	CLASSIFICATION UI
U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CORRESPONDENCE SYMBOL OWS/DPM
	DATE February 27, 2008

ADVISORY: UNEMPLOYMENT INSURANCE PROGRAM LETTER No. 3-07, CHANGE 1

TO: STATE WORKFORCE AGENCIES

FROM: DOUGLAS F. SMALL /s/
           Deputy Assistant Secretary

SUBJECT: Use of National Directory of New Hires (NDNH) in Unemployment Insurance (UI) Benefit Accuracy Measurement (BAM) Audits

1. <u>Purpose</u>. To provide additional instructions to State Workforce Agencies (SWAs) on the use of the NDNH as a mandatory part of the BAM case investigation methodology.

2. <u>Reference</u>. Unemployment Insurance Program Letter (UIPL) No. 3-07 (October 31, 2006).

3. <u>Background</u>. UIPL No. 3-07 provided guidance on state use of the NDNH as part of the BAM case investigation methodology, which was effective with BAM batch 200801 (sampling week beginning December 30, 2007, and ending January 5, 2008). It established uniform matching procedures for all state BAM operations. These procedures do not coincide with the matching procedures followed by most Benefit Payment Control (BPC) operations, particularly with respect to the timing of matches and the period of time for which matching is requested. In response to questions received from the SWAs, the following additional guidance is provided.

RESCISSIONS None	EXPIRATION DATE None

4. Additional Guidance/Instructions.

   a. Identification of BAM cases.
   The BAM crossmatch with the NDNH is independent of NDNH matching
   conducted by BPC or any other state program or agency.   States will identify
   BAM cases in the Passback Data field of the NDNH SWA Input Detail Record
   (Attachment A, positions 57-76). This 20-character alphanumeric field is used to
   specify the type of record submitted to NDNH. States will determine how to
   code this field, and the code will be included in the Passback Data field of the
   SWA W-4 Output Detail Record (Attachment B, positions 815-834) returned by
   the Office of Child Support Enforcement (OCSE). BAM cases could, for example,
   be designated in the Passback field with the batch and sequence number
   identifiers: BAM 200801 01.

   b. Time period to be included in the match.
   Paragraph 2 of Attachment B, UIPL No 3-07, instructs states to "crossmatch the
   SSNs of the BAM sample cases with new hire directory records that include the
   period from the claimant's benefit year beginning (BYB) date (or 365 days prior
   to the KW [Key Week] ending date, whichever is less [shorter]) to 30 days after
   the KW ending date of the sampled week."

   Example:
   Benefit year beginning (BYB) date (BAM data element c3) = 12/09/2007
   Key Week ending date (BAM data element mkw) = 01/12/2008

   BAM will match this case against new hire records from 12/09/2007 to
   02/11/2008. These dates will be specified in the NDNH SWA Input Detail
   Record W-4 From Date field (Attachment A, positions 79-86) and the W-4
   Through Date field (Attachment A, positions 87-94).

   c. Name-SSN verification required.
   The Verification Request Indicator (Attachment A, position 16) is used to indicate
   if the state is requesting verification of the UI claimant's SSN and Name
   combination. Verification will be performed using the NDNH's SSA SSN
   verification routines. States will enter 'Y' – SSN/Name verification is requested.
   If verification fails, the record will be eliminated from the match, and the
   verification result will be returned in the Reject Code field on the SWA Notify
   Output Detail Record (Attachment C, position 151).

   If the record is eliminated from the match, BAM must follow up on any issues
   identified in the SWA Notify Output Detail Record, resolve the issues if possible,
   and resubmit the record for crossmatch. For example, the name / SSN

combination submitted by the agency could differ from the one on file with the SSA (due to marriage, divorce, or adoption, for example) or a misspelled name. This might also flag an identity theft or fraudulent SSN issue.

d. Match against in-state records required.
States will enter 'Y' in the W-4 Same State Data Indicator (Attachment A, position 78) to insure that BAM cases are crossmatched against new hire records submitted to NDNH by its own state (BAM state/Submitting state code).

e. Point of Detection codes for errors identified by NDNH match.
The Point of Detection (BAM data element ei5) of all payment errors identified through NDNH matching must be coded 80 through 89. Codes 81-87 designate the detection point at which the agency documented the payment error in their investigation subsequent to the NDNH match.

