

D. OVERVIEW – ENFORCEMENT (ENF)

Note: The IGD and this appendix have been updated. A complete Summary of Changes can be found in the IGD section entitled “Document Revisions”. For ease of recognition, substantive changes appear in *bold italic*.

The Transaction Functional Matrix (TFM) is a comprehensive guidance document developed to support States’ efforts to standardize the use of transactions. A TFM Workgroup, consisting of representatives from States, OCSE, and the CSENet 2000 team reviewed and discussed issues related to developing standardized business usage for transactions. The workgroup determined the original elements contained in the TFM and identified transactions recommended for deletion. Information provided for these transactions is listed at the end of this section and is limited to Function, Action, and Reason codes. Recommended alternative transaction usage is provided to assist States.

As a part of OCSE’s Continuous Service Improvement (CSI) effort, the Interstate Communications Initiative team undertook a project to improve the business use of CSENet transactions. The activities to improve the business use of CSENet included the following:

- *Establish a core set of transactions,*
- *Link CSENet transactions to interstate business,*
 - *Code of Federal Regulations (CFR) notification requirements,*
 - *Synchronize CSENet transactions with the Intergovernmental Form updates,*
 - *Add new paternity status values,*
 - *Clarify how transactions should be used, and*
- *Identify the need for new transactions.*

The core set of transactions, as stated in DCL 07-20, was designed in partnership with States by identifying those interstate activities/requests that are essential to processing interstate cases. The core set will help States focus their efforts when using CSENet to conduct interstate business.

Over the years, experience has demonstrated that many of the available CSENet transactions are rarely used, because of changing statutes, e.g., UIFSA, the way business is conducted for processing interstate cases, etc. Although well intended, the number of transactions available made CSENet appear unnecessarily complicated and cumbersome.

Establishing this core set of transactions is a step towards streamlining the number of transactions and provides the following benefits for States:

- *Improves interstate case processing through a precise and well-defined transaction set,*
- *Increases CSENet’s ability to effectively and efficiently perform electronic interstate communications, and*

- *Increases standardization by establishing a common or less “cluttered” playing field.*

To help States focus programming efforts on fewer transactions to better convey interstate business activities, OCSE recommends that States use these transactions when enhancing existing programming, as well as during the development of new CSENet functionality.

This section of the TFM has been revised as a part of OCSE’s CSI effort and incorporates enhanced guidance that includes:

- *Linked transactions to specific interstate business,*
- *Recommended automation possibilities,*
- *Identified transactions that support new interstate actions, activities on established interstate cases, and limited or administrative service requests, and*
- *Suggested potential triggers to generate transactions.*

A full listing of all transactions within the core set is found in Appendix B, “Valid Transactions Table”, Chart B-5. Transactions that are not included in the core set are identified at the end of each TFM section and include those the TFM Workgroup recommended for deletion. In the future, the number of CSENet transactions may be reduced.

D.1 Document Layout

Along with providing guidance on when and how transactions are used, guidance on the data to include in a transaction is provided. First, all of the data blocks and elements within a block required by the CSENet application are listed. Next, data that may not be required but is essential to conduct the specific business is identified by shading. Finally, recommendations to include additional data are provided under the Recommended Use of Data in the Description/Business Usage section. The matrix consists of six main parts:

- *Function code,*
- *Action code,*
- *Reason code,*
- *Description/business usage,*
- *Required data blocks and elements, and*
- *Data element description and usage.*

D.1.1 FUNCTION CODE

The Function code (also known by its field name, Functional-Type-Code) refers to the child support business activity the transaction supports. Examples of Function codes are Quick Locate (LO1) and Enforcement (ENF).

D.1.2 ACTION CODE

The Action code describes the kind of transaction. Examples include a Request and Response (also known as provision of information).

D.1.3 REASON CODE

The Reason code (also known by its field name, Action-Reason-Code) provides further definition of the business activity the transaction communicates. For example, an Enforcement Acknowledgment (ENF A) may use the Reason code of AADIN to inform the other State that additional information is necessary to proceed with their request. (Note: Not all transactions require a Reason code, such as a Quick Locate Request, LO1 R).

