Central Authority Payment Service

State Enrollment Guide

Version 3.0
October 21, 2025

Administration for Children and Families
Office of Child Support Services
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Washington, DC 20201

Revision History

Date	Version	Description of Change
1/31/2023	v1.0	Initial document
2/8/2023	v1.1	• Updated document to the OCSS DSG template • Appendix B: Corrected 7-digit Federal Information Processing System (FIPS) Code value in Comments
11/21/2023	v2.0	• Body: Minor editing and formatting • Appendix A: – Minor editing and formatting – Added statement to notify users that field values are not case sensitive. – For Record Type 5 Record Layout: ▪ Added a Service Class Code value ▪ Changed mandatory values for the State Identification ▪ Updated the data element description for the following data elements: ○ Service Class Code ○ State Name ○ State Identification ○ Effective Entry Date ○ Settlement Date ○ ODFI Identification ▪ Updated the mandatory values for the following data elements: ○ Service Class Code to add 220 as a valid value ○ State Identification to add that the first position must be any alphanumeric character chosen by the state – For Record Type 6 Record Layout: ▪ Updated the data element description for the following data elements: ○ Transaction Code ○ Receiving DFI Identification ○ DFI Account Number ○ Amount ○ Receiving Entity Name – For Record Type 7 Record Layout: ▪ Updated the data element description for the following data elements: ○ Application Identifier ○ Payment Amount

Date	Version	Description of Change
		○ Noncustodial Parent Name ○ FIPS Code ○ Employment Termination Indicator ▪ Changed Noncustodial Parent Name, FIPS Code, and Employment Termination Indicator to be mandatory data elements ▪ Changed Medical Support Indicator and Employment Termination Indicator to accept any alphanumeric value • Original Appendix B removed and replaced by renumbering remaining appendices • Appendix B: Updated the CAP Services State Contact Form
10/21/2025	v3.0	• Clarified that foreign authorities initiate the reconciliation process • Updated requirements for One-Penny test • Removed Appendix B: CAP Services State Contact form and added hyperlinks to the online form in the body of the document • Renumbered remaining appendix as Appendix B: State and Germany Reconciliation Case Spreadsheet

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1 Central Authority Payment Service Introduction

The Central Authority Payment (CAP) service supports the electronic exchange of international child support payments from states to foreign authorities through a centralized federal process. The United States currently has reciprocal international child support arrangements with 54 foreign partners under the 2007 Hague Child Support Convention and federal bilateral agreements. The Office of Child Support Services (OCSS) expects the number of reciprocating foreign partners to grow in the coming years. OCSS is the Central Authority for international child support and collaborates with foreign partners for international child support.

The biggest barriers to families receiving payments in international cases are the cost and operational challenges of sending and receiving child support payments across international borders. In international child support cases, where the noncustodial parent lives in the United States and the custodial parent lives abroad, child support payments are sent through the state child support program to the foreign authority in the country where the custodial parent resides, and then sent on to the receiving parent. Due to the complexities of transferring international electronic funds, states usually send payments by check for international cases.

Over the last few years, foreign countries have increased pressure on the United States to send payments electronically. In many countries, checks are no longer used and the cost for depositing and clearing United States checks is significant and reduces the amount received by the custodial parent.

Providing a single centralized federal service to all states reduces the burden on states to develop their own application to send international electronic payments. A central federal service also reduces the cost of transferring international funds by consolidating payments and using existing federal processes.

The CAP service currently manages outgoing international payments from states to foreign authorities. For a list of current foreign authorities using the CAP service, visit the Countries Accepting Payments through CAP page on the OCSS website (https://acf.gov/css/outreach-material/countries-accepting-payments-through-cap). The CAP service may be expanded to manage incoming international child support funds in the future. The use of the CAP service by states is voluntary and is available to all states and territories.

For more information on OCSS and international child support, visit the OCSS International page (https://acf.gov/css/partners/international).