Example: BAM contacts the employer submitting the new hire report that matched, and the employer provides documentation that the claimant received wages for the paid week (key week sampled) that the claimant did not report. The point of detection for this overpayment error will be 82 (NDNH / verification of wages).

f. Use of reopen code 7.
BAM cases that need to be reopened due to information obtained as a result of the investigation subsequent to the NDNH match must be reopened using Reopen Case (BAM data element ro1) code '7'. The time-lapse for cases using reopen code '7' will not be recalculated. If Reopen Case = 7, the Key Week Action Code Flag (BAM data element h1) must equal 4, 5, 7, or 8. See UIPL No 3-07, Attachment B, for a definition of these codes.

g. Required documentation of NDNH match.
In order to facilitate case review and monitoring, the case file of all BAM paid claims samples selected for batch 200801 forward must include documentation that a crossmatch with the NDNH was performed, whether or not the claimant SSN matched a new hire record. This can include, for example, paper copies of the input file submitted to OCSE, screen shots from the agency's information system, or summary reports produced by the agency documenting the submission of individually identifiable records to OCSE for matching.

h. All 2008 cases must include NDNH match.
BAM programs that are not crossmatching according to the required specifications or did not begin to crossmatch with batch 200801 must crossmatch all BAM paid claims sample cases selected for batch 200801 forward. Until NDNH crossmatch systems are in place, appropriate parameters are established,

and crossmatches are complete, BAM programs may close cases and then subsequently reopen them as noted above. **All calendar year 2008 paid claim cases must be crossmatched with the NDNH database.**

5. <u>Action</u>. State Administrators are requested to provide the information contained in this advisory to the appropriate staff.

6. <u>Inquiries</u>. Questions should be directed to the appropriate regional office.

7. <u>Attachments</u>.

   A. SWA Input Detail Record
   B. SWA W-4 Output Detail Record
   C. SWA Notify Output Detail Record

CHART 1: SWA INPUT HEADER RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Submitter Identifier	1-3	3	A/N	**Required** This field uniquely identifies the submitter of the request file and must contain the characters '**SWA**'.
Record Identifier	4-6	3	A/N	**Required** This field must contain the characters '**HDR**'.
Submitting State Code	7-8	2	A/N	**Required for State Submitters** This field must contain the 2-digit numeric state FIPS code of the state submitting the transaction.
Date Stamp	9-16	8	A/N	**Required** This field must contain the input file transmission date. This must be in the Year 2000-compliant format of CCYYMMDD.
Filler	17-24	8	A/N	This field may be used for future enhancements. For the current version, this must be spaces.
Batch Number	25-32	8	N	**Optional** This field may contain the unique number assigned by the submitter to identify the batch of transactions submitted. Batch numbers are not edited for uniqueness. It is the responsibility of the submitter to ensure that a unique batch number is used for each submission.
Filler	33-200	168	A/N	This field may be used for future enhancements. For the current version, this field must be spaces.

CHART 2: SWA INPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Submitter Identifier	1-3	3	A/N	**Required** This field uniquely identifies the submitter of the request file and must contain the characters '**SWA**'.

CHART 2: SWA INPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Record Identifier	4-6	3	A/N	**Required** This field must contain the characters '**MCH**'.
SSN	7-15	9	A/N	**Required** This field must contain a nine-digit Social Security number (SSN). If this field is spaces, contains any alphabetic characters, is all zeros, all sixes or all nines, then the record will be eliminated from the match and notification will be returned on the Output Error Detail Record.
Verification Request Indicator	16	1	A/N	**Optional** This field must contain one of the following values to indicate if the submitter is requesting verification of the person's SSN and Name combination: 'Y' – SSN/Name verification is requested. Verification will be performed using SSA SSN verification routines. If verification fails, the record will be eliminated from the match and the verification result will be returned on the Output Error Detail Record. 'N' – SSN/Name verification is not requested and the submitter is certifying that this SSN/Name combination has been verified using SSA SSN verification routines prior to the match request. Default is 'Y'.
Person First Name	17-26	10	A	**Required** This field must contain at least one alphabetic character or the record will be eliminated from the match and notification will be returned on the Output Error Detail Record. This field may contain hyphens.
Person Middle Name	27-36	10	A	**Optional** This field must contain alphabetic characters or spaces. This field may contain hyphens.

