

OCSE O&M and Continuous Improvements

# **National Directory of New Hires**

## **Guide for Data Submission**

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Administration for Children and Families  
Office of Child Support Enforcement  
330 C Street SW, 5th Floor  
Washington, DC 20201

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## Purpose

The National Directory of New Hires (NDNH) Guide for Data Submission offers NDNH data submitters general information about the NDNH and its purpose, and technical information for data submission.

This guide has five parts:

- Part 1 has information about the NDNH, its purpose, and function. This part also covers the environment the system operates in. It supplies technical information about the application, Social Security number verification, data transmission software, management information, and data retention.
- Part 2 explains New Hire (NH) reporting and has a description of and requirements for processing NH data. This part also has information about sending, validating, updating, and returning NH data to submitters and multistate employers.
- Part 3 covers Quarterly Wage (QW) reporting and has a description of and requirements for processing QW data. This part has information about sending, validating, updating, and returning QW data to submitters.
- Part 4 explains Unemployment Insurance (UI) reporting and has a description of and requirements for processing UI data. This part has information about sending, validating, updating, and returning UI data to submitters.
- Appendices A through G have information about:
  - Federal law
  - Security
  - Reference material
  - Error and warning codes
  - Input and output record layouts for all three subsystems
  - Summary of changes to this version of the guide

When OCSE makes changes to the NDNH system, we update this guide.

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The Paperwork Reduction Act of 1995 (Pub.L. 104-13)

Public reporting burden for this collection of information is estimated to average .025 hours, per response for employers that submit new hire manually, .17 hours for employers that submit new hire electronically, 00028 to submit QW and UI, and .050 to submit the MSER form - 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.

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## 1. Introduction

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 mandates the federal Office of Child Support Enforcement (OCSE) and state child support agencies employ resources to:

- Establish paternity
- Establish, set the amount of, or change child support obligations
- Enforce child support obligations

PRWORA requires *OCSE* to establish the:

- National Directory of New Hires (NDNH) – a national repository of new hires (employment), unemployment insurance, and quarterly wage information
- Federal Case Registry (FCR), a national registry of child support cases (IV-D) and child support orders (non-IV-D)

PRWORA requires *state child support agencies* to establish:

- State Directories of New Hires (SDNHs) – a registry of all newly hired employees in a state
- State Case Registries (SCRs) – a registry of a state’s child support cases (IV-D) and child support orders (non-IV-D) established or modified by the state after October 1, 1998

To have a comprehensive database with information from all employers, PRWORA also requires every federal agency to send new hire (NH) and quarterly wage (QW) information directly to the NDNH.

### 1.1 Purpose of the NDNH

The NDNH helps state child support agencies:

- Locate noncustodial parents
- Establish and modify child support orders
- Enforce child support orders

The NDNH compares custodial parties (CPs) on the FCR, noncustodial parents (NCPs), and putative fathers (PFs) in child support cases to the NH, QW, and UI data that federal and state agencies submit to the NDNH. The NDNH sends matched information to state child support agencies through the FCR.

Sections 453(i) through (m) of the Social Security Act authorize certain federal agencies’ access to the NDNH information for sanctioned purposes.



## 1.2 System Functionality

This section describes NDNH processing for federal and state agencies and two specific federal agencies – the Social Security Administration (SSA) and OCSE:

- **Federal Agencies** – Each federal agency or its payroll department sends NH and QW data directly to the NDNH. Each federal submitter receives a notification report that has information about the data supplied, such as the total number of NH or QW records received and processed, data errors, and Social Security number (SSN) verification.
- **State Agencies** – Various state agencies receive and send NH, QW, and UI data to the NDNH. They include SDNHs in child support agencies, state workforce agencies (SWAs), state departments of revenue, and any other agency a state may choose to send and receive NDNH data. Each submitting state agency receives a notification report with information about the data supplied, such as the total number of records the NDNH received and processed, data errors, and SSN verification.
- **Social Security Administration (SSA)** – When the NDNH receives a record that has an SSN and name, the NDNH sends the data to the SSA, which tries to verify the SSN by comparing the information to SSA records. The NDNH stores the results of SSN-name verification attempts. In addition, if the NDNH receives a record that has a Federal Employer Identification Number (FEIN) but not an employer address, the NDNH tries to match the FEIN against the SSA’s Employer Identification File (EIF) to obtain the employer’s address.
- **OCSE** – The federal OCSE automatically receives regularly scheduled management information (MI) reports and requests special MI reports to help monitor the NDNH system and state and federal agency compliance. The NDNH also receives Locate information requests for individuals from the FCR. When the NDNH receives a Locate request, it tries to match the incoming record to NH, QW, and UI data and returns match information to the requesting submitter through the FCR.

## 1.3 Federal Legislation and Regulations

Section 453(i) of the Social Security Act requires the Department of Health and Human Services (HHS) to develop an NDNH. Section 453A(a)(1) of the Social Security Act requires states to develop an SDNH that meets federal regulations.

Federal requirements specify that federal agencies must format and send NH and QW data directly to the NDNH.

## 1.4 Technical Support

OCSE offers technical and functional support to NDNH data submitters through the Help Desk and resources available on the OCSE website. For contact information, see Chart C-1, “Technical Support.”

## 1.5 State Directory of New Hire Responsibilities

To comply with federal requirements for reporting NH data, each state must establish an SDNH to:

- Receive NH data and transcribe it into an automated format
- Conduct automated data matches against child support cases in the SCR
- Send NH data to the NDNH

States must also report QW and UI data to the NDNH.

## 1.6 Strategic Issues

Reporting NDNH information requires the coordination and cooperation of multiple public and private organizations and businesses at the federal, state, and local levels. Organizational structures and processing abilities vary significantly between individual federal agencies and states.

The Social Security Act offers federal agencies and states the flexibility to design their NH programs in a way most compatible with their particular systems, structures, and abilities.

### 1.6.1 Oversight Recommendations

Responsibility for reporting NH, QW, and UI data can exist in various entities within the submitting agency (SWAs, child support agencies, contractor organizations, and data processing centers). For this reason, agencies should try to support operational guidelines for reporting data to the NDNH. Some strategic issues to include in the operational guidelines are listed below:

- Develop and support interagency agreements that specify the responsibilities of the various parties involved in reporting to the NDNH
- Set up frameworks the programs operate under
- Coordinate and direct:
  - Employer outreach, compliance, and accuracy for NH reporting
  - Initiatives to improve data reporting
  - Staff training, including customer service, data preparation, data processing, and technical support
  - Systems reviews to make sure goals and objectives are met
  - Information distribution about NDNH performance to interested parties (such as employers and participating agencies) and the general public to inform them of the program's impact on child support enforcement

### 1.6.2 State System Integration Strategies

A state system can be a composite of records having all information (NH, QW, and UI) for transmission to the NDNH or a data transfer configuration to collect data from various places, map it to the right format, and then send the files to the NDNH.

This list has factors that states should discuss in program operations. Although the list is not all-inclusive, it offers suggestions for consideration in NDNH interface planning:

- Set up procedures for data collection functions:
  - Employers can send NH data to the SDNH through various means, such as paper, telephone, magnetic media (for a description, see “Magnetic media” on page 2-3), or

- electronic processes. The SDNH must transcribe the data to a single, automated format for transmission to the NDNH.
- Develop methods for error resolution at the point of data collection or through automated editing at system entry.
  - Schedule processing steps to make sure states meet federal timeframes, particularly during peak processing periods, such as when sending QW and UI data.
  - Update existing systems or develop new systems:
    - Review procedural and business needs for the NDNH interface to make sure they reflect the needs of all agencies and entities that take part in the state’s program.
    - Verify procedural and business needs that support automated data reporting meet all federal program requirements.
    - Develop communication links to support file transfers between hardware components (data centers) when NH, QW, and UI data are in different systems or agencies that transport the data to the transmission site.
  - Set up policies and procedures for periodic system validation to guarantee continuing optimal operation:
    - Measure and analyze user satisfaction and the validity of the data.
    - Measure and assess system availability and the prompt delivery of scheduled outputs and activities.
    - Measure and assess employer compliance.
    - Control data access to make sure adequate safeguards exist for data security and confidentiality.

## 1.7 SSN Verification

On receipt of NH, QW, and UI data from states or NH and QW data from federal agencies, the NDNH sends the SSN and name to the SSA for verification.

This verification process has several outcomes, and OCSE sends a notification of the results using information on the relevant Output Control Matrix Registration form. For more information about the forms and the data returned, see section 2.10, “NH Output,” section 3.8, “QW Output,” or section 4.9, “UI Output.”

We send information about the SSN verification results; you can choose which errors, warnings, and corrections to receive for individual records.

The SSN process checks the submitted SSN and name to decide whether:

- The submitted SSN and name match the SSN and name on SSA’s records.
- The submitted name is in the correct fields and whether transposition is needed.
- The submitted SSN has a number transposed and needs correction (for NH and UI only).

If the SSA verifies the SSN on an NH, QW, or UI record or corrects an SSN on an NH or UI record, the NDNH writes the verified or corrected SSN to the NDNH database. If the SSA processing corrects the SSN, the record posts to the NDNH database with the corrected SSN.

### 1.7.1 Non-Matching SSNs

SSN errors can happen due to general edits or errors SSA finds during the SSN verification process. Some conditions that can generate rejected or warning errors on SSNs are:

- Non-numeric SSN
- Missing SSN
- Invalid or all-zero SSN
- SSN and name on the record that do not match the SSA's data

These error notifications appear in the acknowledgment transmission. We encourage state and federal agencies to correct the errors and resend the records.

For the error and warning codes associated with SSN errors, see section 2.7, "NH Data Validation and Verification," section 3.5, "QW Data Validation and Verification," or section 4.5, "UI Data Validation and Verification."

### 1.7.2 Unverified SSN-Name Combinations

We use an automated routine to compare the SSN-name combination supplied to the SSA's assigned SSN-name combinations. NH, QW, and UI records must have SSNs and names that match the SSA's records to pass the SSN verification and identification process.

### 1.7.3 Corrected SSNs (NH and UI Only)

The NH and UI validation routines can find SSNs with transposed digits or minor numerical errors, such as those with one incorrect digit. The system chooses a corrected SSN only if it can find one, and only one, corrected SSN-name combination for that person.

The system stores the corrected SSN in the NDNH database with an indicator that shows it corrected the SSN and sends a notification about the correction.

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**Note:** Do not resend SSNs corrected as a result of NDNH SSN processing.

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### 1.7.4 Non-Verifiable SSNs

Federal law requires states to send all required data elements in their records to the NDNH. OCSE urges state agencies to program their systems to provide all required elements. Some states' QW records include no or only a partial set of letters in the employees' names. When these states send their records to the NDNH, the system checks the SSN-name combination.

If the state's system sends no or only a partial name, and the SSN-name combination fails verification, the system accepts the record and stores it as a QW Non-Verifiable record.

If a state stores only a partial set of letters for employee names and sends QW records, the following can occur:

- If the NDNH is unable to verify the SSN-name combination, it accepts the record and saves the SSN and the partial employee name as a QW Non-Verifiable record.

- If the record has one character or a blank in both the first and last name fields, the NDNH saves it as a QW Non-Verifiable record.
- If the record has a one-character first name and a two- or three-character last name, and it fails verification, the NDNH saves it as a QW Non-Verifiable record:
  - If the record has the minimum number of characters required in the name (see section 1.7.5, “Minimum Name Requirements”) but fails verification, the NDNH saves it as a QW Unverified record.

### **1.7.5 Minimum Name Requirements**

The SSA requires a minimum number of characters in the name to do the SSN-name verification. For SSA to be able to do the SSN-name verification, the record must meet one of the following minimum name criteria:

- The first name must have at least one character, the middle name must have at least one character, and the last name must have at least four characters.
- The first name must have at least one character, and the last name must have at least seven characters.

For any NH or UI records that do not meet these name requirements, the NDNH will:

- Not verify the SSN-name
- Generate a notification that the SSN-name does not verify

For QW records that do not meet the minimum name requirements, see section 1.7.4, “Non-Verifiable SSNs.”

### **1.7.6 Name Transposition**

If an NDNH record has an SSN-name combination that does not verify with the SSA, the NDNH reverses the order of the first and last name, and then resubmits the transposed name with the SSN to decide whether this new SSN-name combination is verified:

- If the SSN verifies with the transposed names, the NDNH accepts and stores the record with the names transposed and returns warning code 0004 and the corrected name.
- If the transposed name and SSN do not verify, NDNH returns the originally supplied name and SSN with error code 0001.

For information on error and warning codes, see Appendix D, “Error and Warning Codes.”

### **1.7.7 Name Search Process**

If all attempts to find a valid SSN-name combination fail, the NDNH uses name-matching software to evaluate the extent that an employee or claimant name with that SSN on an NH, QW, or UI record matches a name in the SSA database.

For records that go beyond a predetermined confidence level, the system stores the comparison results of the name-matching software on the NDNH as an NH, QW, or UI Unverified record.

## 1.8 Managed File Transfer Transmission

Federal and state agencies send NH, QW, and UI data using the SSA's network and Managed File Transfer (MFT) protocol. MFT is a type of data transfer software product or platform that allows data centers within and across networks to send and receive large amounts of data. The NH, QW, and UI records sent to the NDNH through MFT must be in the correct record format.

MFT is an expedient and secure method to send NDNH data. It makes sure the NDNH receives NH, QW, and UI data in the most prompt and secure manner, which allows the child support agencies to use the data quickly and efficiently for child support case processing.

For data requirements, data format rules, record layouts, and field descriptions, see section 2.5, "NH Transmission," section 3.3, "QW Transmission," or section 4.3, "UI Transmission." For help with the MFT process and protocols, see Appendix C.1, "Technical Support."

Each state and many federal agencies have a copy of the MFT product for data submission through the SSA network. Each state has a site that does the MFT transmission.

The Administration for Children and Families (ACF) has a formal agreement with the SSA that allows sending and receiving data through the SSA's existing network.

To begin transfers, send predefined processes that consist of a single 'COPY' statement or combinations of multiple statements separated by conditional logic. Processes can trigger transfers at a requested time under predetermined criteria.

You can specify five different activities in a process:

- Move files among systems
- Send jobs
- Execute programs
- Build and resolve symbolic values
- Alter the sequence of process execution through conditional logic

MFT has a checkpoint or restart feature. It eliminates the need to resend an entire file if a transmission fails. If a transfer error occurs, the MFT software automatically restarts the transmission at the most recent checkpoint.

MFT generates statistics automatically for security, auditing, and accounting purposes. This helps you to find information on network resources use and improve network efficiency.

To begin using the MFT network to send NDNH data, take the following steps:

1. Locate the data center connected to the SSA MFT network.
2. Find the person who handles creating the MFT process to send data.
3. Create the MFT processes needed to send data to the NDNH.
4. Create the required MFT security profiles.

5. Contact the OCSE technical liaisons to schedule a test to decide the success of sending and receiving data from the NDNH. For contact information, see Appendix C.1, “Technical Support.”

Examples of typical federal agency and state configurations for data transmission by MFT are available from the FPLS Information Line listed in Appendix C.1, “Technical Support.”