2 CAP Service Process

States send payments to the OCSS Department of Health and Human Services (HHS) bank account by electronic funds transfer (EFT) using the child support-specific Automated Clearing House (ACH) format and platform. The National Automated Clearing House Association (NACHA) (https://www.nacha.org) oversees the ACH platform. This is the same process states use to send interstate payments. All payments must be sent to the CAP service electronically because the service does not accept paper checks.

The CAP service combines the payments by the foreign authority and transmits a single payment each week to the foreign authority through the Department of the Treasury's International Treasury Services (https://www.fiscal.treasury.gov/its/). The CAP service transmits the case and payment data separately to the foreign authority to enable the foreign authority to disburse the funds to the custodial parent.

3 CAP Service Enrollment, Reconciliation, and Testing

States and foreign authorities must enroll with the CAP service to send payments through the service. The enrollment process ensures that the CAP service has sufficient information to identify the following:

- Incoming payments from states
- Bank account information for outgoing payments to foreign authorities
- Persons in each organization to contact for troubleshooting issues

States will complete the following steps to enroll and participate in the CAP service:

1. Complete the CAP Service State Contact form.
2. Reconcile the state's cases with the foreign authority.
3. Prepare the payment file that will be sent to the CAP service.
4. Set up and test the state's connection with the CAP service.

States will receive the OCSS HHS bank account information from the CAP service team.

> **Note:** States must receive confirmation from the CAP service team that specifies the date when payments can start to be sent to the CAP service.

All foreign authorities will use the same file format and process. As new foreign authorities join the CAP service, OCSS will advise CAP-enrolled states and provide the necessary contact information for caseload reconciliation. After reconciliation with the new foreign authority is complete, the state will be able to send payments to that foreign authority through the CAP service. No additional testing is required.

Foreign authorities using the CAP service will submit their banking information for the receipt of payments and the necessary details for the CAP service to provide a data file containing case and payment information for the consolidated payments. The CAP service can only transmit payments to participating foreign authorities. States should send payments to non-CAP participating foreign authorities according to the states' current international payment processing procedures.

For more information on OCSS and international child support, visit the OCSS International page (https://www.acf.gov/css/partners/international).

3.1 Step 1: Complete the State Contact Form

State agencies complete a contact form to submit essential information for payment transmission to the CAP service. Having this information assists the CAP service team in identifying contact persons in the state when there are payment file issues or questions. For details, refer to the CAP Service State Contact form.

After completing the CAP Service State Contact form, the following activities are completed:

1. The state agency emails the completed form to CAP_Program@acf.hhs.gov.
2. The CAP service team reviews the form and contacts the state for confirmation of the state's banking information and Federal Employer Identification Number (FEIN).
3. The CAP service team confirms the successful completion of the form and maintains the state's enrollment record.

> **Note:** States should send updates of banking or profile information to CAP_Program@acf.hhs.gov.

3.2 Step 2: Reconcile State's Cases with the Foreign Authority

States must complete a reconciliation of their caseload with each CAP-enrolled foreign authority before sending any payments through the CAP service to that foreign authority.

The data sent with the payment by the state to the CAP service contains verified case numbers and noncustodial parent information with that foreign authority. The reconciliation process allows states and foreign authorities to confirm the accuracy of this case information. The CAP service will not validate the payment data the state sends with payments, although the CAP service team may contact the state if information is missing.

The CAP service team is not directly involved in the case reconciliation process. States and foreign authorities work together to complete the reconciliation process. The CAP service team will provide the foreign authority with state contact information for the reconciliation process.

For an example of the case reconciliation data exchange with a foreign authority, refer to *Appendix B: State and Germany Reconciliation Case Spreadsheet*.

