comma) (Refer to Chart B-4, "Error Code List," for valid values) • **Request file forwarded by OCSE to state:** Contains spaces
Filler	1188 - 1387	200		

Responding to Requests

Chart   A -2 shows the record layout for a state responding via CSDES batch to a request from another state.

<table>
<tr><th colspan="5">CHART A-2: CSDES RESPONSES BATCH LAYOUT</th></tr>
<tr><th>Field Name</th><th>Position</th><th>Length</th><th>A/N</th><th>Comments</th></tr>
<tr>
<td>Record Type Code</td>
<td>1 - 2</td>
<td>2</td>
<td>A</td>
<td>

Required

Type of record

Must contain SP

(Refer to Chart B-1, "Record Type Code List," for the definition)
</td>
</tr>
<tr>
<td>State Assigned Identifier</td>
<td>3 - 102</td>
<td>100</td>
<td>A/N</td>
<td>

Optional

Return value received on request or spaces

Valid values:
- Letters A-Z
- Numbers 0-9
</td>
</tr>
</table>

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
State Case Identifier (Requesting)	103 - 117	15	A/N	**Required** Requesting state's case identifier Valid values: • Letters A-Z • Numbers 0-9 Must comply with the following rules: • Cannot contain all spaces • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an ***** (asterisk) • All alpha and numeric values are valid including special characters, except \ and *****
State Code (Requesting)	118 - 119	2	A/N	**Required** Requesting state's 2-digit state code
County Code (Requesting)	120 - 122	3	A/N	**Optional** 3-digit code of the jurisdiction managing the case

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
State Case Identifier (Responding)	123 - 137	15	A/N	**Required** Responding state's case identifier Valid values: • Letters A-Z • Numbers 0-9 Must comply with the following rules: • Cannot contain all spaces • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an * (asterisk) • All alpha and numeric values are valid including special characters, except \ and *****
State Code (Responding)	138 - 139	2	A/N	**Required** Responding state's 2-digit state code
County Code (Responding)	140 - 142	3	A/N	**Optional** 3-digit code of the jurisdiction managing the case
User Identifier	143 - 192	50	A/N	**Optional** ID of the user making the request or spaces Return value received on the request Valid values: • Letters A-Z • Numbers 0-9 • Special characters

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Document Type Code	193 - 195	3	A/N	**Required** Document type responded Return value received on the request (Refer to Chart B-2, "Document Type Code List," for valid values)

Document Period From Date	196 - 203	8	N	**Optional**
				Starting date for request or spaces
				Return value received on the request
				Valid values:
				  • Numbers 0-9
				Must comply with the following rules:
				  • Format CCYYMMDD
				  • Cannot be greater than current date
				  • Cannot be less than 1900
				  • Cannot be greater than Document Period To Date

Document Period To Date	204 - 211	8	N	**Optional**
				Ending date for request or spaces
				Return value received on the request
				Valid values:
				  • Numbers 0-9
				Must comply with the following rules:
				  • Format CCYYMMDD
				  • Cannot be greater than current date
				  • Cannot be less than 1900
				  • Cannot be less than Document Period From Date

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Most Recent Document Indicator	212	1	A	**Optional** Valid values are **Y** (for most recent documents) or space Return value received on the request
Participant Last Name	213 - 262	50	A/N	**Optional** Last name of participant for request or spaces Return value received on the request Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Participant First Name	263 - 312	50	A/N	**Optional** First name of participant for request or spaces Return value received on the request Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Participant SSN	313 - 321	9	N	**Optional** SSN of participant for request or spaces Return value received on the request Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNN • Cannot contain all zeros