			Alpha/	
Field Name	Location	Length	Numeric	Comments
CHART 2: SWA INPUT DETAIL RECORD				
Person Last Name	37-56	20	A	**Required** This field must contain at least two alphabetic characters or the record will be eliminated from the match and notification will be returned on the Output Error Detail Record. This field may contain hyphens.
Passback Data	57-76	20	A/N	**Optional** This field may be used by the submitter for identifying information and will be returned on the corresponding output match detail or error record.
W-4 Match Indicator	77	1	A/N	**Optional** This field indicates if a state wants to match the submitted SSN to NDNH W-4 data. This field must contain a space or an 'N'. 'N' – Do not match the submitted SSN to NDNH W-4 data. ' ' – A space in this field indicates that the submitted SSN will be matched to NDNH W-4 data. Default is ' ' space.
W-4 Same State Data Indicator	78	1	A/N	**Optional** This field indicates if the submitter is requesting W-4 data submitted to the NDNH by their state. This field must contain a space or one of the following values: 'Y' - Return matches where the submitter is the same as the W-4 submitting state. 'N' – Do **not** return matches where the submitter is the same as the W-4 submitting state. Default is 'N'.

CHART 2: SWA INPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
W-4 From Date	79-86	8	A/N	**Optional** If this field contains a date in CCYYMMDD format, match only W-4 records processed from this date forward, dependent upon the W-4 Through Date. If this field contains spaces or an invalid date, match all available W-4 records from two weeks prior to the match, dependent upon the W-4 Through Date.
W-4 Through Date	87-94	8	A/N	**Optional** If this field contains a date in CCYYMMDD format and the W-4 indicator is 'Y', match only W-4 records processed through this date, dependent upon the W-4 From Date. If this field contains spaces or an invalid date, match all available W-4 records, dependent upon the W-4 From Date.
QW Match Code	95	1	A/N	**Optional** This field must contain one of the following values to indicate if the submitter is requesting QW data and the type of match requested: 'N' – QW matching is not requested. 'R' – QW matching is requested based on Reporting Period. Default is 'N'.
QW Same State Data Indicator	96	1	A/N	**Optional** This field indicates if the submitter is requesting QW data submitted to the NDNH by their state. This field must contain one of the following values: 'Y' – Return matches where the submitter is the same as the QW submitting state. 'N' – Do **not** return matches where the submitter is the same as the QW submitting state. Default is 'N'.

CHART 2: SWA INPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
QW From Reporting Period	97-101	5	A/N	**Optional** If this field contains a reporting quarter in QCCYY format and the QW match code is 'R', match only QW records containing this calendar year reporting period forward, dependent upon the QW Through Reporting Period. If this field contains spaces or an invalid date and the QW Match Code is 'R', match all available QW records, dependent upon the QW Through Reporting Period. Valid quarter values (Q) are 1, 2, 3, or 4.
QW Through Reporting Period	102-106	5	A/N	**Optional** If this field contains a reporting quarter in QCCYY format and the QW Match Code is 'R', match only QW records up through this calendar year reporting period, dependent upon the QW From Reporting Period. If this field contains spaces or an invalid date and the QW Match Code is 'R', match all available QW records, dependent upon the QW From Reporting Period. Valid quarter values (Q) are 1, 2, 3, or 4.
Filler	107-200	94	A/N	This field must contain spaces.

CHART 3: SWA INPUT TRAILER RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Submitter Identifier	1-3	3	A/N	**Required** This field uniquely identifies the submitter of the request file and must contain the characters '**SWA**'.
Record Identifier	4-6	3	A/N	**Required** This field must contain the characters '**TRL**'.

CHART 3: SWA INPUT TRAILER RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Data Record Count	7-17	11	N	**Required** This field must contain the number of records in the transmission, including the header and trailer records.
Filler	18-200	183	A/N	This field may be used for future enhancements. For the current version, this should be spaces.