The following steps are used to reconcile case information with a foreign authority:

1. The foreign authority contacts the state to reconcile cases. The CAP service team will provide the foreign authority with the state's contact information after receiving a request from the state. The process used for reconciliation is up to each state and foreign authority. OCSS recommends that the reconciliation include at least the following data elements:
   a. State child support case number.
   b. Foreign child support case number: States should confirm the length of the case number and whether any adjustments (truncation or leading digits) are necessary. For more information on this data element, refer to Chart A-4.
   c. Name of the foreign authority's child support program or government entity, such as Bundesamt fur Justiz for Germany. The foreign authority will confirm the name to use.
   d. Noncustodial parent name.
2. The state makes updates to case records as necessary.

3.3 Step 3: Prepare the Payment File to Send to CAP Service

States will use the same ACH format currently used for interstate payments to send payments to the CAP service. Using the existing format eliminates the need for states to program a new payment format. States may need to adjust their processes and make system changes to send payments to the CAP service.

ACH record format specifications are designed to assist ACH participants to format transactions properly for transmission and retrieval. The following records are included in an ACH file originated to remit child support payments and payment-related information:

- File Header Record — Record Type 1
- State/Batch Header Record — Record Type 5
- CCD+ Entry Detail Record — Record Type 6
- CCD+ Addenda Record — Record Type 7
- State/Batch Control Record — Record Type 8
- File Control Record — Record Type 9

Appendix A: ACH Record Format describes the requirements for ACH transmissions to the CAP service and includes necessary changes to Record Types 5, 6, and 7. Appendix A contains the following ACH record layout tables:

- *Chart A-1* contains the format for the File Header Record, also referred to as the "1" Record. This record and the File Control Record act as the outermost envelope of an ACH transaction. The header conveys information related to the destination and the origin of the transaction. No changes for this record type must be made for the CAP service.
- *Chart A-2* contains the format for the State/Batch Header Record, also referred to as the "5" Record. This record and the State/Batch Control Record act as an inner envelope, combining similar entries and providing information about the originator state. This record identifies the originator and describes the purpose of the entry. This record also contains the routing and transit number of the originator's bank for settlement, return, and control purposes and the effective date of all transactions included in the batch. States must make changes to the State/Batch Header Record for international CAP service payments; the changes are detailed in this table.
- *Chart A-3* contains the format for the CCD+ Entry Detail Record, also referred to as the "6" Record. This record serves as a request for the transfer of money to the OCSS HHS bank account and contains information sufficient to relate the entry to the account, such as the bank account and routing and transit numbers. States must make changes to the CCD+ Entry Detail Record for international CAP service payments; the changes are detailed in this table.
- *Chart A-4* contains the format for the CCD+ Addenda Record, also known as the "7" Record. Remittance information relating to a child support account is contained in the 80-byte Payment-Related Information field of the Addenda Record, commonly referred to as the

DED segment. States must make changes to the CCD+ Addenda Record for international CAP service payments; the changes are detailed in this table.

> **Note:** A relationship exists between the "6" and "7" records. The type of relationship is determined by the Standard Entry Class (SEC) designated on the CCD+ Entry Detail Record. Only the Cash Concentration or Disbursement plus Addenda Record (CCD+) SEC is approved for the international transfer of child support payments. For CCD+ entries, a one-to-one relationship exists between the Entry Detail Record and the Addenda Record.

- *Chart A-5* contains the format for the State/Batch Control Record, also known as the "8" Record. This record contains the counts and total dollar amounts for the Entry Detail Record in a batch. No changes for this record type must be made for the CAP service.
- *Chart A-6* contains the format for the File Control Record, also known as the "9" Record. This record provides the total amount of credits in the file. No changes for this record type must be made for the CAP service.

3.4 Step 4: Set Up and Test State's Connection with CAP Service

After a state completes Step 3, the CAP service team will schedule testing with the state to ensure successful transfer of funds from the state to the CAP service. The CAP service team will work with the state to verify the connection and confirm the proper receipt of data. The state can confirm the connection using a One-Penny test, although this test is not required.. A One-Penny test is a test where the state sends a minuscule amount of money with the accompanying data through the payment system to the CAP service.