### **Federal Agency Alternate Transmission Method**

Federal agencies without MFT access can send their data through an alternative transmission method – Government to Government Services Online (GSO).

## **1.9 Data Retention**

Federal law imposes restrictions on access to and retention of NDNH data. The law requires the deletion of all NDNH data from the database 24 months after the date of receipt.

The Social Security Act allows the Secretary of HHS to keep samples of data entered into the NDNH as the Secretary finds necessary to help in research, as specified in section 453(j)(5) of the Social Security Act.

## 2. New Hire

Part 2 describes the NDNH processes and functions related to NH reporting.

### 2.1 Timeframes

Timeframes are associated with NH reporting and matching. Some timeframes are requirements of the Social Security Act; others are functions of NDNH processing.

Chart 2-1 shows activities associated with NH reporting and the corresponding timeframes.

Chart 2-1: NH Timeframes	
Activity	Timeframe
Employers must report NH data to the SDNH.	No later than 20 days after the date the employer hires the employee. For an employer that sends reports electronically or on magnetic media, the sent reports must be sent in at least two monthly transmissions (if necessary) between 12 and 16 days apart.
SDNHs must enter NH data received from employers into the SDNH.	Within five business days after receiving reports.
SDNHs must send NH data to the NDNH.	Within three business days after entering NH data into the SDNH.
Federal agencies must send NH data to the NDNH.	No later than 20 days after the date the employer hires the employee.
NDNH must enter NH data into the NDNH.	Within two business days of receiving the data.
NDNH must send transmittal, summary, and error data to the sending federal agency and SDNH.	Within four business days of the NDNH receiving the data.
NDNH produces MI reports that outline and summarize each submitter's data.	Periodically.

### 2.2 State Directory of New Hires

PRWORA requires each state to set up an SDNH and be able to send data to and receive data from the NDNH.

Section 453A of the Social Security Act does not specify that a state locate the SDNH in a specific agency. Each state decides where to house its SDNH, which may be in a:

- Child support agency
- SWA
- Revenue department



- Private vendor under contract with the state
- Local child support enforcement (CSE) agency

Each state must have only one site for collecting NH data and only one transmission point connecting to the SSA's transmission system and the NDNH.

## **2.3 Data Requirements**

Section 453 of the Social Security Act requires states and federal agencies to collect NH data and send it to the NDNH. The Secretary of HHS publishes regulations that focus on NH data collection and submission.

Several states have laws that require NH information in addition to the seven data elements required by federal law. Federal law gives employers the choice of complying with federally mandated requirements by sending a W-4 form or, at the employer's choice, an equivalent form that has the required NH data elements.

In addition to collecting and sending mandated data, the NDNH system stores some optional information not on a W-4 form. Some states require employers to report more data elements not stored on the NDNH database when reporting new hires.

These other data elements can:

- Improve states' fraud detection efforts
- Help with the administration of programs
- Increase the effectiveness of finding the location of persons in child support cases
- Help in the prompt action of withholding wages for NCPs who owe child support

### **2.3.1 Data Elements**

States and federal agencies collect and send information about employees and employers to the NDNH using information on the W-4 form that an employee completes at the time of hire. The W-4 form is available on the IRS website.

Appendices E, "Input Transaction Layouts," and F, "Output Transaction Layouts," have information on:

- Record layouts
- Required fields
- Optional fields
- Specifications

The NDNH requires SWAs and federal agencies to send these data elements:

- Employee SSN
- Employee Name
- Employee Address

- Employee Date of Hire
- Employer FEIN
- Employer Name
- Employer Address

The NDNH processing requires completion of all fields in the NH Transmitter Header record, the required fields in the Data record, and all fields in the Total record.

### **Optional Data Elements**

Many SDNHs require employers to send other data elements to the SDNH, which then sends the data to the NDNH. For the optional fields on the NDNH, see Appendix E, “Input Transaction Layouts.”

To decide which optional fields a specific SDNH requires, refer to “State New Hire Reporting Contacts and Program Requirements” on the OCSE website.

### **2.3.2 SDNH Collection Methods and Processes**

Examples of methods for NH data collection are described below.

#### **Electronic and Magnetic**

Federal law permits employers to send NH data electronically and on magnetic media. An SDNH may need to set up a prescribed format for sending records electronically or on magnetic media to process these records directly into its system.

An SDNH can use these methods to collect data:

- **Internet** – Employers send the data, including the date of hire, in an email or a scan using the W-4 or equivalent form. **Web-based reporting** – Employers may send via a state’s website via file transfer protocol (FTP). To decide whether an SDNH offers this, refer to “State New Hire Reporting Contacts and Program Requirements” on the OCSE website.
- **Magnetic media** – Magnetic tape, cartridge cassette tape, compact disc, or digital video disc (DVD).

Federal law does not require employers to send NH data electronically, on magnetic media, or in the same record layout format that SDNHs require to send this data to the NDNH. But a state can make that layout a requirement for the employers that report electronically to its SDNH.

#### **Paper**

Federal law requires SDNHs to accept data through U.S. Postal Service (USPS) first class mail. The SDNH can start other paper submission methods for an employer to submit NH data. When employers send NH data on paper, they must include the date of hire. The states must key or scan the form into the SDNH.

## Telephone

An SDNH can set up a process for an employer to report new hires by telephone. This helps small employers who may not have an electronic way to send information.

## 2.4 Multistate Employers

Multistate employers (MSEs) have employees in two or more states. Federal law offers MSEs two ways for reporting their NH data:

- Report data for each newly hired employee to the state the employee works in. This choice allows the employer to send data through any method the state accepts. The employer must comply with the NH reporting requirements for each state its employees work in.
- Report data for all its newly hired employees to one of the states the employer has employees in. If an MSE chooses this way, the employer must comply with two requirements:
  - Transmit NH data electronically or on magnetic media
  - Notify the Secretary of HHS in writing of the state it will report all newly hired employees to

For more information about MSEs, refer to the “New Hire Reporting” page on the OCSE website.

For MSE questions about NH reporting to one state, see Appendix C.1, “Technical Support.”

Federal law requires the Secretary of HHS to keep within the NDNH a list of employers who chose to report new hires to one state and the state each employer chooses to receive its NH data. OCSE keeps this list to help states show employer compliance with NH reporting requirements.

## Internet Users Only

To register your company as a multistate employer through the internet, refer to “Welcome Multistate Employer Registry Users” on the OCSE Child Support Portal.

If you have questions or experience problems, see Appendix C.1, “Technical Support.”

## 2.5 NH Transmission

Select federal agencies and the SDNHs send NH records through the SSA’s MFT protocol. Multiple batch submissions can occur in a transmission.

Each batch submission must have three types of records in this order:

1. **NH Transmitter Header record** – This record precedes the NH data records and has information about the submitter.
2. **NH Data records** – These records have the actual NH data.
3. **NH Total record** – This record follows the NH data records and is a summary of the submission.

Each batch submission to NDNH must contain a unique batch number. The batch number is used to track the batch submission in NDNH. If a duplicate batch number is received from the submitter, the batch submission is rejected.

## **2.6 NH Record Layouts**

States and federal agencies must send the NH information using specified record layouts. For information on NH record layouts, see Appendices E, “Input Transaction Layouts,” and F, “Output Transaction Layouts.”

## **2.7 NH Data Validation and Verification**

Accurate data are essential to assure the integrity of the NDNH database. NH data transmissions undergo various validation and verification processes. For more information about returned data, see section 2.10, “NH Output.”

NDNH validation edits occur at three levels:

- Transmission
- Batch
- Record

For more information about data returned from these processes, see section 2.10, “NH Output.”

For information on error and warning codes, see Appendix D, “Error and Warning Codes.”

### **2.7.1 Transmission-Level Editing**

The NDNH verifies the node ID in the file name to decide if the submission is from a valid entity. If the node ID is not valid, NDNH suspends the file, and the Help Desk contacts you.

The NDNH then compares the submitter ID in the Header record to a Master Table to decide the authenticity of the submission. If the submitter ID is not in the Master Table, the NDNH suspends the batch, and the Help Desk contacts you.

### **Transmission Errors**

Errors can occur at the transmission level. Depending on the type of error, the NDNH system:

- Rejects the entire transmission
- Rejects parts of the transmission
- Suspends the transmission and notifies you to decide whether to process the file
- Accepts the transmission but returns a warning code

If you receive a rejection notice due to a transmission error, you must correct the information and resend the data.

## 2.7.2 Batch-Level Editing

The NDNH evaluates all batch submissions that pass the transmission-level editing to make sure the required records and data values in the Header, Data, and Trailer records are present. If the required elements or records are missing, the NDNH rejects or suspends the batch submission. The edits allow the NDNH to process part of or the entire transmission when minor errors occur.

If you receive a rejection notice, you must correct the information and resend the data. If you receive a warning notification, you should investigate the warning. If the NDNH did not process records because of the rejection error, you should correct the issue and resend the data.

## 2.7.3 Record-Level Editing

The NDNH edits each record to make sure all required data elements are present, key values are valid, and the data conform to the system standards before acceptance.

### SSN-Name Verification

The NDNH system makes edits to the SSN and name entries, and then sends the SSN-name combinations that appear valid to the SSA for verification.

The NDNH rejects records that do not pass the SSN-name verification process. All records that pass the SSN-name verification process continue through the record-level edits.

### Minimum Data Validation

The NDNH validates each NH record to make sure it has the required data elements. If it does not, the NDNH rejects the record and returns it with an error code.

### General Validation

The NDNH makes general validation edits to all records that pass the SSN-name and minimum data validation. These edits decide the validity of the data or identify missing data. General validation creates warning and rejected error codes for the NH record. Rejected NH records should be corrected and resubmitted. NH records that pass general validation with warnings will be posted to the NDNH.

Chart 2-2 describes the NH edits made and processing at the general validation level.

<b>Chart 2-2: NH General Validation Edits</b>	
<b>Edit</b>	<b>Processing</b>
Edit the employee data for a first and last name.	If the first or last name is missing, the NDNH returns a rejected error code.
Edit the Date of Birth and Date of Hire fields to make sure they are numeric and have valid dates.	If the dates have an invalid day, month, or year, the NDNH returns a warning code. If the date of hire is more than a year old or a future date, the NDNH returns a warning code.

<b>Chart 2-2: NH General Validation Edits</b>	
<b>Edit</b>	<b>Processing</b>
Analyze the employee and employer address data to decide its validity.	The NDNH uses FINALIST to improve the quality of domestic addresses received on validated NH records. This software verifies and corrects the address information and formats it according to USPS standards. The NDNH stores the verified or corrected address data as NH records. The NDNH returns the corrected addresses and warning codes.
Decide if the address is incomplete or invalid.	The NDNH generates and returns a warning code. If FINALIST corrected the address, the NDNH returns a warning code and the corrected address.

## 2.8 Resubmittal Process

The resubmittal process is the same as the standard submittal process. Federal agencies and SDNHs resubmit corrected records and transmissions in the standard format. Chart 2-3 lists this process.

<b>Chart 2-3: NH Resubmittal Process</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission	Send the entire corrected transmission.
Corrected records	Send only the corrected records.
Corrected transmission or record	Make sure you did not send the batch number previously used.

If you are unable to correct the records or find the transmission problems, see Appendix C.1, “Technical Support.”

## 2.9 NH Update

The NDNH system does the following:

- Stores verified records as NDNH NH records. It stores records with corrected SSNs and names as verified records. Stores the corrected address (corrected using FINALIST) in the NDNH database.
- Scrubs the employer and the employer optional address data and stores them on the Employer Address File (EAF).

### Duplicates

If a record duplicates another record – one in the same transmission or already in the NDNH database – NDNH rejects the duplicate NH record. If the duplicates are within the same transmission, the NDNH system processes the first record.

The NDNH considers two NH records duplicates if the contents of all these fields are the same:

- SSN
- State FIPS Code
- Agency Code
- DoD Code
- Employee Name
- Employee Address
- Employee Foreign Address
- Date of Birth
- Date of Hire
- State of Hire
- Federal Employer Identification Number (FEIN)
- State Employer Identification Number (SEIN)

The Records Rejected field includes the number of the rejected records in positions 44-54 of the NH Transmission Control Record. For information on this record, see Chart F-1, “New Hire Transmission Control Record.”

## **2.10 NH Output**

The NDNH system returns the following on the NH Transmission Control Record:

- Number of records received in a transmission, including the Transmitter Header and Total record
- Number of rejected records
- Number of records in a transmission with errors regardless of the return error suppression matrix choices on the NH Output Control Matrix Registration Form
- Number of records accepted and written to the NDNH
- Transmission error codes generated

The NDNH system returns each NH record with the following on the NH Response Data Record:

- Errors or warnings (only up to five show the error or warning codes)
- A corrected SSN
- A corrected employee, employer, or employer optional addresses

For information on error and warning codes, see Appendix D, “Error and Warning Codes.”

### **2.10.1 Output Record Layouts**

The NDNH returns NH record transmission and error information through the SSA’s MFT system to:

- All SDNHs

- Federal agencies that send data using MFT

The NDNH does not return a Trailer or Total record in response to NH transmissions.

Federal agencies that send data through GSO obtain their NH transmission and error data through GSO.

Each returned transmission has two types of records in this order:

1. **NH Transmission Control record** – This record precedes the returning NH records and has information about the transmission. It includes data sent by SDNHs and federal agencies, record counts, and error and warning codes. Chart F-1, “New Hire Transmission Control Record,” shows the data elements for this record.
2. **NH Response Data record** – These records have the actual NH data, associated errors or warnings, the corrected SSN (when applicable), and the corrected employee, employer, or employer optional addresses. Chart F-2, “New Hire Response Data Record,” shows the data elements in this record.

The NDNH returns NH information in specified record layouts. Each Response Data record has the sent data, corrected data, and error and warning codes. For specific information about record formats, see section 2.6, “NH Record Layouts.”

### **2.10.2 Output Mode**

The NDNH returns NH data daily as the SSA schedules. The NDNH returns no data printed on paper.

### **2.10.3 NH Output Control Matrix Registration Form**

The NDNH system can detect errors, correct the data, or find abnormal conditions that can cause the system to generate a record with error or warning codes. The NH Output Control Matrix Registration form (see Figure 2-1 and Figure 2-2) allows you to choose which NH rejection records with error, warning, and information codes you want to suppress – that is, not return.



**Figure 2-1: NH Output Control Matrix Registration Form, Page 1**

<b>NH OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<p>To suppress processed New Hire records and associated error, warning, or information codes, and corrected data send this registration to:</p> <p style="text-align: center;">                     Department of Health and Human Services                      ACF/OCSE/FPLS                      5th Floor Switzer Building                      330 C Street, SW                      Washington, DC 20201-0001                 </p>		
Date: _____		
Submitting Agency: _____		
Requester: _____ Phone number: _____		
Address: _____		
City: _____ State: _____		
Zip Code: _____		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
Error Codes	Condition Description	An 'X' suppresses output
<b>RECORDS REJECTED AND RETURNED WITH ERROR CODES</b>		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011 0015 0016 0017	SSN is non-numeric. SSN is missing or is not greater than zeroes. Employee Name is missing. Employee Address and Employer Address are missing.	
0024 0025	Employee First Name is missing. Employee Last Name is missing.	
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0020, 0021, 0022, 0023, 0027, 0028, 0032, 0070	Employee Address contains errors.	
0029 0030 0031 0036 0037 0038 0046	Employee Date of Birth is an invalid date. Employee Date of Hire is an invalid date. Employee State of Hire is invalid. Employee Date of Hire is more than a year old. Employee Date of Hire is in the future. Employee Date of Hire is blank or all zeroes. Employer Name is missing.	