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Participant Birth Date	322 - 329	8	N	**Optional** Date of birth of the participant for request or spaces Return value received on the request Valid values: • Numbers 0-9 Must comply with the following rules: • Format CCYYMMDD • Cannot be greater than current date
Custodial Party First Name	330 - 379	50	A	**Not used for a state response** Spaces
Custodial Party Last Name	380 - 429	50	A	**Not used for a state response** Spaces
Custodial Party SSN	430 - 438	9	N	**Not used for a state response** Spaces
Custodial Party Birth Date	439 - 446	8	N	**Not used for a state response** Spaces
Noncustodial Parent First Name	447 - 496	50	A	**Not used for a state response** Spaces
Noncustodial Parent Last Name	497 - 546	50	A	**Not used for a state response** Spaces
Noncustodial Parent SSN	547 - 555	9	N	**Not used for a state response** Spaces

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Noncustodial Parent Birth Date	556 - 563	8	N	**Not used for a state response** Spaces
Putative Father First Name	564 - 613	50	A	**Not used for a state response** Spaces
Putative Father Last Name	614 - 663	50	A	**Not used for a state response** Spaces
Putative Father SSN	664 - 672	9	N	**Not used for a state response** Spaces
Putative Father Birth Date	673 - 680	8	N	**Not used for a state response** Spaces
Foster Care Agency Name	681 - 730	50	A/N	**Not used for a state response** Spaces
Contact First Name	731 - 780	50	A	**Not used for a state response** Spaces
Contact Last Name	781 - 830	50	A	**Not used for a state response** Spaces
Contact Phone Number	831 - 840	10	N	**Not used for a state response** Spaces
Contact Fax Number	841 - 850	10		**Not used for a state response** Spaces

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Contact Email Text	851 - 915	65	A/N	**Optional** E-mail address of the caseworker submitting the request or spaces • Letters A-Z • Numbers 0-9 • Special characters: **@** ("at" sign), **-** (hyphen), **_** (underscore), **.** (period) Must comply with the following rules: • Must contain an **@** • Last dot must be after the **@** • **@** must not be the first character • **@** must not be the last character • Two periods in a row are not valid • Last character cannot be a period • Yahoo, Gmail, Hotmail, and MSN cannot be entered after the **@**
OCSE Assigned Identifier	916 - 924	9	N	**Required** Unique identifier assigned by OCSE for tracking purposes Valid values: • **Response file sent by a state to OCSE:** OCSE-assigned identifier included by responding state (**Note**: Must be included in any responding transaction) • **Response file forwarded by OCSE to a state:** OCSE-generated identifier

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Responding User Identifier	925 - 974	50	A/N	**Optional** ID of user responding to the request or spaces Valid values: • Letters A-Z • Numbers 0-9 • Special characters
Document File Name	975 - 1034	60	A/N	**Conditionally Required** Document file name Required if no response reason code is provided Valid values: • Letters A-Z • Numbers 0-9 • Valid special characters: **.** (period), **_** (underscore), **-** (hyphen) Must comply with the following rules: • Cannot end with **.exe** • Must match the file name convention specified on your state's CSDES State Profile Form
Response Reason Code	1035 - 1037	3	A/N	**Conditionally Required** Response Reason Code Required if no document file name is provided Valid values are a response reason code or spaces. (Refer to Chart B-3, "Reason Code List," for valid values)

CHART A-2: CSDES RESPONSES BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments

Error Message Text	1038 - 1187	150	A/N	Error Messages
				Valid values:
				  • **Response file sent by state to OCSE:**
				Contains spaces
				  • **Validated response file sent by OCSE to the requesting state:**
				Error codes separated by a **,** (comma)
				(Refer to Chart B-4, "Error Code List," for valid values)
				  • **Response file forwarded by OCSE to state:**
				Contains spaces

Filler	1188 - 1387	200		

Unsolicited Push

Chart   A -3 shows the record layout to make an unsolicited push of documents via the CSDES batch process.