The CAP service team will work with each state to ensure (1) testing is successful, (2) the state's payment files are correctly programmed, and (3) the connection with the CAP service is set up properly.

The verification process for pre-testing and testing will include the following steps:

1. The state advises the CAP service team that case reconciliation with the foreign authority is complete, and the state is ready to schedule testing.
2. The state provides a test data file for the CAP service team to test data elements and file format.
3. The state and the CAP service team arrange an end-to-end test.
4. The state provides a One-Penny test EFT file (or approved alternative) to the OCSS HHS bank account. The CAP service team will supply the OCSS HHS bank routing and account number.
5. The state receives confirmation of the test, makes corrections if needed, and resends the corrected file.
6. The state works with the CAP service team to confirm the start date for payments to the CAP service and foreign authority.

After successful completion of testing, the state will start sending payments to the CAP service on the date agreed to by the CAP service team and the state.

Note: The connection and testing process is required only for the initial setup of the connection to the CAP service. It is not required for subsequent changes to send payments to additional foreign authorities.

4 CAP Post-Deployment Service Operations

After a state is active with the CAP service and payments are flowing between the CAP service and foreign authority(ies), operational issues may exist. States should use the following guidance:

- Communications with the CAP service team: For general CAP service information, including enrollment information, payment and disbursement inquiries, and foreign authority contact information for reconciliation, email CAP_Program@acf.hhs.gov.
- Payment returns: If the CAP service rejects and returns the state's ACH disbursement, the CAP service team will follow standard ACH return procedures.
- Payments sent in error to a foreign authority: If a state sends a payment to the CAP service for a foreign authority in error, email the CAP service team immediately at CAP_Program@acf.hhs.gov. States should also email the foreign authority and include the following information:
  - Trace number from the ACH data file
  - Amount of the payment
  - Date of the payment

  The CAP service team has very limited capacity to reverse payments. After the payments are consolidated and are either in the process of transmission to the foreign authority or transmitted to the foreign authority, the state must work directly with the foreign authority to arrange for the return of the payment. The CAP service does not process returned payments from foreign authorities.
- Payment data retention: To meet data retention requirements, CAP payment file/data will be retained for 90 days from the payment file date.
- Addition of new foreign authorities: When the CAP service adds foreign authorities to the CAP service, the OCSS will update states on the OCSS website and through an e-Flash.

A ACH Record Format

Values are not case sensitive for fields in Record Types 1, 5, 6, 7, 8, and 9.

A.1 Record Type 1 Record Layout

Chart A-1 contains the Record Type 1 record layout. No changes are required for the CAP service.

Chart A-1: File Header Record Format — Record Type 1

Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
1	01–01	1	Record Type Code	N	1	Mandatory	Identifies the record as a File Header Record. The value must be 1.
2	02–03	2	Priority Code	N	01	Mandatory	Default value. May identify a file-handling priority at a future date.
3	04–13	10	Immediate Destination	N	bTTTTAAAAC	Mandatory	Receiving ACH Operator's Routing Number: • b = Blank • TTTT = Federal Reserve Routing Symbol • AAAA = ABA Institution Identifier • C = Check digit
4	14–23	10	Immediate Origin	N	bTTTTAAAAC	Mandatory	State bank's Routing Number: • b = Blank • TTTT = Federal Reserve Routing Symbol • AAAA = ABA Institution Identifier • C = Check digit
5	24–29	6	File Creation Date	Date		Mandatory	Date the file is created by the Originating Depository Financial Information (ODFI) in a YYMMDD format.
6	30–33	4	File Creation Time	N		Optional	Time of day the file is created by the ODFI in an HHMM format.