CHART 6: SWA W-4 OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/Numeric	Comments
Submitter Identifier	1-3	3	A/N	This field will contain the data submitted on the Input Detail Record.
Record Identifier	4-6	3	A/N	This field will contain the characters '**W4M**'.
SSN	7-15	9	A/N	This field will contain the data submitted on the Input Detail Record.
Verification Request Indicator	16	1	A/N	This field will contain the information used in the match process. 'Y' - SSN/Name verification was performed. 'N' – SSN/Name verification was not performed.
Filler	17-21	5	A/N	This field will contain spaces.
Person First Name	22-31	10	A/N	This field will contain the data submitted on the Input Detail Record with special characters removed.
Person Middle Name	32-41	10	A/N	This field will contain the data submitted on the Input Detail Record with special characters removed.
Person Last Name	42-61	20	A/N	This field will contain the data submitted on the Input Detail Record with special characters removed.
Filler	62-71	10	A/N	This field will contain spaces.
W-4 Processed Date	72-79	8	A/N	This field will contain the date the W-4 record was processed by OCSE in the Year 2000-compliant format of CCYYMMDD.
W-4 Employee First Name	80-95	16	A/N	This field will contain the Employee First Name as provided on the W-4 record submitted to the NDNH.
W-4 Employee Middle Name	96-111	16	A/N	If present, this field will contain the Employee Middle Name as provided on the W-4 record submitted to the NDNH.
W-4 Employee Last Name	112-141	30	A/N	This field will contain the Employee Last Name as provided on the W-4 record submitted to the NDNH.
W-4 Employee Street Address Line 1	142-181	40	A/N	If present, this field will contain the Employee Street Address Line 1 as provided on the W-4 record submitted to the NDNH.
W-4 Employee Street Address Line 2	182-221	40	A/N	If present, this field will contain the Employee Street Address Line 2 as provided on the W-4 record submitted to the NDNH.
W-4 Employee Street	222-261	40	A/N	If present, this field will contain the Employee Street Address

CHART 6: SWA W-4 OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Address Line 3				Line 3 as provided on the W-4 record submitted to the NDNH.
W-4 Employee City	262-286	25	A/N	If present, this field will contain the Employee City as provided on the W-4 record submitted to the NDNH.
W-4 Employee State	287-288	2	A/N	If present, this field will contain the Employee State as provided on the W-4 record submitted to the NDNH.
W-4 Employee Zip Code	289-293	5	A/N	If present, this field will contain the Employee Zip Code as provided on the W-4 record submitted to the NDNH.
W-4 Employee Zip Code Extension	294-297	4	A/N	If present, this field will contain the Employee Zip Code Extension as provided on the W-4 record submitted to the NDNH.
Employee Foreign Country Code	298-299	2	A/N	If present, this field will contain the Employee Foreign Country Code as provided on the W-4 record submitted to the NDNH.
Employee Foreign Country Name	300-324	25	A/N	If present, this field will contain the Employee Foreign Country Name as provided on the W-4 record submitted to the NDNH.
Employee Foreign Zip Code	325-339	15	A/N	If present, this field will contain the Employee Foreign Zip Code as provided on the W-4 record submitted to the NDNH.
Employee Date of Hire	340-347	8	A/N	If present, this field will contain the Employee Date of Hire as provided on the W-4 record submitted to the NDNH.
Employee State of Hire	348-349	2	A	If present, this field will contain the Employee State of Hire as provided on the W-4 record submitted to the NDNH.

Field Name	Location	Length	Alpha/ Numeric	Comments
CHART 6: SWA W-4 OUTPUT DETAIL RECORD				
Federal EIN	350-358	9	A/N	If present, this field will contain the Federal Employer Identification Number (FEIN) as reported on the NDNH W-4 record. Values are 000000001 through 999999999, or spaces.
State EIN	359-370	12	A/N	If present, this field will contain the state Employer Identification Number (EIN) as reported on the NDNH W-4 record. Values are A through Z, 0 through 9, or spaces.
Department of Defense Code (DOD)	371	1	A/N	(DOD only) If present, this field will contain the information on the record submitted. The valid values are: A – Active duty employees C – Civilian employees P – Pension/Retired employees R – Reserve employees
Employer Name	372-416	45	A/N	If present, this field will contain the Employer Name as provided on the W-4 record submitted to the NDNH.
Employer Street Address Line 1	417-456	40	A/N	If present, this field will contain the Employer Street Address Line 1 as provided on the W-4 record submitted to the NDNH.
Employer Street Address Line 2	457-496	40	A/N	If present, this field will contain the Employer Street Address Line 2 as provided on the W-4 record submitted to the NDNH.
Employer Street Address Line 3	497-536	40	A/N	If present, this field will contain the Employer Street Address Line 3 as provided on the W-4 record submitted to the NDNH.
Employer City	537-561	25	A/N	If present, this field will contain the Employer City as provided on the W-4 record submitted to the NDNH.
Employer State	562-563	2	A/N	If present, this field will contain the Employer State as provided on the W-4 record submitted to the NDNH.
Employer Zip Code	564-568	5	A/N	If present, this field will contain the Employer Zip Code as provided on the W-4 record submitted to the NDNH.
Employer Zip Code Extension	569-572	4	A/N	If present, this field will contain the Employer Zip Code Extension as provided on the W-4 record submitted to the NDNH.
Employer Foreign Country Code	573-574	2	A/N	If present, this field will contain the Employer Foreign Country Code as provided on the W-4 record submitted to the NDNH.