Field Name	Position	Length	A/N	Comments
CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Record Type Code	1 - 2	2	A	**Required** Type of record Must contain US (Refer to Chart B-1, "Record Type Code List," for the definition)
State Assigned Identifier	3 - 102	100	A/N	**Optional** Unique identifier assigned by your state for tracking or spaces Valid values: • Letters A-Z • Numbers 0-9

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
State Case Identifier (Receiving)	103 - 117	15	A/N	**Optional** Case identifier for the receiving state or spaces Valid values: • Letters A-Z • Numbers 0-9 Must comply with the following rules: • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an ***** (asterisk) • All alpha and numeric values are valid including special characters, except \ and *****
State Code (Receiving)	118 - 119	2	A/N	**Required** Receiving state's 2-digit state code
County Code (Receiving)	120 - 122	3		**Optional** 3-digit code of the jurisdiction managing the case

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
State Case Identifier (Providing)	123 - 137	15	A/N	**Required** Providing state's case identifier Valid values: • Letters A-Z • Numbers 0-9 Must comply with the following rules: • Cannot contain all spaces, if providing a case identifier • Cannot start with a leading space(s), cannot contain an embedded space(s), cannot contain all zeros • Cannot contain a \ (backslash) • Cannot contain an ***** (asterisk) • All alpha and numeric values are valid including special characters, except \ and *****
State Code (Providing)	138 - 139	2	A/N	**Required** Providing state's 2-digit state code
County Code (Providing)	140 - 142	3	A/N	**Optional** 3-digit code of the jurisdiction managing the case
User Identifier	143 - 192	50	A/N	**Optional** ID of the user providing the documents or spaces Valid values: • Letters A-Z • Numbers 0-9 • Special characters

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT			
Field Name	Position	Length	A/N	Comments
Document Type Code	193 - 195	3	A/N	**Required** Document type provided (Refer to Chart B-2, "Document Type Code List," for valid values)
Document Period From Date	196 - 203	8	N	**Not used for unsolicited documents** Spaces
Document Period To Date	204 - 211	8	N	**Not used for unsolicited documents** Spaces
Most Recent Document Indicator	212	1	A	**Not used for unsolicited documents** Spaces
Participant Last Name	213 - 262	50	A	**Not used for unsolicited documents** Spaces
Participant First Name	263 - 312	50	A	**Not used for unsolicited documents** Spaces
Participant SSN	313 - 321	9	N	**Not used for unsolicited documents** Spaces
Participant Birth Date	322 - 329	8	N	**Not used for unsolicited documents** Spaces

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Custodial Party First Name	330 - 379	50	A/N	**Optional** First name of the participant for whom unsolicited documents are being provided or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Custodial Party Last Name	380 - 429	50	A	**Optional** Last name of the participant for whom unsolicited documents are being provided or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Custodial Party SSN	430 - 438	9	N	**Optional** SSN of the participant for whom unsolicited documents are being provided or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNN • Must not contain all zeros

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Custodial Party Birth Date	439 - 446	8	N	**Optional** Birth date of the participant for whom unsolicited documents are being provided or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format CCYYMMDD • Cannot be greater than current date
Noncustodial Parent First Name	447 - 496	50	A	**Optional** First name of the participant for whom unsolicited documents are being provided or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Noncustodial Parent Last Name	497 - 546	50	A	**Optional** Last name of the participant for whom unsolicited documents are being provided or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Noncustodial Parent SSN	547 - 555	9	N	**Optional** SSN of the participant for whom unsolicited documents are being provided or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNN • Must not contain all zeros
Noncustodial Parent Birth Date	556 - 563	8	N	**Optional** Birth date of the participant for whom unsolicited documents are being provided or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format CCYYMMDD • Cannot be greater than current date
Putative Father First Name	564 - 613	50	A/N	**Optional** First name of the participant for whom unsolicited documents are being provided or spaces • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Putative Father Last Name	614 - 663	50	A/N	**Optional** Last name of the participant for whom unsolicited documents are being provided or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Putative Father SSN	664 - 672	9	N	**Optional** SSN of the participant for whom unsolicited documents are being provided or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNN • Cannot contain all zeros
Putative Father Birth Date	673 - 680	8	N	**Optional** Birth date of the participant for whom unsolicited documents are being provided or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format CCYYMMDD • Cannot be greater than current date