Chart A-1: File Header Record Format — Record Type 1							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
7	34–34	1	File ID Modifier	A/N	A	Mandatory	Uniquely identifies a file when multiple files are created on the same date and between the same participants.
8	35–37	3	Record Size	N	094	Mandatory	Count of characters in each record.
9	38–39	2	Blocking Factor	N	10	Mandatory	Number of physical records in a block.
10	40–40	1	Format Code	N	1	Mandatory	Default value. May be used to identify format variations at a future date.
11	41–63	23	Immediate Destination Name	A/N		Optional	Name of the receiving point for which the file is destined.
12	64–86	23	Immediate Origin Name	A		Optional	Name of the ACH or receiving point sending the file.
13	87–94	8	Reference Code	A/N		Optional	Used to include information pertinent to the Originator.

A.2 Record Type 5 Record Layout

Chart A-2 contains the Record Type 5 record layout. Changes are required for international CAP service payments and are indicated by **bold** text in the Data Element Description column.

Chart A-2: State/Batch Header Record Format — Record Type 5

Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
1	01–01	1	Record Type Code	N	5	Mandatory	Identifies the record as a State/Batch Header record. The value must be 5.
2	02–04	3	Service Class Code	N	200, 220	Mandatory	Identifies the dollar type entries to be exchanged. **Change required: The value must be "200" or "220".**
3	05–20	16	State Name	A/N		Mandatory	**Change required: State identifier as entered in the CAP state database table of enrolled states. This should be the state name provided on the CAP Service State Contact form.**
4	21–40	20	State Discretionary Data	A/N		Optional	May be blank. Note: Including data will not cause an error.
5	41–50	10	State Identification	A/N	{A/N}NNNNNNNNN	Mandatory	**Change required: An alphanumeric character of each state's choice followed by the state's Federal Employer Identification Number (FEIN). You will be asked to provide your FEIN during the CAP service enrollment process.**
6	51–53	3	SEC Code	A/N	CCD	Mandatory	Identifies the type of entry. **Change required: Value must be CCD.**
7	54–63	10	State Entry Description	A/N		Mandatory	Describes the type of transaction. **Change required: This field is mandatory, but the state may choose the value.**

Chart A-2: State/Batch Header Record Format — Record Type 5							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
8	64–69	6	State Descriptive Date	Date	YYMMDD	Optional	Meaningful date to the state in a YYMMDD format.
9	70–75	6	Effective Entry Date	Date	YYMMDD	Mandatory	**Change required: Date the entries should settle on and in a YYMMDD format. This may be provided by the state's bank.**
10	76–78	3	Settlement Date	N		Optional	**Change required: Date (DDD) in Julian date format of CYYDDD. This is the ODFI date scheduled to be debited by the Federal Reserve. This field may be left blank or be provided by the state's bank.**
11	79–79	1	Originator Status Code	A/N	1	Mandatory	Identifies the ODFI as a financial institution bound by the ACH rules.
12	80–87	8	Originating DFI Identification	A/N	TTTTAAAA	Mandatory	Identifies the ODFI originating the entries: • TTTT = Federal Reserve Routing Symbol • AAAA = ABA Institution Identifier **Change required: This is the bank account information for the state. States will be asked to provide the ODFI routing number during the CAP service enrollment process. States must provide the first eight digits of the routing number, including leading zeros, but do not need to provide the ninth digit, known as the check digit.**
13	88–94	7	Batch Number	N		Mandatory	Number assigned by the ODFI to identify the batch.

A.3 Record Type 6 Record Layout

Chart A-3 shows the Record Type 6 record layout. Changes are required for international CAP service payments and are indicated by **bold** text in the Data Element Description column.