CHART 6: SWA W-4 OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Employer Foreign Country Name	575-599	25	A/N	If present, this field will contain the Employer Foreign Country Name as provided on the W-4 record submitted to the NDNH.
Employer Foreign Zip Code	600-614	15	A/N	If present, this field will contain the Employer Foreign Zip Code as provided on the W-4 record submitted to the NDNH.
Employer Optional Street Address Line 1	615-654	40	A/N	If present, this is the address where an employer receives child support wage withholding orders. This is a number, street name, rural route or post office box, city, state, and zip code. This may be a foreign address.
Employer Optional Street Address Line 2	655-694	40	A/N	
Employer Optional Street Address Line 3	695-734	40	A/N	
Employer Optional City	735-759	25	A/N	
Employer Optional State	760-761	2	A/N	
Employer Optional Zip Code	762-766	5	A/N	
Employer Optional Zip Code Extension	767-770	4	A/N	
Employer Optional Foreign Country Code	771-772	2	A/N	
Employer Optional Foreign Country Name	773-797	25	A/N	
Employer Optional Foreign Zip Code	798-812	15	A/N	
Filler	813-814	2	A/N	This field will contain spaces.
Passback Data	815-834	20	A/N	This field will contain the data submitted on the Input Detail Record.

CHART 6: SWA W-4 OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
W-4 Match Indicator	835	1	A/N	This field will contain information that was used in the match. 'Y'- W-4 match was performed.
W-4 Same State Data Indicator	836	1	A/N	This field will contain information that was used in the match. 'Y' - Return matches where the submitter is the same as the W-4 submitting state. 'N' – Do **not** return matches where the submitter is the same as the W-4 submitting state.
W-4 From Date	837-844	8	A/N	This field will contain the date in CCYYMMDD format that was used as the beginning process date for the W-4 match process. This field will contain spaces when the match was performed using the earliest available data from the NDNH.
W-4 Through Date	845-852	8	A/N	This field will contain the date in CCYYMMDD format that was used as the ending process date for the W-4 match process. This field will contain spaces when the match was performed using the most recent available data on the NDNH.
Filler	853-908	56	A/N	This field will contain spaces.
Transmitter Agency Code	909-917	9	A/N	If the submitter of the W-4 record was a federal agency, this field will contain the Federal Employer Identification Number (FEIN) or the FIPS code of the Federal agency that submitted the data to the NDNH. Valid values are the FEIN or the letter 'A' followed by a valid four-digit FIPS code.
Transmitter State Code	918-919	2	A/N	If the submitter of the W-4 record was a state or territory, this field will contain the state or territory that transmitted the data to the NDNH. Valid values are the numeric FIPS code of the state or territory, or spaces.
Transmitter State or Agency Name	920-977	58	A/N	This field will contain the descriptive name of the Federal agency or state that submitted the data to the NDNH.
Filler	978-1000	23	A/N	This field will contain spaces.

CHART 7: SWA NOTIFY OUTPUT DETAIL RECORD				
Field Name	Location	Length	Alpha/ Numeric	Comments
Submitter Identifier	1-3	3	A/N	This field will contain the data submitted on the Input Detail Record.
Record Identifier	4-6	3	A/N	This field will contain the characters '**ERM**'.
SSN	7-15	9	A/N	This field will contain the data submitted on the Input Detail Record.
Verification Request Indicator	16	1	A/N	This field will contain the information used in the match process. 'Y' – SSN/Name verification was performed. 'N' – SSN/Name verification was not requested.
Person First Name	17-26	10	A/N	This field will contain the data submitted on the Input Detail Record with special characters removed.
Person Middle Name	27-36	10	A/N	This field will contain the data submitted on the Input Detail Record with special characters removed.
Person Last Name	37-56	20	A/N	This field will contain the data submitted on the Input Detail Record with special characters removed.
Passback Data	57-76	20	A/N	This field will contain the data submitted on the Input Detail Record.
Filler	77-150	74	A/N	This field will contain spaces.
Reject Code	151	1	A/N	This field will contain one of the following values: 'N' - the Input Detail Record contained insufficient name information. The record was eliminated from the match. 'S' - the SSN was missing or invalid. The record was eliminated from the match. 'U'- the SSN/Name combination submitted did not verify using SSA SSN verification routines. The record was eliminated from the match.
Filler	152-1000	849	A/N	This field will contain spaces.