**Figure 2-2: NH Output Control Matrix Registration Form, Page 2**

<b>NH OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
Error Codes	Condition Description	An 'X' suppresses output
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0040, 0041, 0044, 0045, 0047, 0048, 0049, 0071, 0072	Employer Address contains errors.	
0042 0043	FEIN is non-numeric. FEIN is missing or zeros.	
0060, 0061, 0062, 0063	Employee Address was corrected.	
0065, 0066, 0067, 0068	Employer address was corrected.	
0069	Employer Optional Address was corrected.	

You can set report parameters on the NH Output Control Matrix Registration form, based on your need for returned information. Then, send this form to OCSE at the address on the form. Use of the form is optional; if the form is not submitted, the default is to return all records with error or warning codes.

You cannot use the NH Output Control Matrix Registration form to suppress transmission- or submission-level errors.

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**Note:** Federal agencies cannot use the NH Output Control Matrix Registration form to suppress the output of response records with SSN verification codes.

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## 2.11 Summary

States and federal agencies send information about newly hired employees to the NDNH. Technical support and help are available to make sure you send the required information; see Appendix C.1, “Technical Support.”

NH data are critical to collect child support, detect fraud, determine benefits, and recover debts. To support these activities, you must send:

- All NH data to the NDNH promptly
- All required data elements
- Correct and valid names and SSNs

### 3. Quarterly Wage

Part 3 describes the NDNH processes and functions for QW data submission. The QW part of the NDNH handles wage information about individual employees received from federal agencies and SWAs.

QW data allow states to locate address, employment, and compensation information for parents who owe child support. Data matching partners use QW data to detect fraud, decide benefits, and recover debts.

#### 3.1 Timeframes

Timeframes are associated with QW reporting and matching. Some timeframes are requirements of the Social Security Act; others are functions of NDNH system processing.

Chart 3-1 shows activities associated with QW reporting and the corresponding timeframes.

Chart 3-1: QW Timeframes	
Activity	Timeframe
SWAs send QW data to the NDNH.	Within four months after the end of the reporting quarter: <ul style="list-style-type: none"> <li>• January through March data is due no later than July 31.</li> <li>• April through June data is due no later than October 31.</li> <li>• July through September data is due no later than January 31.</li> <li>• October through December data is due no later than April 30.</li> </ul>
Federal agencies send QW data to the NDNH. <b>Note:</b> Federal agencies must report QW data earlier than states. Because states must collect QW data from employers, they receive more time to prepare and send the data to the NDNH.	No later than one month after the end of the reporting quarter: <ul style="list-style-type: none"> <li>• January through March data is due no later than April 30.</li> <li>• April through June data is due no later than July 31.</li> <li>• July through September data is due no later than October 31.</li> <li>• October through December data is due no later than January 31.</li> </ul>
NDNH must enter QW data into the NDNH.	Within two business days of receiving the data.
NDNH must send transmittal, summary, and error data.	Within four business days of receiving the data.

Chart 3-1: QW Timeframes	
Activity	Timeframe
NDNH produces reports to describe and summarize sent data.	Periodically.

If an employer is late reporting QW data to the SWA, the SWA should send the QW data in the next quarter's transmission.

### More Frequent Submissions

States should send wage data more frequently than quarterly to distribute the data throughout the quarter. SWAs can send QW files to OCSE daily, weekly, or monthly. This allows the child support agency to receive employment data more promptly.

Instead of waiting up to three months, the child support agency needs to wait only 7 or 30 days for the QW data. This increases the likelihood of obtaining child support collections.

If a state or territory wants to send data more often than quarterly, contact the NDNH Technical Support staff; see Appendix C.1, "Technical Support."

## 3.2 QW Data Requirements

Federal law requires states and federal agencies to collect and send QW data using the dates and format the Secretary of HHS specifies.

The NDNH requires SWAs and federal agencies to send these data elements:

- Employee First and Last Name
- Employee SSN
- Employee Wage Amount earned for the quarter from the employer identified by the FEIN
- Reporting Period
- FEIN
- Employer Name
- Employer Address

If a person works more than one job, the state must send separate QW records that have the information for each job this person held during the reporting period.

For QW specifications about sending data to the NDNH, see section 3.4, "QW Record Layouts."

## 3.3 QW Transmission

The transmission file can contain one or multiple batch submissions. Each batch submission must have three types of records in this order:

1. **QW Transmitter Header record** – This record precedes the QW data records and has information about the submitter.

2. **QW Data records** – These records have the actual QW data.
3. **QW Total record** – This record follows the QW data records and is a summary of the submission.

Each batch submission to NDNH must contain a unique batch number. If a duplicate batch number is received from the submitter, the batch submission is rejected.

A transmission from one federal agency may have submissions from other federal agencies. The Transmitter Agency Code identifies the agency on the batch submission.

Each SWA sends all QW records processed during the quarter if the reporting period is within the last two years of the current calendar quarter.

### **Transmission Method**

Select federal agencies and all SWAs send QW records through the SSA's MFT protocol. For federal agencies without access to MFT, an alternative transmission method – GSO – is available.

You must send all files by secure transmission through MFT or GSO.

## **3.4 QW Record Layouts**

You must send QW information using the specified record layouts. For information on input and output records, see Appendices E, "Input Transaction Layouts," and F, "Output Transaction Layouts."

SWAs only need to supply wage information from their state records.

Some SWA records include no or only a partial set of letters in the employees' names. SWAs should send all the information for employee names in their QW records. The NDNH system accepts these records.

If the SSN passes validation, the NDNH tries to verify the SSN-name combination. For states that send no or only a partial name in the QW record, and the SSN-name combination does not verify, the NDNH stores the record as a QW non-verifiable record.

For QW records that do not meet the minimum name requirements, see section 3.7.1, "Non-Verifiable Records."

## **3.5 QW Data Validation and Verification**

Accurate data are essential to assure the integrity of the NDNH database. QW data undergo various validation and verification processes.

NDNH validation edits occur at four levels:

- Transmission

- NDNH Preprocessing
- Batch
- Record

For information about data returned from these processes, see section 3.8, “QW Output.”

For information on error and warning codes, see Appendix D, “Error and Warning Codes.”

### 3.5.1 Transmission-Level Editing

The NDNH verifies the node ID to decide if the submission is from a valid user. If the node ID is not valid, NDNH suspends the file, and the Help Desk contacts you.

The NDNH then compares the submitter ID in the Header record to a Master Table to decide the authenticity of the submission. If the submitter ID is not in the Master Table, the NDNH suspends the batch, and the Help Desk contacts you.

#### Transmission Errors

Errors can occur at the transmission level. Depending on the type of error, the NDNH system:

- Rejects the entire transmission
- Rejects part of the transmission
- Suspends the transmission and notifies you to decide whether to process the file
- Accepts the transmission but returns a warning code

If you receive a rejection notice due to transmission errors, you must correct the information and resend the data.

### 3.5.2 NDNH Preprocessing-Level Editing

The NDNH system makes several edits to decide whether the data is acceptable. If a submission does not pass the NDNH preprocessing-level editing, NDNH suspends the submission, and the Help Desk contacts you.

#### Submission Limits

The NDNH preprocessing-level edits examine key characteristics of each file to decide whether they are within expected limits. The NDNH bases the limits on past data sent and standards OCSE sets. If the contents of the file go over one or more of the limits, NDNH suspends the file.

Chart 3-2 lists the edits made and the results at the submission level.

Chart 3-2: QW Submission Limit Edits	
Edit	Processing
Examine the number of records sent in the file for each reporting quarter.	If a submission has too few records in the expected reporting quarter, NDNH suspends the file, and the Help Desk contacts you.



<b>Chart 3-2: QW Submission Limit Edits</b>	
<b>Edit</b>	<b>Processing</b>
Compare each SWA's and federal agency's minimum and maximum number of records to the established number, based on previous submissions.	If the submission has too few or too many records, NDNH suspends the file, and the Help Desk contacts you. If the number of records received is correct, NDNH processes the file, and the expected minimum or maximum number is adjusted, if needed.
Compare the wage amount on each QW record to decide if the wage amount is less than \$251. Evaluate the number and percentage of wages under \$251 against a preset threshold.	If the wages are correct, NDNH processes the file. If the file has too many records with wages under \$251, NDNH suspends the file, and the Help Desk contacts you.
Evaluate the wage amount on each QW record to decide whether the wage amount is \$10 million or greater.	If the number of high wage amounts is more than an established limit, NDNH analyzes the records with high wage amounts that are too high to decide whether a submission issue exists. If the wage amounts appear incorrect, the Help Desk contacts you.
Evaluate the wage amount on each QW record to decide whether the dollar amount is all nines. For example, the NDNH recognizes the wage amounts \$9, \$99, and \$99999 as all nines.	If the wage amount is all nines, the NDNH returns a warning code.

### 3.5.3 Batch-Level Editing

The NDNH evaluates all files that pass the transmission-level edits to make sure the required records and data values in the Header, Data, and Trailer records are present. If the required elements or records are missing, the NDNH rejects the transmission.

The edits allow the NDNH to process part of or the entire transmission if minor errors occur. Chart 3-3 lists the types of edits made and the results at the batch level.

<b>Chart 3-3: QW Batch Edits</b>	
<b>Edit</b>	<b>Processing</b>
The Transmitter Header record is missing.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record has an invalid transmitter state or federal agency code.	The NDNH rejects the transmission and returns an error code.

<b>Chart 3-3: QW Batch Edits</b>	
<b>Edit</b>	<b>Processing</b>
The Transmitter Header record does not have the version number or has an invalid version number.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record has a non-numeric batch number.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record has a batch number that is a duplicate of a batch number previously received within the calendar year.	The NDNH rejects the transmission and returns an error code.
The Transmitter Header record is not the first record in the file.	The NDNH rejects records before the Header record, and processes all records after the Header record. The NDNH returns a warning code.
The transmission type is not equal to 'QW'.	The NDNH processes all records and returns a warning code.
The date stamp is missing or invalid in the Transmitter Header record.	The NDNH processes all records and returns a warning code.
The Total record is missing.	The NDNH processes all records and returns a warning code.
The data record count is non-numeric on the Total record.	The NDNH processes all records and returns a warning code.
The data record count does not equal the number of the records received.	The NDNH processes all records and returns a warning code.

If you receive a rejection error code, you must correct the information and resend the record. If you receive a warning code, you should investigate the warning and correct your future submissions, if possible.

### **3.5.4 Record-Level Editing**

The NDNH edits each record to make sure all required data elements are present, key values are valid, and data conform to the system standards before accepting it.

#### **SSN-Name Verification**

The NDNH edits the SSN and name entries and sends SSN-name combinations that appear valid to the SSA for verification.

After all attempts to find a valid SSN-name combination fail, the NDNH uses name-matching software to evaluate the extent that an employee name matches a name in the SSA database for the sent SSN. For records that go beyond a predetermined confidence level, the NDNH stores the result of the name-match software processing with the QW record.

## Minimum Data Validation

The NDNH validates each QW data record to make sure it has the required data elements. If it does not, the NDNH rejects the record and returns it with an error code.

## General Validation

The NDNH makes general validation edits on all records that pass the SSN-name and minimum data validation. These edits decide the validity of the data supplied or whether the name is missing data beneficial to NDNH users. General validation only creates warning codes for the QW record. These warning codes do not prevent the NDNH from posting the records.

Chart 3-4 describes the QW edits made and the output at the general validation level.

<b>Chart 3-4: QW General Validation Edits</b>	
<b>Edit</b>	<b>Processing</b>
Edit the employee data for a first and last name.	If the first or last name is missing, the NDNH returns a warning code.
Analyze the employee wage amount to decide whether it is numeric.	If the wage amount is non-numeric, the NDNH returns a warning code.
Analyze the employee address data to decide the validity of the data. The NDNH uses FINALIST software to improve the quality of employer and employer optional domestic addresses received on validated QW records. This software verifies and corrects the address information and formats it according to USPS standards.	The NDNH stores verified or corrected address data as QW records on the NDNH. The NDNH returns the corrected addresses and warning codes.
Edit the reporting quarter to make sure it is numeric ('1,' '2,' '3,' or '4'). Validate the year to make sure it is a valid year.	If the reporting quarter is non-numeric, does not have a valid quarter and year, or if the reporting period is older than the last eight reporting quarters, the NDNH returns a reject error code.

## 3.6 Resubmittal Process

The resubmittal process is the same as the standard submittal process. You resend corrected records and corrected transmissions in the standard formats. Chart 3-5 lists the QW resubmittal process.

<b>Chart 3-5: QW Resubmittal Process</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission	Send the entire corrected transmission.
Corrected records	Send only the corrected records.

<b>Chart 3-5: QW Resubmittal Process</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission or record	Make sure you did not send the batch number previously used.

If you are unable to correct the records or find the transmission problems, contact technical support for help; see Appendix C.1, “Technical Support.”

### 3.7 QW Update

The NDNH system posts QW records that (1) meet the critical edits, and (2) either pass the SSN verification process or come from a state unable to send full employee names to NDNH.

Chart 3-6 shows how the NDNH uses name fields to determine which type of record is stored.

<b>Chart 3-6: QW NDNH Updates</b>	
<b>If a QW SSN Has ...</b>	<b>NDNH Flags the Record as ...</b>
One character or blank in both the First and Last Name fields	Non-Verifiable
A one-character first name and a two- or three-character last name that fail the SSA’s verification	Non-Verifiable
A one-character first name, a one-character middle name, and a last name with four or more character	Unverified
A one-character first name and last name with seven or more characters that fail the SSA’s verification	Unverified

The NDNH system scrubs the employer address and the employer optional address and stores them on the EAF.

#### 3.7.1 Non-Verifiable Records

QW non-verifiable records include information from SWAs that passes critical edits but does not include full employee names that pass other critical edits. Although the names are incomplete, the NDNH tries to verify the SSN-name combination on these records. The records may have valuable Locate information about people involved in child support cases.

Even if the SSN-name combination are not verified, the NDNH accepts and stores the record as a QW non-verifiable record. The NDNH uses QW non-verifiable data for proactive matching with the FCR and releases these records to child support agencies or other authorized data-matching partners.

#### 3.7.2 Duplicates

If a record duplicates another record – one in the same transmission or on the NDNH database – the NDNH rejects the duplicate QW record. If the duplicates are within the same transmission, the NDNH processes the first record.

The NDNH considers two QW records duplicates if the contents of all these fields are the same:

- SSN
- State
- Submitter ID
- Employee Name
- Wage Amount
- Reporting Period
- FEIN
- SEIN
- DoD Code

The Records Rejected field includes the number of the rejected records in positions 44-54 of the QW Transmission Control Record. For more information on this field, see Chart F-3, “Quarterly Wage Transmission Control Record.”