Chart A-3: CCD+ Entry Detail Record Format — Record Type 6							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
1	01–01	1	Record Type Code	N	6	Mandatory	Identifies the record as an Entry Detail Record. The value must be 6.
2	02–03	2	Transaction Code	N	22	Mandatory	**Change required: This must be 22. If this does not work for your state, contact the CAP service team.**
3	04–11	8	Receiving DFI Identification	A/N	TTTTAAAA	Mandatory	Identifies the Receiving Depository Financial Information (RDFI): • TTTT = Federal Reserve Routing Symbol • AAAA = ABA Institution Identifier **Change required: This will always be the OCSS HHS routing number. The CAP service team will supply this when requested.**
4	12–12	1	Check Digit	N		Mandatory	Ninth digit of the RDFI's Routing Number. Validates the number to ensure it was not altered during transmission.
5	13–29	17	DFI Account Number	A/N	TBD	Mandatory	**Change required: The OCSS HHS bank account number. The CAP service team will supply this when requested.**

Chart A-3: CCD+ Entry Detail Record Format — Record Type 6							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
6	30–39	10	Amount	Currency		Mandatory	Dollar amount of the employee's child support obligation. **Change required: The CAP service does not accept prenote advice. This field is excluded from the CAP database and will not be provided to the foreign authority. Cost recovery is not permitted for CAP payments.**
7	40–54	15	Identification Number	A/N		Mandatory	Number meaningful to the state for tracing purposes. **Change required: This is the remitting state's child support case ID used in reconciliation with the foreign authority.**
8	55–76	22	Receiving Entity Name	A/N		Mandatory	Name of the entity to which the state makes payments. **Change required: The name of the destination foreign authority. This will be confirmed by the foreign authority during reconciliation.**
9	77–78	2	Discretionary Data	A/N		Optional	Codes significant to the ODFI. The two-digit identifier of the destination country. Often, this is blank.
10	79–79	1	Addenda Record Indicator	N	1	Mandatory	Indicates the existence of an Addenda Record. Must be 1.

Chart A-3: CCD+ Entry Detail Record Format — Record Type 6							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
11	80–94	15	Trace Number	N		Mandatory	Number that uniquely identifies the entry: • For Positions 80–87: Follow NACHA guidance. • For Positions 88–94: Entry Detail Sequence Number, which is assigned in ascending order to entries in each batch.

A.4 Record Type 7 Record Layout

Within the 80 position Payment-Related Information field of the CCD+ Addenda Record, remittance information corresponding to the child support payment made by a child support agency to the CAP service is presented in the following banking convention. This convention is referred to as the Deduction data segment (DED segment) under ASC X12 syntax and is composed of the following 10 fields:

- Segment Identifier
- Application Identifier
- Case Identifier
- Pay Date
- Payment Amount
- Noncustodial Parent Social Security Number (SSN)
- Medical Support Indicator
- Noncustodial Parent Name
- FIPS Code
- Employment Termination Indicator

Each field is referred to as a data element, the smallest named item in a record. A data element can represent a qualifier, value, or text. A data element has three primary attributes — length, field requirement, and type. Each data element is identified by an element identifier used for reference (e.g., DED01, DED02), and each element has a specific position in the record (segment). In constructing the segment, each data element is preceded by the separator character. In the ACH format, the data element separator is an asterisk (*). Each segment must end with a terminator, which in the ACH format is a backslash (\).

There are several important requirements applicable to the CAP service only. To obtain CAP service requirements, contact the CAP service team at CAP_Program@acf.hhs.gov.

The following is an example of the DED segment as used in the Payment-Related Information field of the CCD+ Addenda Record:

```
DED*application identifier*case identifier*pay date*payment
amount*noncustodial parent ssn* medical support indicator*noncustodial
parent name*FIPS code*employment termination indicator\
```

Note: Use of the asterisk (*) and backslash (\) are also illustrated in the example.

Data elements in a segment are either mandatory or optional. Data elements in a segment that are not mandatory, as defined by the standard, may be omitted. The omission of an optional element is noted by the placement of an asterisk in the place of that element. An example of omitting the noncustodial parent's name from the segment follows:

```
DED*application identifier*case identifier*pay date*payment
amount*noncustodial parent ssn*medical support indicator**FIPS
code*employment termination indicator\
```

For the CAP service, if an optional data element is the last element in a segment and that field is not being used, then an asterisk must be used before the backslash as a placeholder for that last data element. An example of omitting the employment termination indicator from the segment follows:

```
DED*application identifier*case identifier*pay date*payment
amount*noncustodial parent ssn*medical support indicator*noncustodial
parent name*FIPS code*\
```

Chart A-4 shows the Record Type 7 record layout. Changes are required for international CAP service payments and are indicated by **bold** text in the Data Element Description column.