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Foster Care Agency Name	681 - 730	50	A/N	**Optional** Agency name for which unsolicited documents are being provided or spaces Valid values: • Letters A-Z • Numbers 0-9 • Valid special characters: **,** (comma), **.** (period), **-** (hyphen), **'** (apostrophe), **&** (ampersand)
Contact First Name	731 - 780	50	A	**Optional** First name of contact providing documents or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)
Contact Last Name	781 - 830	50	A	**Optional** Last name of contact providing documents or spaces Valid values: • Letters A-Z • Valid special characters: **,** (comma), **-** (hyphen), **'** (apostrophe)

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Contact Phone Number	831 - 840	10	N	**Optional** Phone number of contact person or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNNN • Cannot contain all zeros
Contact Fax Number	841 - 850	10	A/N	**Optional** Fax number of contact person or spaces Valid values: • Numbers 0-9 Must comply with the following rules: • Format NNNNNNNNNN • Cannot contain all zeros

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Contact Email Text	851 - 915	65	A/N	**Optional** E-mail address of the caseworker submitting the request or spaces Valid values: • Letters A-Z • Numbers 0-9 • Special characters: **@** ("at" sign), **-** (hyphen), **_** (underscore), **.** (period) Must comply with the following rules: • Must contain an **@** • Last dot must be after the **@** • **@** must not be the first character • **@** must not be the last character • Two periods in a row are not valid • Last character cannot be a period • Yahoo, Gmail, Hotmail, and MSN cannot be entered after the **@**
OCSE Assigned Identifier	916 - 924	9	N	Unique identifier assigned by OCSE for tracking purposes • **Unsolicited document sent by a state to OCSE:** Contains spaces • **Unsolicited document forwarded by OCSE to a state:** OCSE-generated identifier (**Note**: Must be included in any responding transaction)
Responding User Identifier	925 - 974	50	A/N	**Not used for unsolicited documents** Spaces

CHART A-3: CSDES UNSOLICITED DOCUMENTS BATCH LAYOUT				
Field Name	Position	Length	A/N	Comments
Document File Name	975 - 1034	60	A/N	**Required** Document file name Valid values: • Letters A-Z • Numbers 0-9 • Valid special characters: **.** (period), **_** (underscore), **-** (hyphen) Must comply with the following rules: • Cannot end with **.exe** • Must match the file naming convention specified on your state's CSDES State Profile Form
Response Reason Code	1035 - 1037	3	A/N	**Not used for unsolicited documents** Spaces
Error Message Text	1038 - 1187	150	A/N	Error Messages Valid values: • **Unsolicited file sent by state to OCSE:** Contains spaces • **Validated unsolicited file sent by OCSE to the providing state:** Error codes separated by a **,** (comma) (Refer to Chart B-4, "Error Code List," for valid values) • **Unsolicited file forwarded by OCSE to state:** Contains spaces
Filler	1188 - 1387	200		

OCSE Updates for CSDES Participants

Chart   A -4 shows the record layout for the monthly update file OCSE sends CSDES participants, showing the participating states and the documents each state makes available for exchange.

CHART A-4: CSDES PARTICIPATING STATE UPDATE FILE LAYOUT				
Field Name	Position	Length	A/N	Comments
Participating State Code	1-2	2	A/N	The participating state's 2-digit state code
Document Type Code	3-5	3	A	Unique type code of the document (Refer to Chart B -6, "Document Type Code List," for valid values)
Document Type Description	6-205	200	A/N	Description of document type code provided (Refer to Chart B -6, "Document Type Code List," for description)
Filler	206-255	50		

B.   CODE LISTS

This section contains lists of codes the CSDES application uses.