D.1.4 DESCRIPTION/BUSINESS USAGE

Defines a specific transaction by the combination of Function, Action, and Reason codes and provides the business activity and usage for the transaction. *Chart D-1 identifies the subsections that may comprise the Description/Business Usage section, depending upon the nature of the transaction.*

CHART D-1: CONTENTS OF THE DESCRIPTION/BUSINESS USAGE SECTION	
Subheading	Description
<i>Sent by Initiating or Responding State</i>	<i>Recommends whether the initiating or responding State, or both, generates the transaction. The following standard definitions are used:</i> <ul style="list-style-type: none"> • <i>The initiating State is the State in which the custodial party (CP) resides; and</i> • <i>The responding State is the State in which the noncustodial parent (NCP) resides.</i>
<i>Used On/To</i>	<i>Indicates whether the transaction is used for:</i> <ul style="list-style-type: none"> • <i>Initiating a new interstate case,</i> • <i>Working with an established case, or</i> • <i>Limited or administrative service requests.</i>
<i>Corresponds To</i>	<i>Cites the specific item in the Intergovernmental Forms of the business that the transaction conveys.</i>
<i>Relevant CFR Requirements</i>	<i>Cites the relevant sections of the CFR that the transaction addresses.</i>
<i>Automated Triggers</i>	<i>Suggests ways to automate sending transactions in a child support enforcement (CSE) system.</i>
<i>Recommended Action by Receiving State</i>	<i>Describes the type of follow-up activity a State may initiate upon receiving the transaction.</i>
<i>Recommended Use of</i>	<i>Describes specific recommendations and/or clarifications of</i>

CHART D-1: CONTENTS OF THE DESCRIPTION/BUSINESS USAGE SECTION	
Subheading	Description
<i>Data</i>	<i>data usage.</i>
<i>References to Data Blocks</i>	<i>Provides requirements or recommendations for specific information in data blocks included in the transaction.</i>

D.1.5 REQUIRED DATA BLOCKS AND ELEMENTS

Lists data blocks *and elements* that are currently required for transmitting transactions. Shaded areas identify data recommended as essential to conduct business and automate transaction processing. These recommendations do not replace the requirements presented in Appendix C, “Data Block Record Layout”.

D.1.6 DATA ELEMENT DESCRIPTION AND USAGE

Includes values and/or a description of the specific data element.

D.2 Summary of Assumptions

To ensure standardization, the TFM Work Group recommended specific business usage and general practices that should be used when interpreting and applying TFM recommendations. The following are the assumptions for transaction usage made by the TFM Work Group:

1. Enforcement transactions are used to establish a interstate process when enforcing an existing order.
2. When sending Request transactions (except LO1 and CSI) States should provide all available data to assist the receiving State.
3. Given that some IV-D offices carry generic caseloads, the Contact Name and related fields in the Case data block may contain an entity rather than a person’s name.
4. States will use the full range of transactions *identified in the core set* for the business usage as indicated for each. This assists all States’ ability to standardize and increase automated processing.

D.3 Automating CSENet Transactions

A key to the successful use of CSENet is the level of automation developed by each State. Whenever possible, States should have the CSE system automate sending a new interstate referral, requests for action on an existing case, or responses to requests. States should look for a data element or a combination of data elements that identifies interstate activities to serve as triggers for outgoing transactions to eliminate the need for worker intervention. Equally critical is automating the entry of data into the transaction record. Manual entry of

data in a transaction should be limited only to the data that is not available on the CSE system.

Conversely, when transactions are received, States should also have their system, whenever possible, automatically update the case with the fact that a transaction was received and store the data received in the transaction. Also, prior to automatically creating an alert that notifies workers that a transaction was received, determine whether the system can take appropriate actions without worker intervention. This would include the building of new cases by the system so case activity can begin immediately. Although this level of automation is not always possible, automating to the maximum extent possible will significantly improve the handling of interstate requests.

A prime example of automation is the L01 – Quick Locate transaction. Most States have totally automated the process of receiving locate requests, obtaining locate information, and returning the employer or address information to the requesting State. This enhanced level of automation has helped with location efforts which, in turn have led to more timely establishment and enforcement activities.