> **Note:** Due to the one-addenda limitation of the CCD+ format, the DED segment is restricted to a maximum of 80 characters. Note the use of the asterisk (*) and backslash (\).

Chart A-4: CCD+ Addenda Record Format — Record Type 7							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
1	01–01	1	Record Type Code	N	7	Mandatory	Identifies the record as an Addenda Record. The value must be 7.
2	02–03	2	Addenda Type Code	N	05	Mandatory	Associates the record with its Entry Detail Record.
3	04–83	80	DED Segment	A/N		Mandatory	Contains payment information corresponding to the child support account.

DED Segment — 80 Characters

Element	Comment	Content	Attributes			Description
			Field Requirement	Data Type	Length (Minimum/ Maximum) Values	
	Field Delimiter	*	Mandatory	A	1/1	Delimiter represented with an asterisk (*).
	Segment Identifier	DED	Mandatory	ID	3/3	Indicates the beginning of the DED segment.
DED01	Application Identifier	IO or II	Mandatory	ID	2/2	Indicates the type of deduction being withheld. **Change required: Must be IO or II. The CAP service will accept either value. Cost recovery is not permitted for CAP payments.**

Element	Comment	Content	Attributes			Description
			Field Requirement	Data Type	Length (Minimum/ Maximum) Values	
DED02	Case Identifier	XXXXXXXXX	Mandatory	A/N	1/20	Contains the noncustodial parent's child support account number of the destination country. **Change required: This is the foreign authority case number and should be verified with the foreign authority during case reconciliation.**
DED03	Pay Date	YYMMDD	Mandatory	Date	6/6	Provides the date income was withheld. This field is excluded from the CAP service database.
DED04	Payment Amount	$$$$$$$CC	Mandatory	Currency	1/10	Provides the amount withheld. The value may not be $0. Cost recovery is not permitted for CAP payments.
DED05	Noncustodial Parent Social Security Number	XXXXXXXXX	Optional	A/N	9/9	Provides the noncustodial parent's SSN. Note: This field is excluded from the CAP service database and will not be provided to the foreign authority. A state may choose not to include this.

Element	Comment	Content	Attributes			Description
			Field Requirement	Data Type	Length (Minimum/ Maximum) Values	
DED06	Medical Support Indicator	Any value	Optional	A/N	1/1	Indicates whether the employer offers family medical insurance coverage. May be blank. Note: This field is excluded from the CAP service database and will not be provided to the foreign authority. A state may choose not to include this.
DED07	Noncustodial Parent Name	XXXXXXXXXX	Mandatory	A/N	1/10	Contains the first seven letters of the noncustodial parent's last name, followed by the first three letters of their first name. **Change required: This field is mandatory. The noncustodial parent's name should be verified with the foreign authority during case reconciliation and cannot exceed 10 characters.**
DED08	FIPS Code	XXXXXXX	Mandatory	A/N	5/7	Contains the FIPS Code of the destination country to which the state is remitting payments. **Change required: This field is mandatory. Refer to the OCSS web page for valid FIPS codes.**
DED09	Employment Termination Indicator	Any value	Mandatory	A/N	1/1	**Change required: This is a mandatory field. The field must have an alphanumeric character or an asterisk (*).**

Element	Comment	Content	Attributes			Description
			Field Requirement	Data Type	Length (Minimum/ Maximum) Values	
	Segment Terminator	\	Mandatory	A	1/1	Segment Terminator represented by a backslash (\).

