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 | | | | |
| --- | --- | --- | --- | --- |
| OMB Control Number: 0970-0166 Expiration Date: xx/xx/xxxx | | | | |
| Field Name | Location | Length | A/N | Comments |
| Record Identifier | 1-2 | 2 | A/N | Required  This field must have ‘H4.’ |
| Transmitter State Code | 3-4 | 2 | A/N | Required for states and territories  This 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 agencies  This 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 | Required  This field must have ‘W4.’ |
| Department of Defense Code | 16 | 1 | A | Required for DoD only  This field must have one of these characters:  A – Active duty employees  C – Civilian employees  R – Reserve employees  SDNHs and federal agencies, other than the DoD, leave this field blank. |
| Version Control Number | 17-18 | 2 | A/N | Required  This field must have ‘01.’ |
| Date Stamp | 19-26 | 8 | N | Required  This field must have the transmission date in CCYYMMDD format. |
| Batch Number | 27-32 | 6 | N | Required  You generate this number. Do not repeat batch numbers. |
| Filler | 33-801 | 769 | A/N | Reserved for OCSE  This field must be spaces. OCSE only returns spaces in this field. |

| Chart E‑2: New Hire Data Record | | | | |
| --- | --- | --- | --- | --- |
| OMB Control Number: 0970-0166 Expiration Date: xx/xx/xxxx | | | | |
| Field Name | Location | Length | A/N | Comments |
| Record Identifier | 1-2 | 2 | A/N | Required  This field must have ‘W4.’ |
| Employee SSN | 3-11 | 9 | N | Required  This 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 | 12-27  28-43  44-73 | 16  16  30 | A  A  A | Required  If 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 | 74-113  114-153  154-193 | 40  40  40 | A/N  A/N  A/N | Required  This 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 | Required  This field must have at least two characters.  No special characters are allowed except hyphens. |
| Employee State | 219-220 | 2 | A | Required  This 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) | 221-225  226-229 | 5  4 | A/N  A/N | Required: first five-digits  This 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 | 230-231  232-256  257-271 | 2  25  15 | A/N  A/N  A/N | Optional  FIPS 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 | Optional  This 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 | Required  This 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 | Optional  This field must be a valid two-letter USPS abbreviation of a state or territory, if present. |
| Federal EIN | 290-298 | 9 | N | Required  This field is the Federal Employer Identification Number (FEIN) the IRS assigns to an employer. |
| State EIN | 299-310 | 12 | A/N | Optional  This field is a number a state may assign an employer. |
| Employer Name | 311-355 | 45 | A/N | Required  This field must be at least two characters.  No special characters allowed except hyphens. |
| Employer Street Address  Line 1  Line 2  Line 3 | 356-395  396-435  436-475 | 40  40  40 | A/N  A/N  A/N | Required  This 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 | Required  This field must be at least two characters.  No special characters allowed except hyphens. |
| Employer State | 501-502 | 2 | A | Required  This field must be a valid two-letter USPS abbreviation of a state or territory. |
| Employer ZIP Code  ZIP Code (1)  ZIP Code (2) | 503-507  508-511 | 5  4 | A/N  A/N | Required: first five-digits  This 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 | 512-513  514-538  539-553 | 2  25  15 | A/N  A/N  A/N | Optional  FIPS 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 | 554-593  594-633  634-673 | 40  40  40 | A/N  A/N  A/N | Optional  This 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 | Optional  This field must have at least two characters, if present.  No special characters allowed except hyphens. |
| Employer Optional State | 699-700 | 2 | A | Optional  This 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 | 701-705  706-709 | 5  4 | A/N  A/N | Optional  Each 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 | 710-711  712-736  737-751 | 2  25  15 | A/N  A/N  A/N | Optional  FIPS 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 OCSE  This field must be spaces. OCSE only returns spaces in this field. |

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