### 3.8 QW Output

The NDNH system returns the following on the QW Transmission Control Record:

- Number of records received in a transmission, including the Transmitter Header and Total record
- Number of rejected records
- Number of records in a transmission with errors or warnings regardless of the return error suppression matrix choices on the QW Output Control Matrix Registration form
- Number of records accepted and written to the NDNH
- Transmission error codes generated

The NDNH system returns each QW data record with the following on the QW Response Data Record:

- Errors or warnings (only up to five show the error or warning codes), including a corrected employer address or employer optional address.

To suppress receiving all QW Acknowledgment records with errors and warnings, fill out and submit the QW Output Control Matrix Registration form to OCSE. For information on this form, see section 3.8.2, “QW Output Control Matrix Registration Form.”

#### 3.8.1 Output Record Layouts

The NDNH returns QW record transmission and error information. The NDNH does not return a Trailer or Total record in response to QW transmissions.

Each returned transmission has two types of records in this order:

1. **QW Transmission Control record** – This record precedes the returning QW data records and has information about the transmission. It includes data sent, record counts, and error and

warning codes. Chart F-3, “Quarterly Wage Transmission Control Record,” shows the data elements in this record.

2. **QW Response Data records** – These records include the actual QW data, associated errors or warnings, the corrected name, and the corrected employer address or employer optional address. Chart F-4, “Quarterly Wage Response Data Record,” shows the data elements in this record.

The NDNH returns QW information in specified record layouts. Each Response Data record includes the sent data, corrected data, and error and warning codes. For specific information about record formats, see section 3.4, “QW Record Layouts.”

### **3.8.2 QW Output Control Matrix Registration Form**

When processing QW records, the NDNH system can detect errors, correct the data, or find abnormal conditions that can cause you to receive a record with error or warning codes. The QW Output Control Matrix Registration form (see Figure 3-1 and Figure 3-2) allows you to choose which QW records with errors, warnings, or information codes you want to suppress.

**Figure 3-1: QW Output Control Matrix Registration Form, Page 1**

<b>QW OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<p>To suppress processed QW records and associated error, warning, or information codes, and corrected data send this registration to:</p> <p style="text-align: center;">                     Department of Health and Human Services                      ACF/OCSE/FPLS                      5th Floor Switzer Building                      330 C Street, SW                      Washington, DC 20201-0001                 </p>		
Date: _____		
Submitting Agency/Federal Agency: _____		
Requester: _____ Phone number: _____		
Address: _____		
City: _____ State: _____		
Zip Code: _____		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
Error Codes	Condition Description	An 'X' suppresses output
<b>RECORDS REJECTED AND RETURNED WITH ERROR CODES</b>		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011 0015 0016 0017 0018	SSN is non-numeric. SSN is missing or is not greater than zeros. Employee Name is missing. Employee Address and Employer Address are missing. Reporting period is older than the last eight reporting quarters.	
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0024 0025	Employee First Name is missing. Employee Last Name is missing.	
0034 0039 0051 0052 0053	Employee Wage Amount is non-numeric. Employee Wage Amount is zeros. QW Reporting Period is invalid QW Reporting Period is all zeros or spaces. QW Employee Wage Amount is non-numeric	
0035	Employee Wage Amount is all nines.	
0046	Employer Name is missing.	

**Figure 3-2: QW Output Control Matrix Registration Form, Page 2**

<b>QW OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
<b>Error Codes</b>	<b>Condition Description</b>	<b>An 'X' suppresses output</b>
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0040, 0041, 0044, 0045, 0047, 0048, 0049, 0071, 0072	Employer Address contains errors.	
0042 0043	FEN is non-numeric. FEN is missing or is zeros.	
0065, 0066, 0067, 0068	Employer address was corrected.	
0069	Employer Optional Address was corrected	
<b>TOTAL NUMBER OF ACKNOWLEDGEMENT RECORDS RETURNED</b>		<b>An 'X' allows full output</b>
N/A	An 'X' in this box indicates that a submitter wants all errors and warnings returned.	

You can set report parameters on the QW Output Control Matrix Registration form, based on your need for returned information. Then, send this form to OCSE at the address on the form. Use of the form is optional; if the form is not submitted, the default is to return the first 15,000 records with error or warning codes.



You cannot use the QW Output Control Matrix Registration form to suppress transmission- or submission-level errors.

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**Note:** Federal agencies cannot use the QW Output Control Matrix Registration form to suppress the output of response records with SSN verification codes.

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For specifications on record layouts accepted by the NDNH system, see Appendix E, “Input Transaction Layouts.”

### 3.9 Summary

States and federal agencies send QW data to the NDNH. Technical support and assistance are available to make sure the required information was successfully transmitted. For contact information, see Appendix C.1, “Technical Support.”

The NDNH returns corrected address information. Use this corrected data to update your systems.

QW data are critical to collect child support, find fraud, establish benefits, and recover debts. To support these activities, SWAs should:

- Send QW data more frequently than quarterly to allow data matching partners to receive the data up to three months sooner.
- Send all QW data that the submitting agency processes. If an employer sends its QW data in late during another quarter, the SWA should send the delinquent data to the NDNH. The NDNH processes both the current QW data and all delinquent data sent.

## 4. Unemployment Insurance

Part 4 describes NDNH processes and functions for UI data submission. The UI part of the NDNH keeps quarterly UI information the SWAs report for individuals who received or made application for unemployment benefits.

We define UI as unemployment insurance claimant data. UI data in the NDNH allows states to quickly locate address information and UI compensation for parents who owe child support.

### 4.1 Timeframes

Timeframes are associated with UI reporting and matching. Some timeframes are requirements of the Social Security Act; others are functions of NDNH system processing. SWAs should send UI data transmissions to the NDNH on a quarterly basis.

Chart 4-1 shows activities associated with UI reporting and the corresponding timeframes.

Chart 4-1: UI Timeframes	
Activity	Timeframe
SWAs send UI data to the NDNH.	Within one month after the end of the reporting quarter: <ul style="list-style-type: none"><li>• January through March data is due no later than April 30.</li><li>• April through June data is due no later than July 31.</li><li>• July through September data is due no later than October 31.</li><li>• October through December data is due no later than January 31.</li></ul>
The NDNH must enter UI data into the NDNH.	Within two business days of receiving the data.
The NDNH must send transmittal, summary, and error data.	Within four business days of receiving the data.
NDNH produces reports to detail and summarize sent data.	Periodically.

### 4.2 UI Data Requirements

Federal law requires SWAs to collect and send UI data using the dates and format specified by the Secretary of HHS in regulations. For more information on this federal law, see Appendix A.2, “Federal Regulations.”

The SWA supplies UI information from the records of the state agency that administers the Unemployment Compensation program.

### 4.2.1 SWA Requirements

The NDNH requires SWAs to send these data elements:

- Claimant Name
- Claimant SSN
- Claimant Address
- Claimant Benefit Amount
- Reporting Period

### 4.2.2 Data Source

The source of UI information is the state agency charged with administering the Unemployment Compensation program. That agency sends claimant information to the NDNH.

## 4.3 UI Transmission

SWAs send UI records through the SSA's MFT protocol. The UI transmission can contain multiple batch submissions. Each batch submission must have three types of records in this order:

1. **UI Transmitter Header record** – This record precedes the UI Data records and has information about the submitter.
2. **UI Data records** – These records have the actual UI data.
3. **UI Total record** – This record follows the UI Data records and is a summary of the transmission.

Each batch submission to NDNH must contain a unique batch number. If a duplicate batch number is received from the submitter, the batch submission is rejected.

## 4.4 UI Record Layouts

SWAs must send the UI information using the specified record layouts. For information on record specifications, see Appendices E, "Input Transaction Layouts," and F, "Output Transaction Layouts."

## 4.5 UI Data Validation and Verification

Accurate data are essential to the integrity of the NDNH database. UI data undergo various validation and verification processes. For information about returned data, see section 4.9, "UI Output."

NDNH validation edits occur at four levels:

- Transmission
- NDNH Preprocessing
- Batch
- Record

For information about data returned from these processes, see section 4.9, “UI Output.”

For information on error and warning codes, see Appendix D, “Error and Warning Codes.”

#### 4.5.1 Transmission-Level Editing

The NDNH verifies the node ID to decide if the submission comes from a valid user. If the node ID is not valid, the NDNH suspends the file, and the Help Desk contacts you.

The NDNH then compares the submitter ID in the Header record to a Master Table to decide the authenticity of the submission. If the submitter ID is not in the Master Table, the NDNH suspends the batch, and the Help Desk contacts you.

#### Transmission Errors

Errors can occur at the transmission level. Depending on the type of error, the NDNH system:

- Rejects the entire transmission
- Rejects part of the transmission
- Suspends the transmission and notifies you to decide whether to process the file
- Accepts the transmission but returns a warning code

If you receive a rejection notice due to a transmission error, you must correct the information and resend the data.

#### 4.5.2 NDNH Preprocessing-Level Editing

The NDNH makes edits to decide whether the data are acceptable. If a submission does not pass the NDNH preprocessing-level editing, the NDNH suspends the submission, and the Help Desk contacts you.

#### Submission Limits

The NDNH preprocessing-level edits examine key characteristics of each file to decide whether they are within expected limits. The NDNH bases the limits on past data sent and the standards OCSE sets. If the contents of the file go over one or more of the limits, NDNH suspends the file.

Chart 4-2 lists the NDNH preprocessing-level edits that result in suspension.

Chart 4-2: UI Submission Limit Edits	
Edit	Processing
Compare the minimum and maximum number of records received, based on previous submissions for each SWA.	If a submission has too few or too many records, NDNH suspends the file, and the Help Desk contacts you.  If the number of records received is correct, the NDNH processes the file, and the expected minimum and maximum numbers are adjusted.

<b>Chart 4-2: UI Submission Limit Edits</b>	
<b>Edit</b>	<b>Processing</b>
Edit the file to make sure it has records for only the current or expected reporting quarter.	The NDNH suspends the file, and the Help Desk contacts you.
Evaluate the benefit amount on each UI record to decide whether the benefit amount is greater than \$25,000. Compare the number and percentage of benefits over \$25,000 against a preset threshold.	If the file has too many records with benefits over \$25,000, the NDNH suspends the file, and the Help Desk contacts you. If the benefits are correct, the NDNH processes the file.

### **4.5.3 Batch-Level Editing**

The NDNH evaluates all files that pass the transmission-level editing to make sure the required records and data values in the Header, Data, and Trailer records are present. If the required elements or records are missing, the NDNH rejects the transmission. The edits allow the NDNH to process parts of or the entire transmission if minor errors occur.

If you receive a rejection notice, you must correct the information and resend the record. If you receive a warning notification, you should investigate the warning. If the NDNH did not process records because of the warning, you should correct the issue and resend the data.

### **4.5.4 Record-Level Editing**

The NDNH edits each record to make sure all required data elements are present, key values are valid, and data conforms to the system standards before accepting it.

#### **SSN-Name Verification**

The NDNH edits the SSN and name entries and sends SSN-name combinations that appear valid to the SSA for verification. Section 1.7.1, “Non-Matching SSNs,” outlines the SSN verification processes and errors.

The NDNH rejects records that do not pass the SSN or SSN-name verification process from the system. Records that pass the SSN or SSN-name verification process continue through the record edits.

#### **Minimum Data Validation**

The NDNH validates each UI data record to make sure it has the required data elements. If it does not, the NDNH rejects the record and returns it with an error code.

#### **General Validation**

The NDNH makes general validation edits on all records that pass the SSN-name and minimum data validation. These edits decide the validity of the data supplied or names missing data that is

beneficial to NDNH users. General validation only creates warning codes for the UI record. These warning codes do not prevent the NDNH from posting records.

Chart 4-3 describes the UI edits made and processing at the general validation level.

<b>Chart 4-3: UI General Validation Edits</b>	
<b>Edit</b>	<b>Processing</b>
Edit claimant data for a first and last name.	If the first or last name is missing, the NDNH returns a rejected error code.
Edit the claimant benefit amount to make sure it is numeric.	If the amount is non-numeric, the NDNH returns a warning code.
Analyze the claimant address data to decide the validity of the data. The NDNH uses FINALIST software to improve the quality of domestic addresses on validated UI records. FINALIST verifies and corrects the address information and formats it according to USPS standards.	The NDNH stores verified or corrected address data on the NDNH.
Edit the reporting quarter to make sure it is numeric ('1,' '2,' '3,' or '4'). Validate the year to make sure it is a valid year.	If the reporting quarter is non-numeric or does not have a valid quarter and year, the NDNH returns a rejected error code.

## **4.6 Error Codes and Explanations**

Many types of data errors can occur in any submission. The type of error decides the next processing step. In addition to the errors from the SSN verification processes, records can be incomplete or invalid due to other data errors.

For information on error code descriptions, see Appendix D, “Error and Warning Codes.”

### **4.6.1 Incomplete Records**

Incomplete UI data records are records missing one or more data elements but have the minimum critical information to make the record beneficial to NDNH users. The NDNH accepts and stores incomplete UI records and sends a notification warning to the submitting entity that data are missing.

### **4.6.2 Other Errors**

Other errors relate to the Transmitter Header and the Transmitter Total record, rather than to a specific UI data record. These errors can cause the NDNH to reject the full transmission, reject part of the transmission and warn you of the error, or accept the transmission. Section 4.5.1, “Transmission-Level Editing,” lists transmission-level errors.

## 4.7 Resubmittal Process

The resubmittal process is the same as the standard submittal process. SWAs resend corrected records and corrected transmissions in the standard formats. Chart 4-4 lists this process.

<b>Chart 4-4: UI Resubmittal Process</b>	
<b>Resubmit</b>	<b>Processing</b>
Corrected transmission	Send the entire corrected transmission
Corrected records	Send only the corrected records

When you send a corrected transmission or corrected records, make sure you send a new batch number. Technical support is available; see Appendix C.1, “Technical Support.”

## 4.8 UI Update

The NDNH system stores verified UI records as NDNH UI records. Corrected SSNs are stored as NDNH UI verified records. The NDNH system also stores the corrected claimant address (corrected using FINALIST) on the NDNH.

### Duplicates

If a record duplicates another record – one in the same transmission or already in the NDNH database – the NDNH rejects the duplicate UI record. If the duplicates are within the same transmission, the NDNH processes the first record.

The NDNH considers two UI records duplicates if the contents of all these fields are the same:

- Claimant SSN
- Transmitter State Code
- Claimant Name
- Benefit Amount
- Reporting Period

The Records Rejected field has the number of the rejected records in positions 44-54 of the UI Transmission Control Record. For more information on this record, see Chart F-4, “Unemployment Insurance Transmission Control Record.”

## 4.9 UI Output

The NDNH system returns the following information on the UI Transmission Control Record:

- Number of records received in a transmission, including the Transmitter Header and Total records
- Number of rejected records
- Number of records in a transmission with errors or warnings, regardless of the return error suppression matrix choices on the UI Output Control Matrix Registration form



- Number of UI records accepted and stored on the NDNH
- Transmission error codes
- Each UI data record with up to five error or warning codes
- Each corrected claimant address

In addition to receiving data about UI records, SWAs receive an MI summary report on a regular basis.

