OCSE Federal Parent Locator Service

National Directory of New Hires

Guide for Data Submission

Version 13.0

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Administration for Children and Families

Office of Child Support Enforcement

370 L’Enfant Promenade S.W.

Washington, DC 20447

1. Input Transaction Layouts

This appendix has the layouts for records accepted by the NDNH system. Each record layout in this appendix includes:

* **Field Name** – the name of the field as it appears on the input transaction layout
* **Location** – the position of the field on the record
* **Length** – the number of characters allowed in the field
* **A/N** – the type of field: alphabetic (A), numeric (N), or alphanumeric (A/N)
* **Comments** – shows if the field is required for the transaction and includes an explanation of the field and the field’s relationship to other fields or records

When sending input records, the NDNH 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 rejects all records until a Header record is located.

The data sent to the NDNH must comply with these requirements:

1. All alphabetic data except the User field, must be in upper case.
2. All alphabetic and alphanumeric data must be left justified.
3. All numeric data must be right justified with leading zeros.
4. All dates must be in CCYYMMDD format.
* CC represents the century
* YY represents the year
* MM represents the month and must be a number greater than 00, but less than 13
* DD represents the day of the month and must be a valid number for the month
1. Name fields cannot include suffixes, such as ‘Jr.,’ ‘Sr.,’ or ‘III.’
2. All Filler fields must be spaces, not low values.
3. The hyphen is the only special character allowed in the Employee Name, Employer Name, and City fields.
4. All state and territory abbreviations in addresses must be valid USPS abbreviations.
5. All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries.
6. If an address is less than 40 characters per line, do not concatenate it into one line.

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Public reporting burden for this collection of information is estimated to average 2 minutes per response for processing input and output files, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

| Chart E‑1: New Hire Transmitter Header Record |
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| OMB Control Number: 0970-0166 Expiration Date: xx/xx/xxxx |
| Field Name | Location | Length | A/N | Comments |
| Record Identifier | 1-2 | 2 | A/N | RequiredThis field must have ‘H4.’ |
| Transmitter State Code | 3-4 | 2 | A/N | Required for states and territoriesThis field must have the two-digit numeric FIPS code of the state or territory sending data. FIPS codes are at<http://www.census.gov/geo/reference/ansi_statetables.html>.Federal agencies leave this field blank. |
| Transmitter Agency Code | 5-13 | 9 | A/N | Required for federal agenciesThis field must have the nine-character FEIN or the letter ‘A’ followed by the FIPS code of the federal agency.SDNHs leave this field blank. |
| Transmission Type | 14-15 | 2 | A/N | RequiredThis field must have ‘W4.’ |
| Department of Defense Code | 16 | 1 | A | Required for DoD onlyThis field must have one of these characters:A – Active duty employeesC – Civilian employeesR – Reserve employeesSDNHs and federal agencies, other than the DoD, leave this field blank. |
| Version Control Number | 17-18 | 2 | A/N | RequiredThis field must have ‘01.’ |
| Date Stamp | 19-26 | 8 | N | RequiredThis field must have the transmission date in CCYYMMDD format. |
| Batch Number | 27-32 | 6 | N | RequiredYou generate this number. Do not repeat batch numbers. |
| Filler | 33-801 | 769 | A/N | Reserved for OCSEThis field must be spaces. OCSE only returns spaces in this field. |