DED Segment Terminates

Chart A-4: CCD+ Addenda Record Format — Record Type 7

Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
4	84–87	4	Addenda Sequence Number	N		Mandatory	Number consecutively assigned to each Addenda Record following the Entry Detail Record. The first Addenda Sequence Number must always be 0001. Note: The CAP service will accept only a single addenda (Record 7) for each disbursement.
5	88–94	7	Entry Detail Sequence Number	N		Mandatory	Contains the ascending sequence number section of the Entry Detail Record's Trace Number.

A.5 Record Type 8 Record Layout

Chart A-5 shows the Record Type 8 record layout. No changes are required for the CAP service.

Chart A-5: State/Batch Control Record Format — Record Type 8

Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
1	01–01	1	Record Type Code	N	8	Mandatory	Identifies the record as a State/Batch Control Record. The value must be 8.
2	02–04	3	Service Class Code	N	200	Mandatory	Identifies the dollar type entries to be exchanged. The value must match the value in the corresponding field of the State/Batch Header Record.
3	05–10	6	Entry/Addenda Count	N		Mandatory	Number of Entry Detail and Addenda Records in the batch.
4	11–20	10	Entry Hash	N		Mandatory	Arithmetic sum of the Receiving DFI Identification fields in the Entry Detail Records in the batch. If the sum is more than 10 digits, the entry is the last 10 digits of the sum.
5	21–32	12	Total Debit Amount	Currency	000000000000	Mandatory	Must be zeros. The CAP service does not accept ACH debits.
6	33–44	12	Total Credit Amount	Currency		Mandatory	Accumulated Entry Detail Record credit totals.
7	45–54	10	State Identification	A/N	1NNNNNNNNN	Mandatory	The number 1 followed by the state's FEIN.
8	55–73	19	Message Authentication Code	A/N		Optional	Validates the authenticity of ACH entries using the Data Encryption Standard (DES) algorithm.
9	74–79	6	Reserved	Blank		N/A	Reserved for future use by the ACH.

Chart A-5: State/Batch Control Record Format — Record Type 8							
Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
10	80–87	8	Originating DFI Identification	A/N	TTTTAAAA	Mandatory	Identifies the ODFI originating the entries: • TTTT = Federal Reserve Routing Symbol • AAAA = ABA Institution Identifier
11	88–94	7	Batch Number	N		Mandatory	Number assigned by the ODFI to identify the batch.

A.6 Record Type 9 Record Layout

Chart A-6 shows the Record Type 9 record layout. No changes are required for the CAP service.

Chart A-6: File Control Record Format — Record Type 9

Field	Position	Length	Data Element	Format	Mandatory Values	Inclusion Requirement	Data Element Description
1	01–01	1	Record Type Code	N	9	Mandatory	Identifies the record as a File Control Record. The value must be 9.
2	02–07	6	Batch Count	N		Mandatory	Number of State/Batch Header records in the file.
3	08–13	6	Block Count	N		Mandatory	Number of physical blocks in the file.
4	14–21	8	Entry/Addenda Count	N		Mandatory	Number of Entry Detail and Addenda Records in the file.
5	22–31	10	Entry Hash	N		Mandatory	Sum of the corresponding fields in the State/Batch Control Records.
6	32–43	12	Total Debit	Currency	000000000000	Mandatory	Must be zeros. The CAP service does not accept ACH debits.
7	44–55	12	Total Credit	Currency		Mandatory	Accumulated State/Batch Control Record credit totals.
8	56–94	39	Reserved	N/A		N/A	Reserved for future use by the ACH.

B State and Germany Reconciliation Case Spreadsheet

Chart B-1 shows an example of a state and Germany reconciliation case spreadsheet. The German Payment Reference Number in the last column will be unique for Germany. Other foreign authorities may have additional identifiers that can be used in reconciliation. Add more columns for these additional identifiers, if needed.

Chart B-1: State and Germany Reconciliation Case Spreadsheet

Noncustodial Parent Name	Custodial Parent Name	State Case ID	Germany Case ID	German Payment Reference Number*

*This number is unique to Germany. Other foreign authorities may have additional identifiers that can be used in reconciliation.