

Last Updated: February 2025

OPI Electronic File Transmission Instructions for PARIS

The Bureau of the Fiscal Service (Fiscal Service) Office of Payment Integrity (OPI) provides computer matching for the Administration for Children and Families (ACF) Public Assistance Reporting Information System (PARIS) program.

For the PARIS program, OPI uses a Secure File Transfer Protocol (SFTP) connection to receive data from State Public Assistance Agencies (SPAAs) and to return match files. Each SPAA must establish an SFTP connection with OPI to send data to and receive matched results. To establish this SFTP connection, please follow the process identified in the **OPI SFTP Connection Form for PARIS Instructions** document.

The steps below outline the process to obtain match data.

SPAA DATA FILE TRANSMISSION PROCEDURES

PARIS File Schedule: PARIS matches take place in February, May, August, and November of each year. SPAAs will receive advanced notice of the exact match dates via PARIS transmittal (sent out as an email from the PARIS Board of Directors and/or posted on the PARIS website <https://www.acf.hhs.gov/paris>). SPAAs will also receive a PARIS transmittal reminder at the beginning of the submission month (e.g., a due date notice will be sent out at the beginning of August when the August submission is due). At a minimum, to help meet the U.S. Centers for Medicare and Medicaid Services (CMS) requirements in the most coordinated manner, each SPAA is encouraged to participate in the AUGUST interstate match. Each SPAA may participate in as many of the other program matches as are offered.

Step 1 (SPAA Action)

When SPAAs are notified by the PARIS program via email / PARIS transmittal that a quarterly submission of data is due, each SPAA shall transmit the data file to OPI using the following instructions:

TRANSMITTING THE DATA FILE TO OPI

- A. The inbound file should be placed in the SPAA's **inbound** SFTP folder:

File naming convention must match exactly for the file to automatically process:

- PARIS.(agency abv).YYYYMM

Example for Alabama:

PARIS.AL.P202502

NOTE: *If the SPAA is unable to update the naming convention, OPI will accommodate the legacy DMDC naming convention.*

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- B. Email OPI's PARIS technical support mailbox at: paris.technical.support@stls.frb.org
- Subject: <submission quarter> <STATE ABRV> PARIS Participation
[Example for Alabama for a May 2020 submission:
202005 AL PARIS Participation](#)
 - Body: provide the RECORD COUNT (ex. 600,000) and the Point of Contact

Step 2 (OPI Action)

- A. After OPI confirms all the intended data files have been received and verified, OPI will reply back to the submitter's email (the Point of Contact in the body of the email from Step 1B) confirming receipt/record count and begin the match. It will take approximately one month from the submission month to complete the match.

[Example:](#)

[For a submission on August 10, match results would be ready to pull September 10.](#)

- B. Once the match is complete, OPI will put the match file in the SPAA'S **outbound** SFTP folder for the SPAA to extract/pull, and notify the SPAA via email. The outbound file names are:
- <STATE ABRV>InterStateResp
[Example for Alabama:
ALInterStateResp](#)

Technical Support

For additional questions regarding the electronic file transmission instructions for PARIS, including SFTP connectivity, please contact OPI's PARIS technical support mailbox.

- paris.technical.support@stls.frb.org

NOTE: *In order to participate and receive a match file, SPAAs must have a current signed MOA on file with ACF. ACF provides OPI a list of the SPAAs with current signed MOAs prior to the match. The list is used by OPI to exclude SPAAs without a current signed MOA from the match.*

These instructions describe the current process as of the date stated in the header. These instructions will be updated as needed to reflect changes to the current process.