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
ENF	R	ERALL	<p>Enforcement Request, all Remedies Sent by Initiating State: <i>This transaction is used to electronically request multiple enforcement activities.</i></p> <p>Used To: <i>Request the initiation of a new interstate case</i></p> <p>Corresponds To: <i>This transaction corresponds to the use of multiple enforcement requests on Transmittal #1.</i></p> <p>Automated Triggers: <i>Determine how the CSE system records that multiple enforcement activities are needed from another State.</i></p> <p>Action By Receiving State: <i>Process according to Federal guidelines. Consider initial activities, such as building a case and initiating locate activities.</i></p>	HEADER	
				LOCAL-FIPS-STATE/COUNTY	Your State/County FIPS Code
				OTHER-FIPS-STATE/COUNTY	State/County FIPS Code where transaction is directed.
				CSENet 2000 VERSION NUMBER	003
				TRANSACTION SERIAL NUMBER	Fill as appropriate
				ACTION CODE	R
				FUNCTIONAL TYPE CODE	ENF
				TXN DATE	Date transaction was created
				CASE-ID	Your Case ID
				ACTION REASON	ERALL
				ATTACHMENTS IND	=N
				CASE-DATA-IND	=1
				NCP-IDENTIFICATION-IND	=1
				NCP-LOCATE-IND	=1
PARTICIPANT-DATA-IND	Fill as appropriate				
ORDER-DATA-IND	=1				
ENF	R	ERALL	<p>Recommended Use of Data: <i>Provide contact's direct phone number in the Case Data Block.</i></p> <p><i>Provide the NCP's SSN and DOB in the NCP Identification Data Block.</i></p> <p><i>Provide detailed information regarding the request in the Information Data Block.</i></p>	COLLECTION-DATA-IND	=0 (Numeric)
				INFORMATION-IND	=0 (Numeric)
				OVERDUE-IND	=0 (Numeric)
				CASE DATA BLOCK	
				CASE-TYPE	Fill as appropriate
				CASE-STATUS	=O (Alpha)
				PAYMENT-MAILING-ADDRESS-LINE1	Your Payment Mailing Address
				PAYMENT-CITY	Payment City
				PAYMENT-STATE	Payment State
				PAYMENT-ZIP-1	Payment Zip Code

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage
			<p>NCP IDENTIFICATION DATA BLOCK <i>The NCP's SSN is required if the NCP mailing address, residential address, and employer name fields in the NCP Locate Data Block are blank-filled.</i></p> <p>NCP LOCATE DATA BLOCK Either the NCP residential or mailing address or employer name and address is required.</p>	CONTACT-NAME-LAST	Your State Contact
				CONTACT-NAME-FIRST	Your State Contact
				CONTACT-ADDRESS-LINE-1	Contact Address
				CONTACT-CITY	Contact City
				CONTACT-STATE	Contact State
				CONTACT-ZIP-1	Contact Zip Code
				NCP IDENTIFICATION DATA BLOCK	
				NAME-LAST	NCP Last Name
				NAME-FIRST	NCP First Name
				NCP LOCATE DATA BLOCK	
				RESIDENTIAL-ADDRESS-LINE1	NCP Street Address
				RESIDENTIAL-CITY	NCP City
				RESIDENTIAL-STATE	NCP State
ENF	R	ERALL		<p>PARTICIPANT DATA BLOCK (2) Must contain at least two participants, one with Relationship code C (custodial parent) and one with code D (dependent) and may have as many as nine participants.</p> <p>ORDER DATA BLOCK The Order Frequency Amount is required (can equal zero) unless the Order Arrears Total Amount is</p>	RESIDENTIAL-ZIP-1
			RESIDENTIAL-ADDRESS-EFFECTIVE-DATE	Required if Residential Address entered	
			RESIDENTIAL-ADDRESS-CONFIRMED-IND.	Fill as appropriate	
			PARTICIPANT DATA BLOCK (2)		
			NAME-LAST	Participant Last Name	
			NAME-FIRST	Participant First Name	
			DATE-OF-BIRTH	Fill as appropriate	

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

Function Code	Action Code	Reason Code	Description/Business Usage	Required Data Blocks and Elements* (Data Block Record Layout)	Data Element Description and Usage	
			equal to or greater than zero. The Order Frequency is required if the Order Frequency Amount is greater than zero. The From and Thru Dates must be entered for each category of arrears entered with a valid value greater than zero.	RELATIONSHIP	Fill as appropriate	
				PARTICIPANT-STATUS	=O (Alpha)	
				DEPENDENT-RELATION-CP	Fill as appropriate	
				ORDER DATA BLOCK		
				ORDER-FIPS-STATE	FIPS Code of State that issued Order	
				ORDER-FIPS-COUNTY	FIPS Code of County that issued Order	
				ORDER-ID	The Order ID	
				ORDER-FILING-DATE	Date Order was filed in your State	
				ORDER-TYPE	Fill as appropriate	
				DEBT-TYPE	Fill as appropriate	
				ORDER-FREQ	Fill as appropriate	
				ORDER-FREQ-AMOUNT	Dollar amount per frequency	
				ORDER-EFFECTIVE-DATE	Date the obligation starts to accrue	
				MEDICAL-ORDERED	Y or N	