Record Type Codes

Chart B -5 shows the required values for record type for requests, responses, and unsolicited documents.

CHART B-5: RECORD TYPE CODE LIST	
Record Type Code	Record Type Description
SR	Solicited request
SP	Solicited response
US	Unsolicited push

Document Type Codes

Chart B -6 shows the valid values for document types and gives descriptions of the documents.

CHART B-6: DOCUMENT TYPE CODE LIST	
Document Type Code	Document Type Description
ASF	Administrative subpoena form
AOP	Affidavit of paternity
BCT	Birth certificate
FRD	Financial record
GTR	Genetic testing results
MSO	Medical support only order
MSN	National medical support notice
NLF	Notice of lien form
NWI	Notice to withhold income for child support
OWI	Order to withhold income for child support
PCP	Photo ID of CP

CHART B-6: DOCUMENT TYPE CODE LIST	
Document Type Code	Document Type Description
PNP	Photo ID of NCP
SOR	Support order
AEP	Affidavit in support of establishing paternity
CT1	CSE Transmittal #1: Initial Request
CT2	CSE Transmittal #2: Subsequent Actions
CT3	CSE Transmittal #3: Request for Assistance/Discovery
GTM	General testimony
LDS	Locate data sheet
NDO	Notice of determination of controlling order
RST	Registration statement
USP	Uniform support petition

Reason Codes

Chart B -7 shows the valid values for reason codes and descriptions of reasons for not providing a document or providing a document at a later date.

CHART B-7: REASON CODE LIST	
Reason Code	Reason Description
CCL	Case closed
DNA	Document is not available in case
DPO	Document provided by other means
FRQ	Fee required
III	Insufficient identifying information
N4D	Non-IV-D case
PSP	Prohibited by state policy
PDI	Pending document imaging
ROA	Requested from outside agency

Error Codes

Chart   B -8 shows the valid values of error codes and error descriptions.

CHART B-8: ERROR CODE LIST	
Error Code	Error Description
000	File is empty or in an invalid format
001	Record type code is empty or in an invalid format
002	State-assigned identifier is in an invalid format
003	Receiving state case identifier is empty or in an invalid format
004	Receiving state code is empty or in an invalid format
005	Receiving county code is empty or in an invalid format
006	Providing state case identifier is empty or in an invalid format
007	Providing state code is empty or in an invalid format
008	Providing county code is empty or in an invalid format
009	User identifier is in an invalid format
010	Document type code is empty or an invalid code
011	Document period from date is in an invalid format
012	Document period to date is in an invalid format or greater than the from date
013	Most recent document indicator is an invalid value
014	Participant last name is in an invalid format
015	Participant first name is in an invalid format
016	Participant SSN is in an invalid format
017	Participant birth date is in an invalid format or is not a valid date
018	Custodial party first name is in an invalid format
019	Custodial party last name is in an invalid format
020	Custodial party SSN is in an invalid format
021	Custodial party birth date is in an invalid format
022	Noncustodial parent first name is in an invalid format

CHART B-8: ERROR CODE LIST	
Error Code	Error Description
023	Noncustodial parent last name is in an invalid format
024	Noncustodial parent SSN is in an invalid format
025	Noncustodial parent birth date is in an invalid format
026	Putative father first name is in an invalid format
027	Putative father last name is in an invalid format
028	Putative father SSN is in an invalid format
029	Putative father birth date is in an invalid format
030	Foster care agency name is in an invalid format
031	Contact first name is in an invalid format
032	Contact last name is in an invalid format
033	Contact phone number is in an invalid format
034	Contact fax number is in an invalid format
035	Contact e-mail text is in an invalid format
036	OCSE-assigned identifier is invalid or empty
037	Responding user identifier is invalid
038	Document file name is invalid or empty
039	Response reason code is invalid or empty
040	State is not a participating CSDES state
041	Document type is not provided by the participating state
042	Document file contains a virus
043	Response was already made for this request