For information on error and warning codes, see Appendix D, “Error and Warning Codes.”

#### **4.9.1 Output Record Layouts**

The NDNH returns UI record transmission and error information. The NDNH does not return a Trailer or Total record in response to UI transmissions.

Each returned transmission has two types of records in this order:

1. **UI Transmission Control record** – This record precedes the returning UI data records and has information about the transmission. It includes data sent, record counts, and error and warning codes. Chart F-5, “Unemployment Insurance Transmission Control Record,” shows the data elements in this record.
2. **UI Response Data records** – These records include the actual UI data and associated errors or warnings, with corrected claimant addresses. Chart F-6, “Unemployment Insurance Response Data Record,” shows the data elements in this record.

The NDNH returns UI information in specified record layouts. Each Response Data record includes the sent data, corrected data, and error and warning codes. The general rules are the same as the requirements for data transmission. For specific information on transmission rules, see section 4.3, “UI Transmission.” For the record layouts, see Appendix F, “Output Transaction Layouts.”

#### **4.9.2 UI Output Control Matrix Registration Form**

When processing UI records, the NDNH system can detect errors, correct data, or find abnormal conditions that can cause you to receive a record with error or warning codes. The UI Output Control Matrix Registration form (see Figure 4-1) allows you to select which UI records with errors, warnings, or information codes the NDNH returns to you. The UI Output Control Matrix Registration form allows you to designate which UI error and warning codes to suppress.

**Figure 4-1: UI Output Control Matrix Registration Form**

<b>UI OUTPUT CONTROL MATRIX REGISTRATION FORM</b>		
<p>To suppress processed UI records and associated error, warning, or information codes, and corrected data send this registration to:</p> <p style="text-align: center;">                     Department of Health and Human Services                      ACF/OCSE/FPLS                      5th Floor Switzer Building                      330 C Street, SW                      Washington, DC 20201-0001                 </p>		
Date: _____		
Submitting Agency/Federal Agency: _____		
Requester: _____ Phone number: _____		
Address: _____		
City: _____ State: _____		
Zip Code: _____		
<b>OUTPUT SUPPRESSION OPTIONS</b>		
Error Codes	Condition Description	An 'X' suppresses output
<b>RECORDS REJECTED AND RETURNED WITH ERROR CODES</b>		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011 0015 0016 0017	SSN is non-numeric. SSN is missing or is not greater than zeroes. Claimant Name is missing. Claimant Address is missing.	
0024 0025	Claimant First Name is missing. Employee Last Name is missing.	
<b>RECORDS ACCEPTED AND RETURNED WITH WARNING CODES</b>		
0020, 0021, 0022, 0023, 0027, 0028, 0070	Claimant Address contains errors.	
0034	Benefit Amount is non-numeric.	
0060, 0061, 0062, 0063	Claimant Address was corrected.	
0051	Reporting Period is invalid.	

You can set report parameters on the UI Output Control Matrix Registration form, based on your need for returned information. Then, send the UI Output Control Matrix Registration form to OCSE at the address on the form. Use of the form is optional; the default is to return all records with error or warning codes.

You cannot use the UI Output Control Matrix Registration form to suppress transmission- or submission-level errors.

## 4.10 Summary

SWAs send UI data to the NDNH on a quarterly basis. Technical support and help are available for reporting; see Appendix C.1, “Technical Support.”

UI data are critical to collect child support, find fraud, establish benefits, and recover debts. To support these programs:

- Send all processed UI data.
- Send all claimant applications, even if rejected, denied, or suspended.
- Send all claimants that did not receive benefits but had an open claim.
- Use the returned corrected claimant address to update data in the states’ databases.

## **A. Federal Information**

### **A.1 Federal Law**

In the Social Security Act, information about the NDNH begins at section 453(i).

#### **A.1.1 New Hire**

Section 453(n) of the Social Security Act requires federal agencies to report NH data. In addition, section 453(i)(4) of the Social Security Act requires the Secretary of HHS to keep information about MSEs that choose to report NH data to one state where the employer has employees. For information about NH reporting choices for MSEs, see section 2.4, “Multistate Employers.”

The W-4 form is on the IRS website.

#### **A.1.2 Quarterly Wage**

The basis for requirements in this guide for federal agencies to send QW data to the NDNH are provisions in the PRWORA of 1996 and Executive Order 12953.

Relevant sections of the Social Security Act are listed below:

- Section 303(h)(1)(A) requires the state agency charged with the administration of the unemployment compensation program to disclose QW information.
- Section 303(h)(3)(A) defines “wage information” as information about wages paid to an individual, the social security account number of such individual, and the name, address, state, and FEIN of the employer paying wages to an individual.
- Section 453A(g)(2)(B) requires states to furnish information quarterly about the wages paid to individuals to the NDNH.
- Section 453(n) requires federal agencies to furnish wages paid to the employee during the previous quarter to the NDNH.

#### **A.1.3 Unemployment Insurance**

##### **Social Security Act**

Section 453A(g)(2)(B) requires that states, “on a quarterly basis, furnish to the NDNH information concerning ... unemployment compensation paid to individuals, by such dates, in such format, and containing such information as the Secretary of HHS shall specify in regulations.”

Section 303(h)(1)(A) requires the state agency charged with the administration of the unemployment compensation program on a reimbursable basis to disclose to the Secretary of HHS unemployment compensation claim information quarterly from the records of such agency, as required by section 453(i)(1) of the Social Security Act.

Section 303(h)(3)(B) defines “claim information” as “information regarding whether an individual is receiving, has received, or has made application for unemployment compensation, the amount of any such compensation being received (or to be received by such individual), and the individual’s current (or most recent) home address.”

### **Internal Revenue Code of 1986**

Section 3304(a)(16) requires states to furnish unemployment compensation information from the records of the state agency that administers the unemployment compensation program to the Secretary of HHS, given the regulations from the Secretary, as may be necessary for the purposes of the NDNH under section 453(i)(1) of the Social Security Act.

## **A.2 Federal Regulations**

For definitions of QW and UI reporting, refer to 45 CFR 303.108.

The OCSE HHS published regulations at 45 CFR 303.108 about “Quarterly Wage and Unemployment Compensation Claims Reporting to the National Directory of New Hires.” The regulations specifically address the dates, format, and data elements necessary for states to furnish the QW data to the NDNH. They also address specific dates, format, and data elements necessary for states to furnish the unemployment compensation data to the NDNH.

## **A.3 Federal Agency Listing**

OCSE keeps a list on its website of federal agencies that report to the NDNH. This list has the agencies’ names and FEIN or FIPS codes.

## **A.4 PRWORA Sections 313 and 316**

For the statutory basis of the NDNH and the SDNH, refer to 42 U.S.C. 653 and 653A.

## **B. Security**

Security and privacy are crucial components that are and will continue to be considered throughout enhancement and operation of the FPLS.

### **B.1 Controlling Authority for Security Legislation**

Various applicable statutes, Office of Management and Budget (OMB) bulletins, FIPS publications, and HHS policies set up specific requirements. These requirements include confidentiality, integrity, and availability of information in the FPLS and offer guidance.

Safeguards that support these directives are in place to assure the accuracy of the FPLS information and restrict access to only authorized persons for authorized purposes.

#### **B.1.1 Social Security Act, Section 453**

Section 453(m) of the Social Security Act (42 U.S.C. 653) states the Secretary shall set up and execute safeguards designed to assure the accuracy and completeness of the information in the FPLS and restrict access of confidential information to authorized persons for sanctioned purposes.

#### **B.1.2 Privacy Act of 1974**

The Privacy Act of 1974 (P.L. 93-579) includes standards for and restrictions on records on individuals that federal agencies keep.

#### **B.1.3 Computer Security Act of 1987**

The Computer Security Act of 1987 (P.L. 100-235) mandates the improvement of privacy for unclassified, sensitive information in federal computer systems. It requires federal agencies to prepare and periodically update security plans for computers that process sensitive information.

#### **B.1.4 OMB Bulletins and Circulars**

##### **OMB Bulletin No. 90-08, Guidance for Preparation of Security Plans for Federal Computer Systems that Contain Sensitive Information**

This OMB Bulletin offers guidance to federal agencies about computer security planning activities required by the Computer Security Act of 1987.

##### **OMB Circular No. A-130, Security of Federal Automated Information Resources**

Appendix III of this circular shows a minimum set of controls to include in federal automated information security programs. It assigns federal agency responsibilities for the security of automated information and links agency automated information security programs and agency management control systems.

## **B.1.5 FIPS Publications**

### **FIPS Pub 73, Guidelines for Security of Computer Applications**

This publication focuses on controls for use with computer applications and offers guidance to address and prevent inadequacies in the design and operation of computer applications.

### **FIPS Pub 102, Guidelines for Computer Security Certification and Accreditation**

This publication describes how to set up and do a computer security certification and accreditation program.

## **B.1.6 HHS Information Security Program Policy**

The HHS Information Security Program Policy sets up departmental policies, procedures, and responsibilities for the execution and administration of security.

## **B.2 Security: Federal, State, and NDNH**

### **B.2.1 Federal-Level Security**

Section 453 and section 453A of the Social Security Act pertain to the NDNH and SDNH, respectively.

Security at the federal level includes:

- Management controls
- Development or employment of controls
- Operational controls
- Security awareness training
- Technical controls

The development of these controls evolves over the life of the system.

The FPLS central processing and data storage are physically located at the National Support Center (NSC) in Urbana, Maryland.

All SSA mainframes at the NSC operate under strict security controls compliant with all federal guidelines. The processes used at the NSC deliver security to protect computer data from destruction, modification, disclosure, and misuse. The NSC controls access to the computer resources and automatically denies and logs unauthorized attempts to access resources.

Data transmissions from the states to the NSC take place through the data transmission software, Tibco Managed File Transmission (MFT), over a Virtual Private Network (VPN) on SSA's network. The Security Operations Center (SOC), within the NSC, employs sophisticated network monitoring software to aid in preventing unauthorized access.

### **B.2.2 State-Level Security**

SWA systems must comply with privacy and security safeguards set up by the Department of Labor (DoL) and their respective state laws. Each SWA must assure compliance with its own requirements. For clarification on specific requirements, refer to the DoL.

In addition, section 454A of the Social Security Act requires the state agency that administers the child support program to have safeguards for the integrity, accuracy, and completeness of, access to, and use of data in the statewide-automated system.

### **B.2.3 NDNH-Level Security**

The NDNH system has sensitive information that requires protection from unauthorized disclosure.

NDNH data must be protected from unauthorized disclosure, fraud, waste, and abuse. The misuse, unauthorized access to, or modification of FPLS information could result in exceptionally grave damage to the program or the privacy to which individuals are entitled under the Privacy Act.

Safeguards at the federal level assure the privacy of NDNH data and prevent unauthorized access to this data. In addition to the federal-level security, each state agency must have safeguards to assure data security as described by the referenced sources noted above.



## C. Reference Information

### C.1 Technical Support

Resources in Chart C-1 offer help with technical, transmission, MSE, or operational problems and the OCSE website.

Chart C-1: Technical Support	
Resource	Contact Information
FPLS Information Line	202-401-9267
OCSE FPLS website	<a href="https://www.acf.hhs.gov/css/resource/federal-parent-locator-service-information-for-families">https://www.acf.hhs.gov/css/resource/federal-parent-locator-service-information-for-families</a>
OCSE Data Transmission Team	<a href="http://www.acf.hhs.gov/programs/css/resource/ocse-data-transmission-contacts">http://www.acf.hhs.gov/programs/css/resource/ocse-data-transmission-contacts</a>
OCSE Federal Systems & Services	<a href="https://www.acf.hhs.gov/css/child-support-professionals/systems/federal-systems-services">https://www.acf.hhs.gov/css/child-support-professionals/systems/federal-systems-services</a>
MSE Help Desk	800-258-2736, Option 1 <a href="mailto:MSedb@acf.hhs.gov">MSedb@acf.hhs.gov</a>

### C.2 References Sources

This sections offers several internet resources mentioned in this guide and hyperlinks to access them.

#### FIPS Codes

- FIPS State and Territory Codes:  
“American National Standards Institute (ANSI) Codes for States, the District of Columbia, Puerto Rico, and the Insular Areas of the United States.” U.S. Census Bureau.  
[https://www.census.gov/geo/reference/ansi\\_statetables.html](https://www.census.gov/geo/reference/ansi_statetables.html).
- Foreign Country FIPS codes:  
“Country Files (GNS).” National Geo-Spatial Intelligence Agency. January 14, 2019.  
<http://geonames.nga.mil/gns/html/namefiles.html>.

#### Social Security Act and Related Resources

- Section 453:  
“Compilation of the Social Security Laws: Federal Parent Locator Service.”  
[http://www.socialsecurity.gov/OP\\_Home/ssact/title04/0453.htm#act-453](http://www.socialsecurity.gov/OP_Home/ssact/title04/0453.htm#act-453).
- Section 453A:  
“Compilation of the Social Security Laws: State Directory of New Hires.”  
[http://www.socialsecurity.gov/OP\\_Home/ssact/title04/0453A.htm](http://www.socialsecurity.gov/OP_Home/ssact/title04/0453A.htm).

- Executive Order 12953:  
“Executive Order 12953, Actions Required of All Executive Agencies to Facilitate Payment of Child Support.” U.S. Government Printing Office. February 27, 1995.  
<https://www.govinfo.gov/content/pkg/WCPD-1995-03-06/pdf/WCPD-1995-03-06-Pg321.pdf>.

## **OCSE Resources**

- “Federal Agency Income Withholding and Medical Support Contact Information: Addresses for Income Withholding and Medical Support.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. January 15, 2019. <http://www.acf.hhs.gov/programs/css/resource/federal-agency-income-withholding-contact-information>.
- “Federal Systems & Services.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. <https://www.acf.hhs.gov/css/child-support-professionals/systems/federal-systems-services>.
- “New Hire Reporting.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. <http://www.acf.hhs.gov/programs/css/employers/new-hire-reporting>.
- “OCSE Data Transmission Contacts.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. <https://www.acf.hhs.gov/css/resource/ocse-data-transmission-contacts>.
- “Office of Child Support Enforcement.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. <https://www.acf.hhs.gov/css>.
- “State New Hire Reporting Contacts and Program Requirements.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. <https://ocsp.acf.hhs.gov/irg/irgpdf.pdf?geoType=OGP&groupCode=EMP&addrType=NHR&addrClassType=EMP>.
- “Welcome Multistate Employer Registry Users.” U.S. Department of Health & Human Services, Office of the Administration for Children and Families, Office of Child Support Enforcement. <https://ocsp.acf.hhs.gov/csp/mser>.

## **SSA and IRS Resources**

- “Form W-4 (2019).” Internal Revenue Service. <http://www.irs.gov/pub/irs-pdf/fw4.pdf>.
- “Welcome To Government To Government Services Online.” Social Security Administration. <http://www.socialsecurity.gov/gso/gsowelcome.htm>.