| Chart E‑2: New Hire Data Record |
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| OMB Control Number: 0970-0166 Expiration Date: xx/xx/xxxx |
| Field Name | Location | Length | A/N | Comments |
| Record Identifier | 1-2 | 2 | A/N | RequiredThis field must have ‘W4.’ |
| Employee SSN | 3-11 | 9 | N | RequiredThis field must have a nine-digit SSN.If this field is blank or has alphabetic characters, NDNH rejects the record. |
| Employee Name First Name Middle Name Last Name | 12-2728-4344-73 | 161630 | AAA | RequiredIf either the First or Last Name field is blank, NDNH rejects the record.No special characters are allowed except hyphens.The first and last name cannot begin with a space or a hyphen. |
| Employee Street Address Line 1 Line 2 Line 3 | 74-113114-153154-193 | 404040 | A/NA/NA/N | RequiredThis field must be at least two characters.If an address is less than 40 characters per line, do not concatenate into one line.Use Line 3 for a military designation or Canadian province code. |
| Employee City | 194-218 | 25 | A | RequiredThis field must have at least two characters.No special characters are allowed except hyphens. |
| Employee State | 219-220 | 2 | A | RequiredThis field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at<http://www.census.gov/geo/reference/ansi_statetables.html>. |
| Employee ZIP Code ZIP Code (1) ZIP Code (2) | 221-225226-229 | 54 | A/NA/N | Required: first five-digitsThis field is the five-digit USPS ZIP code associated with the employee’s address.The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code, but not all zeros. |
| Employee Foreign Address Foreign Country Code Foreign Country Name Foreign ZIP Code | 230-231232-256257-271 | 22515 | A/NA/NA/N | OptionalFIPS codes are at <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>.The foreign country name, if present, must be at least two characters.Include military designation or Canadian province code. |
| Employee Date of Birth | 272-279 | 8 | A/N | OptionalThis field must be in CCYYMMDD format, if present.This must be either all spaces or a valid date. |
| Employee Date of Hire | 280-287 | 8 | A/N | RequiredThis field must be in CCYYMMDD format, if present.This field must be either all spaces or a valid date.This is the first day a person does services for pay, and the date the employer recognizes as the first day for income tax withholding. |
| Employee State of Hire | 288-289 | 2 | A | OptionalThis field must be a valid two-letter USPS abbreviation of a state or territory, if present. |
| Federal EIN | 290-298 | 9 | N | RequiredThis field is the Federal Employer Identification Number (FEIN) the IRS assigns to an employer. |
| State EIN | 299-310 | 12 | A/N | OptionalThis field is a number a state may assign an employer. |
| Employer Name | 311-355 | 45 | A/N | RequiredThis field must be at least two characters.No special characters allowed except hyphens. |
| Employer Street Address Line 1 Line 2 Line 3 | 356-395396-435436-475 | 404040 | A/NA/NA/N | RequiredThis field must be at least two characters.If an address is less than 40 characters per line, do not concatenate into one line.Use Line 3 for a military designation or Canadian province code. |
| Employer City | 476-500 | 25 | A | RequiredThis field must be at least two characters.No special characters allowed except hyphens. |
| Employer State | 501-502 | 2 | A | RequiredThis field must be a valid two-letter USPS abbreviation of a state or territory. |
| Employer ZIP Code ZIP Code (1) ZIP Code (2) | 503-507508-511 | 54 | A/NA/N | Required: first five-digitsThis field is the five-digit USPS ZIP code associated with the employer’s address.The ZIP Code (2) field must be either all spaces or the four-digit extra numeric code but not all zeros. |
| Employer Foreign Address Foreign Country Code Foreign Country Name Foreign ZIP Code | 512-513514-538539-553 | 22515 | A/NA/NA/N | OptionalFIPS codes are at <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>The foreign country name, if present, must be at least two characters.Include military designation or Canadian province code. |
| Employer Optional Street Address Line 1 Line 2 Line 3 | 554-593594-633634-673 | 404040 | A/NA/NA/N | OptionalThis field is the employer’s street address where a child support income withholding order is sent.If an address is less than 40 characters per line, do not concatenate into one line.Use Line 3 for a military designation or Canadian province code. |
| Employer Optional City | 674-698 | 25 | A | OptionalThis field must have at least two characters, if present.No special characters allowed except hyphens. |
| Employer Optional State | 699-700 | 2 | A | OptionalThis field must be a valid two-letter USPS abbreviation of a state or territory, if present. |
| Employer Optional ZIP Code ZIP Code 1 ZIP Code 2 | 701-705706-709 | 54 | A/NA/N | OptionalEach ZIP code field must be either all spaces or all numeric but not all zeros. |
| Employer Optional Foreign Address Foreign Country Code Foreign Country Name Foreign ZIP Code | 710-711712-736737-751 | 22515 | A/NA/NA/N | OptionalFIPS codes are at <http://unstats.un.org/unsd/methods/m49/m49alpha.htm>.The foreign country name, if present, must be at least two characters.Include military designation or Canadian province code. |
| Filler | 752-801 | 50 | A/N | Reserved for OCSEThis field must be spaces. OCSE only returns spaces in this field. |

| Chart E‑3: New Hire Total Record |
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| OMB Control Number: 0970-0166 Expiration Date: xx/xx/xxxx |
| Field Name | Location | Length | A/N | Comments |
| Record Identifier | 1-2 | 2 | A/N | RequiredThis field must have the characters ‘T4.’ |
| Data Record Count | 3-13 | 11 | N | RequiredThis field must be the number of records in the transmission, including the Header and Total records. |
| Filler | 14-801 | 788 | A/N | Reserved for OCSEThis field must be spaces. OCSE only returns spaces in this field. |