*Shaded areas identify data recommended as essential to conduct business and automate transaction processing

VALID TRANSACTIONS EXCLUDED FROM THE TFM AND CORE SET				
Function Code	Action Code	Reason Code	Description/Business Usage	Recommendation for Alternative Transaction(s) Usage
ENF	A		Enforcement Acknowledgment	ENF A ANOAD or ENF A AADIN
ENF	U	ERARR	Enforcement Update, Request Collection of Arrears	<i>MSC P GSPUD*</i>
ENF	R, U	EREXO	Enforcement Request/Update, Request Collection of Existing Order	<i>Use ENF R ERALL if initiating a new interstate case Use MSC P GSPUD if an established interstate case exists</i>
ENF	R, U	ERFSO	<i>Enforcement Request/Update, Registration of Foreign Support Order for Modification by Oblige</i>	N/A
ENF	R, U	ERWAG	<i>Enforcement Request/Update, Wage Withholding</i>	<i>MSC R GRUPD</i>
ENF	R, U	ERFSM	<i>Enforcement Request Registration of Foreign Support Order for Modification by Obligor</i>	N/A
ENF	R, U	ERSTA	Enforcement Request, Request Status of Enforcement Actions	MSC R GRUPD (Currently converted by the CSENet 2000 Application)
ENF	R, U	ERFSS	<i>Enforcement Request, Registration of Foreign Support Order for Modification by State Agency</i>	N/A
ENF	U	ERREG	<i>Enforcement Update, Registration of a Support Order</i>	<i>MSC P GSPUD*</i>
ENF	U	ERREO	<i>Enforcement Update, Request Registration of Foreign Order for Enforcement Only by Oblige</i>	<i>MSC P GSPUD*</i>
ENF	U	ERTXR	<i>Enforcement Update, Request Administrative Review of Tax Offset</i>	<i>MSC P GSPUD*</i>
ENF	U	ERMEM	<i>Enforcement Update, Request Registration of Foreign Support Order for Modification and Enforcement by Oblige</i>	<i>MSC P GSPUD*</i>
ENF	U	ERRES	<i>Enforcement of a Foreign Support Order Update, Request Registration of Foreign Support Order for Enforcement Only by the State IV-D Agency</i>	<i>MSC P GSPUD*</i>

VALID TRANSACTIONS EXCLUDED FROM THE TFM AND CORE SET				
Function Code	Action Code	Reason Code	Description/Business Usage	Recommendation for Alternative Transaction(s) Usage
ENF	U	ERMEO	<i>Enforcement Update, Request Registration of Foreign Support Order for Modification and Enforcement by Obligor</i>	<i>MSC P GSPUD*</i>
ENF	U	ERMEE	<i>Enforcement Update, Request Registration of Foreign Support Order for Modification and Enforcement by the State IV-D Agency</i>	<i>MSC P GSPUD*</i>
ENF	U	ERALL	<i>Enforcement Update, Request Enforcement – All Remedies</i>	<i>MSC P GSPUD*</i>
ENF	P	ESORD	Enforcement Provision of Information, New Order Established	EST P SSEST (Currently converted by the CSENet 2000 Application)
ENF	P	GIHER	Enforcement Provision of Information, Notice of Upcoming Hearing	MSC P GIHER
ENF	P	GSFIL	Enforcement Provision of Information, Document filed	MSC P GSPUD
ENF	C		<i>Enforcement Cancel Previous Request</i>	<i>MSC P GSPUD or consider MSC closure transaction if the other State initiated a case</i>
ENF	M		<i>Enforcement Reminder, Response Overdue</i>	<i>MSC R GRUPD</i>
ENF	M	GRPOU	<i>Enforcement Reminder, Attachment(s) Overdue</i>	<i>MSC R GRUPD</i>
ENF	P	EILPP	<i>Enforcement Provision of Information, Lien Established Personal Property</i>	<i>MSC P GSPUD</i>
ENF	P	ESWAG	<i>Enforcement Provision of Information, Wage Withholding Established</i>	<i>MSC P GSPUD</i>
ENF	P	GSARR	<i>Enforcement Provision of information, Notice of Arrearage Reconciliation/Determination of Sum Certain</i>	<i>MSC P GSPUD</i>

* Use this transaction only when the appropriate request transaction i.e., ENF R ERREG, has been sent and acknowledged by the responding State.