## D. Error and Warning Codes

Appendix D has all the error and warning codes in the NDNH system. In addition to the code, Chart D-1, “Transmission Errors and Warnings,” and Chart D-2, “Data Error and Warning Codes,” show the text of the message and descriptions of the error, the subsystem (NH, QW, UI) the error applies to, and processing instructions.

<b>Chart D-1: Transmission Errors and Warnings</b>			
<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
<b>Transmission Error Codes – Full Transmission Rejected</b>			
5000	The Transmitter Header record is required. The Transmitter Header record must be present at the beginning of each transmission file. The Transmitter Header record is missing.	NH, QW, UI	NDNH rejects the transmission and returns an error code.
5001	The Transmitter Header record does not have a valid: NH Transmitter state code or federal agency code QW Transmitter state code or federal agency code UI Transmitter state code	NH, QW, UI	NDNH rejects the transmission and returns an error code.
5002	The Transmitter Header record does not have a version control number or has an invalid version control number. The version control number must equal ‘01’.	NH, QW, UI	NDNH rejects the transmission and returns an error code.
5003	The Transmitter Header record has a non-numeric batch number.	NH, QW, UI	NDNH rejects the transmission and returns an error code.

<b>Chart D-1: Transmission Errors and Warnings</b>			
<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
5004	The Transmitter Header record has a batch number that is a duplicate of a previously received batch number. The Transmitter Header record must not have a batch number that is a duplicate of a batch number received in a previous transmission from: NH SDNH or federal agency within the same calendar year QW SWA or federal agency within the same calendar year UI State or territory within the same calendar year	NH, QW, UI	NDNH rejects the transmission and returns an error code.
<b>Transmission Error Codes – Part of the Transmission Rejected</b>			
5005	The Transmitter Header record is not the first record in the file.	NH, QW, UI	NDNH rejects all records before the Header record. All records after the Header record are processed. NDNH returns a warning code.
5011	The DoD Agency Code is invalid on the Transmitter Header Record. This field applies only to DoD.	NH, QW	NDNH rejects the batch submission in the transmission and returns an error code.
<b>Transmission Warning Codes – Transmission Accepted</b>			
5006	The Transmission Type is missing or invalid. The transmission type must be equal to: NH 'W4' QW 'QW' UI 'UI'	NH, QW, UI	All records are processed. NDNH returns a warning code.
5007	The Transmitter Header record does not have a date stamp, or the date stamp is an invalid date.	NH, QW, UI	All records are processed. NDNH returns a warning code.
5008	The Total record is missing.	NH, QW, UI	All records are processed. NDNH returns a warning code.

**Chart D-1: Transmission Errors and Warnings**

<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
5009	The Data record count is non-numeric on the Total record.	NH, QW, UI	All records are processed. NDNH returns a warning code.
5010	The Data record count does not equal the number of the records received.	NH, QW, UI	All records are processed. NDNH returns a warning code.

**Chart D-2: Data Error and Warning Codes**

<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
<b>Error Codes – Record Rejected and Not Added to NDNH</b>			
0001	The SSN and name do not match SSA’s records, or the SSN is not found at SSA.	NH, QW, UI	NDNH rejects the record and returns an error code. NDNH returns this after all attempts to verify the SSN and name fail.
0002	The SSA has not issued the first five digits of the SSN. SSN is invalid or out of range.	NH, QW, UI	NDNH rejects the record and returns an error code.
0011	The SSN is not numeric.	NH, QW, UI	NDNH rejects the record and returns an error code.
0015	The SSN is missing or is not greater than zero.	NH, QW, UI	NDNH rejects the record and returns an error code.
0016	Name is missing. NH Employee QW These errors apply only to federal agencies and SWAs with the ability to send employee names. UI Claimant	NH, QW, UI	NDNH rejects the record and returns an error code.
0017	Address is missing. NH Employee address and employer address are missing, and the employer address cannot be found from the FEIN. QW Employer address is missing and cannot be found from the FEIN. UI Claimant address is missing.	NH, QW, UI	NDNH rejects the record and returns an error code.
0018	The reporting period is older than the last eight reporting quarters.	QW	NDNH rejects the record and returns an error code.
0019	This record is a duplicate.	NH, QW, UI	NDNH rejects the record and returns an error code.

**Chart D-2: Data Error and Warning Codes**

<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
0024	The first name is missing. NH Employee UI Claimant	NH, UI	NDNH rejects the record and returns an error code.
0025	The last name is missing. NH Employee UI Claimant	NH, UI	NDNH rejects the record and returns an error code.
<b>Warning Codes – Record Accepted and Added to NDNH</b>			
0004	Verification of SSN and name failed, the first name and last name were transposed, and the SSN with the transposed name combination was verified.	NH, QW, UI	NDNH passes the record to the next level of verification. NDNH assigns a warning code to the record and returns it with the corrected name.
0005	The SSN was corrected.	NH, UI	NDNH returns a warning code.
0020	The ZIP code is missing or not numeric. The format must be a five-digit USPS ZIP code. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0021	The ZIP code does not match the city. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0022	The state abbreviation is missing. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0023	The state abbreviation is invalid. The valid format is a two-letter state or territory abbreviation. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.

**Chart D-2: Data Error and Warning Codes**

<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
0024	The first name is missing. QW This error applies only to federal agencies and SWAs with the ability to send employee names.	QW	NDNH returns a warning code.
0025	The last name is missing. QW This error applies only to federal agencies and SWAs with the ability to send employee names.	QW	NDNH returns a warning code.
0027	The street address lines 1, 2, and 3 are all spaces. NH Employee UI Claimant	NH, UI	NDNH returns an error code.
0028	The city is missing. NH Employee UI Claimant	NH, UI	NDNH returns a warning code.
0029	The employee's date of birth is an invalid date (format is CCYYMMDD).	NH	NDNH returns a warning code.
0030	The employee's date of hire is an invalid date (format is CCYYMMDD).	NH	NDNH returns a warning code.
0031	The employee's state of hire is invalid. The format is a valid two-letter state or territory abbreviation or spaces.	NH	NDNH returns a warning code.
0032	The employee's address is incomplete, or employee's foreign information is invalid on this address.	NH	NDNH returns a warning code.
0034	The QW employee wage amount is non-numeric. The UI benefit amount is non-numeric.	QW, UI	NDNH returns a warning code.
0035	The employee's wage amount is all nines.	QW	NDNH returns a warning code.
0036	The employee's date of hire is more than a year old or is invalid.	NH	NDNH returns a warning code.
0037	The employee's date of hire is in the future.	NH	NDNH returns a warning code.



<b>Chart D-2: Data Error and Warning Codes</b>			
<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
0038	Employee date of hire is blank or is zeros.	NH	NDNH returns a warning code
0039	Employee Wage Amount is zeros.	QW	NDNH returns a warning code.
0040	The employer's ZIP code is missing or is not numeric. The format must be a five-digit USPS ZIP code.	NH, QW	NDNH returns a warning code.
0041	ZIP code is invalid.	NH, QW	NDNH returns a warning code.
0042	The FEIN is not numeric.	NH, QW	NDNH returns a warning code.
0043	The FEIN is missing or is zeros.	NH, QW	NDNH returns a warning code.
0044	The employer's state abbreviation is missing.	NH, QW	NDNH returns a warning code.
0045	The employer's state abbreviation is invalid. The format is a valid two-letter state or territory abbreviation.	NH, QW	NDNH returns a warning code.
0046	The employer's name is missing.	NH, QW	NDNH returns a warning code.
0047	The employer's street address lines are missing.	NH, QW	NDNH returns a warning code.
0048	The employer's city is missing.	NH, QW	NDNH returns a warning code.
0049	The employer's foreign address is incomplete or employer's foreign information is invalid on this address.	NH, QW	NDNH returns a warning code.
0051	The QW reporting period is invalid. The UI reporting period is non-numeric.	QW, UI	NDNH returns a warning code.
0052	QW reporting period is all zeros or spaces.	QW	NDNH returns a warning code.
0053	QW employee wage amount is non-numeric.	QW	NDNH returns a warning code.
0060	The street address was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected street address.

**Chart D-2: Data Error and Warning Codes**

<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
0061	The city was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected city.
0062	The state was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected state.
0063	The ZIP code (five digits) was corrected. NH Employee or Employer QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code and the corrected ZIP code.
0065	The employer's street address was corrected.	NH, QW	NDNH returns a warning code and the corrected street address.
0066	The employer's city was corrected.	NH, QW	NDNH returns a warning code and the corrected city.
0067	The employer's state was corrected.	NH, QW	NDNH returns a warning code and the corrected state.
0068	The ZIP code (five digits) was corrected. NH Employee or Employer QW Employer	NH, QW	NDNH returns a warning code and the corrected ZIP code.
0069	The employer's optional address was corrected.	NH, QW, UI	NDNH returns a warning code and the corrected employer's optional address.

**Chart D-2: Data Error and Warning Codes**

<b>Code</b>	<b>Error Message and Description</b>	<b>Applies to</b>	<b>Processing</b>
0070	The address cannot be corrected. NH Employee, employer, or employer optional address QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code.
0071	The address cannot be corrected. NH Employee, employer, or employer optional address QW Employer UI Claimant	NH, QW, UI	NDNH returns a warning code.
0072	The address cannot be corrected. NH Employee, employer, or employer optional address QW Employer optional	NH, QW	NDNH returns a warning code.

## E. 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)
  - 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:

- All alphabetic data must be in uppercase.
- All alphabetic and alphanumeric data must be left-justified.
- All numeric data must be right justified with leading zeros.
- 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.
- Name fields cannot include suffixes, such as 'Jr.,' 'Sr.,' or 'III.'
- All Filler fields must be spaces, not low values.
- The hyphen is the only special character allowed in the Employee Name, Employer Name, and City fields.
- All state and territory abbreviations in addresses must be valid USPS abbreviations.
- All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries.
- If an address is less than 40 characters per line, do not concatenate it into one line.

**Chart E-1: New Hire Transmitter Header Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'H4'.
Transmitter State Code	3-4	2	A/N	<b>Required for states and territories</b> This field must have the two-digit numeric FIPS code of the state or territory sending data. FIPS codes are at FIPS State and Territory Codes. Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	<b>Required for federal agencies</b> 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	<b>Required</b> This field must have 'W4'.
Department of Defense Code	16	1	A	<b>Required for DoD only</b> 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	<b>Required</b> This field must have '01'.
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date in CCYYMMDD format.
Batch Number	27-32	6	N	<b>Required</b> This field must have a six-digit number to track the batch. Each batch number must be unique and cannot be repeated.

**Chart E-1: New Hire Transmitter Header Record**

Field Name	Location	Length	A/N	Comments
Filler	33-801	769	A/N	<p><b>Required</b>                      This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.</p>

**Chart E-2: New Hire Data Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'W4'.
Employee SSN	3-11	9	N	<b>Required</b> This field must have a nine-digit SSN. If this field is all zeros, 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	<b>Required</b> 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	<b>Required: Line (1)</b> 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, Canadian province code, or Canadian province.
Employee City	194-218	25	A	<b>Required</b> This field must have at least two characters. No special characters are allowed except hyphens.
Employee State	219-220	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at FIPS State and Territory Codes. If employee's address is a foreign address, this field must be spaces.

**Chart E-2: New Hire Data Record**

Field Name	Location	Length	A/N	Comments
Employee ZIP Code: ZIP Code (1) ZIP Code (2)	221-225 226-229	5 4	A/N A/N	<b>Required: If U.S. address, first five digits of ZIP code</b> This field must be 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. If employee's address is a foreign address, these fields must be spaces.
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	<b>Required if foreign address</b> FIPS codes are at Foreign Country Codes. The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code. If employee's address is a U.S. address, these fields must be spaces.
Employee Date of Birth	272-279	8	A/N	<b>Optional</b> 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	<b>Required</b> 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	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory if present.
Federal EIN	290-298	9	N	<b>Required</b> This field must be the FEIN the IRS assigns to an employer.



**Chart E-2: New Hire Data Record**

Field Name	Location	Length	A/N	Comments
State EIN	299-310	12	A/N	<b>Optional</b> This field is a number a state may assign an employer.
Employer Name	311-355	45	A/N	<b>Required</b> This field must be at least two characters. No special characters are 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	<b>Required: Line (1)</b> 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, Canadian province code, or Canadian province.
Employer City	476-500	25	A	<b>Required</b> This field must be at least two characters. No special characters are allowed except hyphens.
Employer State	501-502	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. This field must be spaces if employer's address is a foreign address.
Employer ZIP Code: ZIP Code (1) ZIP Code (2)	503-507 508-511	5 4	A/N A/N	<b>Required: If a U.S. address, first five digits of ZIP code</b> This field must be 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. These fields must be spaces if employer's address is a foreign address.

**Chart E-2: New Hire Data Record**

Field Name	Location	Length	A/N	Comments
Employer Foreign Address:				<b>Required, if foreign address</b> FIPS codes are at Foreign Country Codes.
Foreign Country Code	512-513	2	A/N	The foreign country name, if present, must be at least two characters. Include military designation or Canadian province code. These fields must be spaces if employer's address is a U.S. address.
Foreign Country Name	514-538	25	A/N	
Foreign ZIP Code	539-553	15	A/N	
Employer Optional Street Address:				<b>Optional</b> This field is the employer's street address where a child support income withholding order is sent.
Line 1	554-593	40	A/N	If an address is less than 40 characters per line, do not concatenate into one line. Use Line 3 for a military designation, Canadian province code, or Canadian province.
Line 2	594-633	40	A/N	
Line 3	634-673	40	A/N	
Employer Optional City	674-698	25	A	<b>Optional</b> This field, if present, must have at least two characters. No special characters are allowed except hyphens.
Employer Optional State	699-700	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory if present. This field must be spaces if the employer's optional address is a foreign address.
Employer Optional ZIP Code:				<b>Optional</b>

**Chart E-2: New Hire Data Record**

<b>Chart E-2: New Hire Data Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
ZIP Code 1 ZIP Code 2	701-705 706-709	5 4	A/N A/N	Each ZIP code field must be either all spaces or all numeric, but not all zeros. These fields must be spaces if the employer's optional address is a foreign address.
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	<b>Optional</b> FIPS codes are at Foreign Country Codes. The foreign country name, if present, must be at least two characters. These fields must be spaces if the employer's optional address is a U.S. address or the optional address is not present.
Filler	752-801	50	A/N	<b>Required</b> This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

**Chart E-3: New Hire Total Record**

<b>Chart E-3: New Hire Total Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have the characters 'T4'.
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-801	788	A/N	<b>Required</b> This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

**Chart E-4: Quarterly Wage Transmitter Header Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'HQ'.
Transmitter State Code	3-4	2	A/N	<b>Required for states and territories only</b> This field must have the two-digit numeric FIPS code of the state or territory sending data to the NDNH. FIPS codes are at FIPS State and Territory Codes. Federal agencies leave this field blank.
Transmitter Agency Code	5-13	9	A/N	<b>Required for federal agencies</b> This field must have the nine-character FEIN or the letter 'A' followed by the FIPS code of the federal agency. SWAs leave this field blank.
Transmission Type	14-15	2	A/N	<b>Required</b> This field must have 'QW'.
Department of Defense Code	16	1	A	<b>Required for DoD only</b> This field must have one of these characters: A – Active duty employees C – Civilian employees P – Pension or retired employees R – Reserve employees SWAs and federal agencies other than the DoD leave this field blank.
Version Control Number	17-18	2	A/N	<b>Required</b> This field must have '01'. OCSE will tell you when this changes.
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date of the QW data to the NDNH in CCYYMMDD format.

**Chart E-4: Quarterly Wage Transmitter Header Record**

<b>Chart E-4: Quarterly Wage Transmitter Header Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Batch Number	27-32	6	N	<b>Required</b> This field must have a six-digit number to track the batch. Each batch number must be unique and cannot be repeated.
Filler	33-601	569	A/N	<b>Required</b> This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

**Chart E-5: Quarterly Wage Data Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'QW'.
Employee SSN	3-11	9	N	<b>Required</b> This is the nine-digit number SSA assigns to an individual. This field must have a nine-digit SSN. If this field is all zeros, blank, or has any 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	<b>Required</b> This is the employee's first name, middle name or initial, and last name. There must be at least one character in the First and Last Name fields. If the Employee Middle Name field is non-blank, it must have at least one character. No special characters are allowed except hyphens. The first and last name cannot begin with a space or hyphen. If a state collects any name information or only collects a partial name, NDNH does not reject the record. These states must send as much information for employee names as exists in their QW records.
Employee Wage Amount	74-84	11	N	<b>Required</b> This is the aggregate wages paid to an employee during the reporting period. This field is the gross amount of wages an employer reports as paid to an employee during the reporting quarter. If an employer reports the QW data late, send the data with your next quarterly transmission. The last two positions are decimal places. Do not include a decimal point as part of this field. Negative values are not allowed.

**Chart E-5: Quarterly Wage Data Record**

Field Name	Location	Length	A/N	Comments
Reporting Period	85-89	5	N	<p><b>Required</b></p> <p>This is the calendar quarter and year when the employee’s wages were paid in QCCYY format.</p> <p>Q – Reporting quarter:                      1 – January 1 through March 31                      2 – April 1 through June 30                      3 – July 1 through September 30                      4 – October 1 through December 31</p> <p>CC – Century                      YY – Year</p>
Federal EIN	90-98	9	N	<p><b>Required</b></p> <p>This is the nine-digit number IRS assigns to an employer.                      This field is the FEIN IRS assigns to an employer.</p>
State EIN	99-110	12	A/N	<p><b>Optional</b></p> <p>This field is a number a state can assign to an employer.</p>
Employer Name	111-155	45	A/N	<p><b>Required</b></p> <p>This is the name of the entity that employs the individual.                      This field must be at least two characters.                      No special characters are allowed except hyphens.</p>



**Chart E-5: Quarterly Wage Data Record**

Field Name	Location	Length	A/N	Comments
Employer Street Address: Line 1 Line 2 Line 3	156-195 196-235 236-275	40 40 40	A/N A/N A/N	<p><b>Required: Line(1)</b>                      This is the number, street name, rural route or PO box, city, state, and ZIP code of the entity that employs the individual. This should be the address the employer reports to the IRS. This can be a foreign address. 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, Canadian province code, or Canadian province.</p>
Employer City	276-300	25	A	<p><b>Required</b>                      This field must be at least two characters.                      No special characters are allowed except hyphens.</p>
Employer State	301-302	2	A	<p><b>Required</b>                      This field must be a valid two-letter USPS abbreviation of a state or territory. The list of state and territory FIPS codes is at FIPS State and Territory Codes.                      This field must be spaces if employer's address is a foreign address.</p>
Employer ZIP Code: ZIP Code (1) ZIP Code (2)	303-307 308-311	5 4	A/N A/N	<p><b>Required: If a U.S. address, first five digits of ZIP code</b>                      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.                      These fields must be spaces if employer's address is a foreign address.</p>

**Chart E-5: Quarterly Wage Data Record**

Field Name	Location	Length	A/N	Comments
Employer Foreign Address:				<b>Required, if foreign address</b> FIPS codes are at Foreign Country Codes.
Foreign Country Code	312-313	2	A/N	The foreign country name, if present, must be at least two characters.
Foreign Country Name	314-338	25	A/N	Include military designation or Canadian province code.
Foreign ZIP Code	339-353	15	A/N	These fields must be spaces if employer’s address is a U.S. address.
Employer Optional Street Address:				<b>Optional</b> This is the address where an employer receives child support income-withholding orders. This is a number, street name, rural route or PO box, city, state, and ZIP code of the entity that employs an individual.
Line 1	354-393	40	A/N	If an address is less than 40 characters per line, do not concatenate into one line.  Use Line 3 for a military designation, Canadian province code, or Canadian province.
Line 2	394-433	40	A/N	
Line 3	434-473	40	A/N	
Employer Optional City	474-498	25	A	<b>Optional</b> This field must be at least two characters if present. No special characters are allowed except hyphens.
Employer Optional State	499-500	2	A	<b>Optional</b> This field must be a valid two-letter USPS abbreviation of a state or territory, if present. A list of state and territory FIPS codes is at FIPS State and Territory Codes.  This field must be spaces if employer’s optional address is a foreign address.
Employer Optional ZIP Code:				<b>Optional</b> Each ZIP code must be either all spaces or all numeric, but not all zeros.
ZIP Code (1)	501-505	5	A/N	These fields must be spaces if employer’s optional address is a foreign address.
ZIP Code (2)	506-509	4	A/N	

**Chart E-5: Quarterly Wage Data Record**

Field Name	Location	Length	A/N	Comments
Employer Optional Foreign Address:				<b>Optional</b> FIPS codes are at Foreign Country Codes.
Foreign Country Code	510-511	2	A/N	The foreign country name must be at least two characters, if present.
Foreign Country Name	512-536	25	A/N	Include military designation or Canadian province code.
Foreign ZIP Code	537-551	15	A/N	These fields must be spaces if employer's optional address is a U.S. address or no optional address is present.
Filler	552-601	50	A/N	This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

**Chart E-6: Quarterly Wage Total Record**

<b>Chart E-6: Quarterly Wage Total Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'TQ'.
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-601	588	A/N	<b>Required</b> This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

**Chart E-7: Unemployment Insurance Transmitter Header Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'HU'.
Transmitter State Code	3-4	2	A/N	<b>Required</b> This field must have the two-digit FIPS code of the state or territory sending data to the NDNH. FIPS codes are at FIPS State and Territory Codes.
Filler	5-13	9	A/N	<b>Required</b> This field is for future versions. For the current version, this is all spaces.
Transmission Type	14-15	2	A/N	<b>Required</b> This field must have 'UI'.
Filler	16	1	A/N	<b>Required</b> This field is for future versions. For the current version, this is all spaces.
Version Control Number	17-18	2	A/N	<b>Required</b> This field must have '01'. OCSE will tell you when this changes.
Date Stamp	19-26	8	N	<b>Required</b> This field must have the transmission date of the UI data to the NDNH in CCYYMMDD format.
Batch Number	27-32	6	N	<b>Required</b> This field must have a six-digit number to track the batch. Each batch number must be unique and cannot be repeated.
Filler	33-295	263	A/N	<b>Required</b> This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent and overlays it with spaces.

**Chart E-8: Unemployment Insurance Data Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'UI'.
Claimant SSN	3-11	9	N	<b>Required</b> This is the nine-digit number SSA assigns to an individual. This field must have a nine-digit SSN. If this field is all zeros, blank, or has any alphabetic characters, NDNH rejects the record.
Claimant Name: First Name Middle Name Last Name	12-27 28-43 44-73	16 16 30	A A A	<b>Required</b> This is the claimant's first name, middle name or initial, and last name. This field must have least one character in the first name and one character in the last name. If both the first and last names are blank, NDNH rejects the record. If the claimant middle name is non-blank, it must have at least one character. The first and last names cannot begin with a space or hyphen. No special characters are allowed except hyphens.
Claimant Street Address: Line 1 Line 2 Line 3	74-113 114-153 154-193	40 40 40	A/N A/N A/N	<b>Required: Line (1)</b> This is the number, street name, PO box or rural route, city, state, and ZIP code where an individual resides. 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 the Canadian province code.
Claimant City	194-218	25	A	<b>Required</b> This field must be at least two characters. No special characters are allowed except hyphens.

**Chart E-8: Unemployment Insurance Data Record**

Field Name	Location	Length	A/N	Comments
Claimant State	219-220	2	A	<b>Required</b> This field must be a valid two-letter USPS abbreviation of a state or territory. FIPS codes are at FIPS State and Territory Codes.
Claimant ZIP Code: ZIP Code (1) ZIP Code (2)	221-225 226-229	5 4	A/N A/N	<b>Required: First five-digits</b> This field must be the five-digit USPS ZIP code associated with the claimant's address. ZIP Code (2) must be either all spaces or the four-digit extra numeric code, but not all zeros.
Benefit Amount	230-240	11	N	<b>Required</b> This is the gross amount, before any deductions, of benefits paid to a claimant during a reporting quarter. This can be zero if an individual has filed for UI benefits but no amount was paid during the reporting quarter, such as when a claim is pending or denied. The last two positions are decimal places. All zeros are allowed. Do not include a decimal point as part of this field. Negative values are not allowed.
Reporting Period	241-245	5	N	<b>Required</b> This is the calendar quarter and year when the UI benefits were paid or activity was done, in QCCYY format: Q – Reporting quarter: 1 – January 1 through March 31 2 – April 1 through June 30 3 – July 1 through September 30 4 – October 1 through December 31 CC – Century YY – Year

**Chart E-8: Unemployment Insurance Data Record**

<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Filler	246-295	50	A/N	This field is all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent and overlays it with spaces.



**Chart E-9: Unemployment Insurance Total Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	<b>Required</b> This field must have 'TU'.
Data Record Count	3-13	11	N	<b>Required</b> This field must be the number of records in the transmission, including the Header and Total records.
Filler	14-295	282	A/N	<b>Required</b> This field must have all spaces. Do not use the Filler field. This Filler field is strictly reserved for OCSE. NDNH does not return anything sent in the field and overlays it with spaces.

## F. Output Transaction Layouts

This appendix presents the output records created by the NDNH system and a detailed description of each record. Each record layout in this appendix includes:

- **Field Name** – The name of the field as it appears on the output transaction layout
- **Location** – The position of the field on the record
- **Length** – The number of characters allowed in this field
- **A/N** – The type of field:
  - Alphabetic (A)
  - Numeric (N)
  - Alphanumeric (A/N)
- **Comments** – Includes an explanation of the field and the field’s relationship to other fields or records

The NDNH system returns all output records using the SSA network and the MFT. More information about MFT is in section 1.8, “Managed File Transfer Transmission.”

The data sent from NDNH in the required formats complies with these requirements:

- All alphabetic data is in uppercase.
- All alphabetic and alphanumeric data is left-justified.
- All numeric data is right-justified and zero filled.
- Filler fields are spaces, not low values.

The NDNH generates output transactions in batches using the prescribed fixed-length record formats. Each batch submission has a Transmission Control Record and Response Data Records.

**Chart F-1: New Hire Transmission Control Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'R4'.
Transmitter State Code	3-4	2	A/N	For SDNHs, this is the two-digit code submitted. For federal agencies, this is spaces.
Transmitter Agency Code	5-13	9	A/N	For federal agencies, this is the FEIN or code you submitted. For SDNHs, this is spaces.
Transmission Type	14-15	2	A/N	This is the value 'W4' to show these records as NH records.
DoD Code	16	1	A	For DoD, this is the code submitted. For all other SDNHs and agencies, this is spaces.
Version Control Number	17-18	2	A/N	This is '01'.
Date Stamp	19-26	8	N	This is the date submitted.
Batch Number	27-32	6	N	This is the value submitted.
Records Received	33-43	11	N	This is the count of the records received in the submission, including the Header and Total records.
Records Rejected	44-54	11	N	This is the count of the records rejected in the submission.
Error Records Returned	55-65	11	N	This is the total number of records with errors or warnings returned in the transmission, not those excluded due to the NH Output Control Matrix Registration form.
Records Posted to NDNH	66-76	11	N	This is the total number of the records written to the NDNH NH database.
Records Unverified	77-87	11	A/N	This is the total number of unverified NH records found in the submission.
Error Code 1	88-91	4	A/N	This is the transmission error code (if any) generated during processing or spaces. For an explanation of these error codes, see Chart D-1. "Transmission Errors and Warnings."

**Chart F-1: New Hire Transmission Control Record**

Field Name	Location	Length	A/N	Comments
Error Code 2	92-95	4	A/N	This is the transmission error code (if any) generated during processing or spaces.
Error Code 3	96-99	4	A/N	This is the transmission error code (if any) generated during processing or spaces.
Error Code 4	100-103	4	A/N	This is the transmission error code (if any) generated during processing or spaces.
Error Code 5	104-107	4	A/N	This is the transmission error code (if any) generated during processing or spaces.
Filler	108-157	50	A/N	This is all spaces.
Records Processed	158-168	11	N	This is the total number of NH data records accepted for processing in the transmission, excluding the rejected data records.
Filler	169-831	663	A/N	This is all spaces.

<b>Chart F-2: New Hire Response Data Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Record Identifier	1-2	2	A/N	This is 'WO'.
Employee SSN	3-11	9	N	This is the data submitted.
Employee Name:				This is the data submitted.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Employee Street Address:				This is the data submitted or the corrected street address.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Employee City	194-218	25	A	This is the data submitted or the corrected city.
Employee State	219-220	2	A	This is the data submitted or the corrected state.
Employee ZIP Code:				This is the data submitted or the corrected ZIP code (five digits).
ZIP Code 1	221-225	5	A/N	
ZIP Code 2	226-229	4	A/N	
Employee Foreign Address:				This is the data submitted.
Foreign Country Code	230-231	2	A/N	
Foreign Country Name	232-256	25	A/N	
Foreign ZIP Code	257-271	15	A/N	
Employee Date of Birth	272-279	8	A/N	This is the data submitted.
Employee Date of Hire	280-287	8	A/N	This is the data submitted.
Employee State of Hire	288-289	2	A	This is the data submitted.

**Chart F-2: New Hire Response Data Record**

Field Name	Location	Length	A/N	Comments
Federal EIN	290-298	9	N	This is the data submitted.
State EIN	299-310	12	A/N	This is the data submitted.
Employer Name	311-355	45	A/N	This is the data submitted.
Employer Street Address:				This is the data submitted or the corrected street address.
Line 1	356-395	40	A/N	
Line 2	396-435	40	A/N	
Line 3	436-475	40	A/N	
Employer City	476-500	25	A	This is the data submitted or the corrected city.
Employer State	501-502	2	A	This is the data submitted or the corrected state.
Employer ZIP Code:				This is the data submitted or the corrected ZIP code (five digits).
ZIP Code 1	503-507	5	A/N	
ZIP Code 2	508-511	4	A/N	
Employer Foreign Address:				This is the data submitted or the corrected address.
Foreign Country Code	512-513	2	A/N	
Foreign Country Name	514-538	25	A/N	
Foreign ZIP Code	539-553	15	A/N	
Employer Optional Street Address:				This is the data submitted or the corrected street address.
Line 1	554-593	40	A/N	
Line 2	594-633	40	A/N	
Line 3	634-673	40	A/N	
Employer Optional City	674-698	25	A	This is the data submitted or the corrected city.

**Chart F-2: New Hire Response Data Record**

Field Name	Location	Length	A/N	Comments
Employer Optional State	699-700	2	A	This is the data submitted or the corrected state.
Employer Optional ZIP Code:				This is the data submitted or the corrected ZIP code (five digits).
ZIP Code 1	701-705	5	A/N	
ZIP Code 2	706-709	4	A/N	
Employer Optional Foreign Address:				This is the data submitted in the submission.
Foreign Country Code	710-711	2	A/N	
Foreign Country Name	712-736	25	A/N	
Foreign ZIP Code	737-751	15	A/N	
Filler	752-801	50	A/N	This is all spaces.
Error Code 1	802-805	4	A/N	This is a generated error or warning code associated with the NH record or spaces. For an explanation of these codes, see Chart D-2, "Data Error and Warning Codes."
Error Code 2	806-809	4	A/N	This is a generated error or warning code associated with the NH record or spaces.
Error Code 3	810-813	4	A/N	This is a generated error or warning code associated with the NH record or spaces.
Error Code 4	814-817	4	A/N	This is a generated error or warning code associated with the NH record or spaces.
Error Code 5	818-821	4	A/N	This is a generated error or warning code associated with the NH record or spaces.

**Chart F-2: New Hire Response Data Record**

Field Name	Location	Length	A/N	Comments
SSN Correction Indicator	822	1	A/N	This code describes how the SSN or name was corrected. The field values are the following: C – The SSN was corrected. V – The SSN verified by correcting the name. Space – This field does not apply.
Corrected SSN	823-831	9	A/N	This is the corrected SSN.



<b>Chart F-3: Quarterly Wage Transmission Control Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Record Identifier	1-2	2	A/N	This is 'RQ'.
Transmitter State Code	3-4	2	A/N	For SWAs, this is the two-digit code submitted. For federal agencies, this is spaces.
Transmitter Agency Code	5-13	9	A/N	For federal agencies, this is the FEIN or agency code submitted. For SWAs, this is spaces.
Transmission Type	14-15	2	A/N	This is the value 'QW' to show these records as Quarterly Wage records.
DoD Code	16	1	A	For DoD, this is the value submitted. For all other SDNHs and agencies, this is spaces.
Version Control Number	17-18	2	A/N	This is the value supplied in the submission: '01'.
Date Stamp	19-26	8	N	This is the date supplied in the submission.
Batch Number	27-32	6	N	This is the value supplied in the submission.
Records Received	33-43	11	N	This is the count of the records received in the submission, including the Header and Total records.
Records Rejected	44-54	11	N	This is the count of the records rejected in the submission.
Error Records Returned	55-65	11	N	This is the total number of records with errors or warnings returned in the transmission, not those excluded due to the QW Output Control Matrix Registration form.
Records Posted to NDNH	66-76	11	N	This is the total number of records posted to the QW databases.
Records Unverified	77-87	11	A/N	This is the total number of unverified QW records found in the file.
Error Code 1	88-91	4	A/N	This is the transmission error code (if any) generated during the processing of the submission or spaces. For an explanation of these Error Codes 1–5, see Chart D-1. “Transmission Errors and Warnings.

<b>Chart F-3: Quarterly Wage Transmission Control Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Error Code 2	92-95	4	A/N	This is the transmission error code (if any) generated during the processing of the submission or spaces.
Error Code 3	96-99	4	A/N	This is the transmission error code (if any) generated during the processing of the submission or spaces.
Error Code 4	100-103	4	A/N	This is the transmission error code (if any) generated during the processing of the submission or spaces.
Error Code 5	104-107	4	A/N	This is the transmission error code (if any) generated during the processing of the submission or spaces.
Filler	108-157	50	A/N	This field is all spaces.
Records Processed	158-168	11	N	This is the total number of QW data records accepted for processing in the transmission, excluding the rejected data records.
Filler	169-631	463	A/N	This is all spaces.

**Chart F-4: Quarterly Wage Response Data Record**

Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	This is 'QO'.
Employee SSN	3-11	9	N	This is the data supplied in the submission.
Employee Name:				This is the data supplied in the submission or the corrected first and last name.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Employee Wage Amount	74-84	11	N	This is the data supplied in the submission.
Reporting Period	85-89	5	N	This is the data supplied in the submission.
Federal EIN	90-98	9	N	This is the data supplied in the submission.
State EIN	99-110	12	A/N	This is the data supplied in the submission.
Employer Name	111-155	45	A/N	This is the data supplied in the submission.
Employer Street Address:				This is the data supplied in the submission or the corrected street address.
Line 1	156-195	40	A/N	
Line 2	196-235	40	A/N	
Line 3	236-275	40	A/N	
Employer City	276-300	25	A	This is the data supplied in the submission or the corrected city.
Employer State	301-302	2	A	This is the data supplied in the submission or the corrected state.
Employer ZIP Code:				This is the data supplied in the submission or the corrected ZIP code (five digits).
ZIP Code (1)	303-307	5	A/N	
ZIP Code (2)	308-311	4	A/N	

**Chart F-4: Quarterly Wage Response Data Record**

Field Name	Location	Length	A/N	Comments
Employer Foreign Address:				This is the data supplied in the submission.
Foreign Country Code	312-313	2	A/N	
Foreign Country Name	314-338	25	A/N	
Foreign ZIP Code	339-353	15	A/N	
Employer Optional Address:				This is the data supplied in the submission or the corrected address.
Line 1	354-393	40	A/N	
Line 2	394-433	40	A/N	
Line 3	434-473	40	A/N	
Employer Optional City	474-498	25	A	This is the data supplied in the submission or the corrected city.
Employer Optional State	499-500	2	A	This is the data supplied in the submission or the corrected state.
Employer Optional ZIP Code:				This is the data supplied in the submission or the corrected ZIP code field (five digits).
ZIP Code (1)	501-505	5	A/N	
ZIP Code (2)	506-509	4	A/N	
Employer Optional Foreign Address:				This is the data supplied in the submission.
Foreign Country Code	510-511	2	A/N	
Foreign Country Name	512-536	25	A/N	
Foreign ZIP Code	537-551	15	A/N	
Filler	552-601	50	A/N	This is spaces.
Error Code 1	602-605	4	A/N	This is a generated error or warning code associated with the QW record or spaces. For an explanation of these Error Codes 1–5, see Chart D-2, “Data Error and Warning Codes.”

**Chart F-4: Quarterly Wage Response Data Record**

Field Name	Location	Length	A/N	Comments
Error Code 2	606-609	4	A/N	This is a generated error or warning code associated with the QW record or spaces.
Error Code 3	610-613	4	A/N	This is a generated error or warning code associated with the QW record or spaces.
Error Code 4	614-617	4	A/N	This is a generated error or warning code associated with the QW record or spaces.
Error Code 5	618-621	4	A/N	This is a generated error or warning code associated with the QW record or spaces.
Filler	622-631	10	A/N	This is all spaces.

<b>Chart F-5: Unemployment Insurance Transmission Control Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Record Identifier	1-2	2	A/N	This is 'RU'.
Transmitter State Code	3-4	2	A/N	This is the two-digit code submitted.
Filler	5-13	9	A/N	This is all spaces.
Transmission Type	14-15	2	A/N	This is the value 'UI' to show these records as Unemployment Insurance records.
Filler	16	1	A/N	This is all spaces.
Version Control Number	17-18	2	A/N	This is the value supplied in the submission: '01'.
Date Stamp	19-26	8	N	This is the date supplied in the submission.
Batch Number	27-32	6	N	This is the value supplied in the submission.
Records Received	33-43	11	N	This is the count of the records received in the submission, including the Header and Total records.
Records Rejected	44-54	11	N	This is the count of the records rejected in the submission.
Error Records Returned	55-65	11	N	This is the total number of records with errors or warnings returned in the transmission, not those excluded due to the UI Output Control Matrix Registration form.
Records Posted to NDNH	66-76	11	N	This is the total number of records posted to the NDNH UI database.
Records Unverified	77-87	11	N	This is the total number of unverified UI records found in the submission.
Filler	88-98	11	A/N	This is all spaces.
Error Code 1	99-102	4	A/N	This is the transmission error code (if any) generated during processing of the submission or spaces.
Error Code 2	103-106	4	A/N	This is the transmission error code (if any) generated during processing of the submission or spaces.
Error Code 3	107-110	4	A/N	This is the transmission error code (if any) generated during processing of the submission or spaces.

<b>Chart F-5: Unemployment Insurance Transmission Control Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Error Code 4	111-114	4	A/N	This is the transmission error code (if any) generated during processing of the submission or spaces.
Error Code 5	115-118	4	A/N	This is the transmission error code (if any) generated during processing of the submission or spaces.
Filler	119-168	50	A/N	This is all spaces.
Records Processed	168-179	11	N	This is the total number of UI data records accepted for processing in the transmission, excluding the rejected data records.
Filler	180-325	146	A/N	This is all spaces.

<b>Chart F-6: Unemployment Insurance Response Data Record</b>				
<b>Field Name</b>	<b>Location</b>	<b>Length</b>	<b>A/N</b>	<b>Comments</b>
Record Identifier	1-2	2	A/N	This is 'UO'.
Claimant SSN	3-11	9	N	This is the data supplied in the submission.
Claimant Name:				This is the data supplied in the submission or the corrected first and last name.
First Name	12-27	16	A	
Middle Name	28-43	16	A	
Last Name	44-73	30	A	
Claimant Street Address:				This is the data supplied in the submission or the corrected street.
Line 1	74-113	40	A/N	
Line 2	114-153	40	A/N	
Line 3	154-193	40	A/N	
Claimant City	194-218	25	A	This is the data supplied in the submission or the corrected city.
Claimant State	219-220	2	A	This is the data supplied in the submission or the corrected state.
Claimant ZIP Code:				This is the data supplied in the submission or the corrected ZIP code (five digits).
ZIP Code (1)	221-225	5	A/N	
ZIP Code (2)	226-229	4	A/N	
Claimant Benefit Amount	230-240	11	N	This is the data supplied in the submission.
Reporting Period	241-245	5	N	This is the data supplied in the submission.
Filler	246-295	50	A/N	This is all spaces.
Error Code 1	296-299	4	A/N	This is the generated error or warning code associated with the UI record or spaces. For an explanation of these Error Codes 1–5, see Chart D-2, “Data Error and Warning Codes.”
Error Code 2	300-303	4	A/N	This is the generated error or warning code associated with the UI record or spaces.



**Chart F-6: Unemployment Insurance Response Data Record**

Field Name	Location	Length	A/N	Comments
Error Code 3	304-307	4	A/N	This is the generated error or warning code associated with the UI record or spaces.
Error Code 4	308-311	4	A/N	This is the generated error or warning code associated with the UI record or spaces.
Error Code 5	312-315	4	A/N	This is the generated error or warning code associated with the UI record or spaces.
SSN Correction Indicator	316	1	A/N	This code describes how the SSN or name was corrected. The field values are the following: C – The SSN was corrected. V – The SSN verified by correcting the name. Space – This field does not apply.
Corrected SSN	317-325	9	A/N	This is the corrected SSN.

## G. Summary of Changes

This chart presents a log of the changes made to this document for this revision.

<b>Chart G-1: Version 13.3 Revisions</b>	
<b>Part/Section/ Chart/Figure</b>	<b>Description of Change</b>
Revision Date	January 11, 2019.
Section 1	Clarified language in sections 1.7.1 Non-Matching SSNs and 1.7.4 Non-Verifiable SSNs.
Section 1.10	Deleted.
Section 2	Clarified language in sections 2.3 Data Requirements, 2.3.1 Data Elements, 2.3.2 SDNH Collection Methods and Process, 2.5 NH Transmission 2.7 NH Data Validation and Verification, 2.7.1 Transmission-Level Editing 2.7.2 Batch-Level Editing, 2.7.3 Record-Level Editing, 2.10 NH Output, and 2.10.3 Output Control Matrix.
Section 2.7.1	Deleted SDNH or Federal Agency Preprocessing-Level Editing section.
Chart 2-2	Clarified language in chart.
Figure 2-1	Updated address on form.
Section 3	Clarified language in 3.2 Data Requirements, 3.3 QW Transmission, 3.5 QW Data Validation and Verification, 3.5.1 Transmission-Level Editing, 3.5.3 Batch-Level Editing, and 3.8 QW Output.
Section 3.5.1	Deleted SDNH or Federal Agency Preprocessing-Level Editing section.
Chart 3-3	Clarified Edit on the data record count is non-numeric on the Total record.
Figure 3-1	Updated address on form.
Section 3.9	QW returns only corrected address information. Removed corrected name.
Section 4	Clarified language in sections 4.3 UI Transmission, 4.5 UI Data Validation and Verification, and 4.8 NDNH Update.
Section 4.5.1	Deleted SWA Preprocessing-Level Editing section.
Chart 4-3	Corrected Edit rows on claimant benefit amount and claimant address.
Figure 4-1	Updated address on form.
Appendix C	Renamed.
Chart C1	Updated entries and contact information.
Appendices C2 and C3	Combined contents of Appendices C2 and C3 with all other internet hyperlinks into Appendix C2.
Chart D-1	Corrected documentation for error message and description codes '5009' and '5011'.
Chart D-2	Changed Error Codes '0032', '0034', '0049', and '0072, Error Message and Description.

<b>Chart G-1: Version 13.3 Revisions</b>	
<b>Part/Section/ Chart/Figure</b>	<b>Description of Change</b>
Chart E-1, Chart E-4, and Chart E-7	Changed comments to clarify fields Batch Number and Filler on Transmitter Control Records.
Chart E-2	Changed comments to clarify fields Employee SSN, Employee, Employer and Employer Optional: Street Address, State, ZIP Code, and Foreign Address.
Chart E-5	Changed comments to clarify fields Employee SSN, Employer and Employer Optional: Street Address, State, ZIP Code, and Foreign Address.
Chart E-8	Corrected comments on Claimant SSN, and the Benefit Amount is a required, not optional, field.
Chart E-3	Changed Filler field comments.
Section F	Clarified language in Output Transactions Layouts.
Chart F-1	Corrected documentation for Filler fields in positions 77-87 and 108-831. Records Unverified (positions 77-87) and Records Processed (positions 158-168) fields were defined in those fillers, and Filler fields were adjusted. Updated Comments for Error Codes 1-5.
Chart F-2	Defined SSN Correction Indicator field values.
Chart F-3	Corrected documentation for Filler fields in positions 77-87 and 108-631. Records Unverified (positions 77-87) and Records Processed (positions 158-168) fields were defined in those fillers, and Filler fields were adjusted. Updated comments for Error Codes 1-5.
Chart F4	Updated comments for Error Codes 1-5.
Chart F-5	Corrected documentation for Filler fields in positions 77-98 and 119-325. Records Unverified (positions 77-87) and Records Processed (positions 168-179) fields were defined in those fillers, and Filler fields were adjusted. Comments for Error Codes 1-5.
Chart F-6	Defined SSN Correction Indicator field values. Corrected ZIP Code (1) field type. Updated comments for Error Codes 1-5.