



## Child Support Payments

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» **FASTER** » **SIMPLER** » **SAFER** Your updated, step-by-step guide to the most efficient and cost-effective way for employers to remit child support withholding payments. This booklet outlines Ohio's new legal requirements for the system and details the easy-to-follow process of using Electronic Fund Transfer or ExpertPay<sup>SM</sup> to comply. Illustrated examples and contact information to answer any questions are included.

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In 1975, Title IV-D of the Social Security Act was amended to establish the Federal Child Support Enforcement Program. Under the law, states are allowed to set up their own child support programs to locate non-custodial parents, establish paternity and support, and collect and disburse support payments.

The Personal Responsibility and Work Opportunity Act (PRWORA) of 1996 required that all states develop a centralized collection and disbursement program in order to further strengthen the child support program. Ohio Child Support Payment Central (CSPC) provides employers the opportunity to electronically remit support payments to one central location for all cases in the State of Ohio.

#### MANDATORY ELECTRONIC REMITTANCE LEGISLATION

In October 2009, Ohio passed legislation that required employers with more than 50 employees to remit payments to CSPC electronically. There are many benefits associated with remitting payments electronically:

- **Accuracy** – Before you submit electronic payments, Ohio CSPC verifies employer and employee data to ensure that payments are properly identified. Thereafter, employee information is merely confirmed during each payroll cycle, not re-entered, which eliminates costly errors.
- **Economy** – Electronic payments save staff time. There are no checks to print. No labels. No envelopes. No postage.
- **Convenience** – Electronic payments require only one transaction per pay period – whether ExpertPay<sup>SM</sup> or EFT/EDI. Just review your last submission and update the information as necessary.
- **Security** – Good fiscal practice: One person at your company can confirm employee information, and another person can authorize the payment transaction.

Remitting child support payments electronically eliminates the recurring time and expense of preparing lists of employee remittance information for each payroll and mailing that data with paper checks. This process also eliminates the recurring postage costs. Because the remittance information is transmitted electronically and is not entered by hand, the opportunity for payment application errors is greatly diminished.

Employers who remit child support payments to the Ohio CSPC have the flexibility of choosing between two electronic payment methods:

- **ExpertPay<sup>SM</sup>**  
ExpertPay<sup>SM</sup> is an innovative Web-based solution found at [www.expertpay.com](http://www.expertpay.com). ExpertPay<sup>SM</sup> allows employers to manage every aspect of the payment process with the click of a mouse. ExpertPay<sup>SM</sup> is **FREE** to those employers who remit child support payments to the Ohio CSPC.
- **Electronic Funds Transfer (EFT)**  
By using Electronic Fund Transfer (EFT) employers can send payments electronically through their own financial institution, which will originate an ACH (Automated Clearing House) credit transaction to the Ohio CSPC. Employers should check with their financial institution to make sure they offer an ACH Credit origination service and that they are eligible to use this service. Employers should also ask about fees, capabilities and deadlines.

We are happy to offer employers who send payments to Ohio CSPC a free option to remit payments electronically. We hope that you will find ExpertPay<sup>SM</sup> a useful tool in the child support payment process.

It is our goal to provide our customers with a website that minimizes the effort of remitting child support payments. However, if at any time you have a question or concern about ExpertPay<sup>SM</sup>, please feel free to call ExpertPay Customer Service at 1-800-403-0879 Monday - Friday 8 a.m. to 5 p.m. EST, or email [customer.service@expertpay.com](mailto:customer.service@expertpay.com).

Employers may utilize ExpertPay<sup>SM</sup> to remit all child support payments. There is no charge to employers for payments remitted to Ohio CSPC. However, if you have questions regarding fees for payments remitted to other states, please contact ExpertPay<sup>SM</sup> Customer Service at 1-800-403-0879 Monday - Friday 8 a.m. to 5 p.m. EST, or email [customer.service@expertpay.com](mailto:customer.service@expertpay.com).

The following is a step-by-step guide to accessing, registering and using ExpertPay<sup>SM</sup> for employers.

**EMPLOYER REGISTRATION FOR EXPERTPAY<sup>SM</sup>:**

If you are new to ExpertPay<sup>SM</sup>, click on the “New Users Register by Clicking Here” button on the ExpertPay<sup>SM</sup> website, [www.expertpay.com](http://www.expertpay.com). This will bring you to the registration screen shown below.



Once you have entered the necessary information, click on “Continue” and verify that the information is accurate. After you have verified the information, click “Continue” which will bring you to the terms and conditions (terms of service) of the website. You must then click on the “I Agree” button in order for your account to be registered. You will receive your account number and password via email.

Your email confirmation containing your account number and password will also provide a link to get back to the ExpertPay<sup>SM</sup> website. You can then enter your user ID and password to enter ExpertPay<sup>SM</sup>. (If you ever forget your password, a new password can be obtained by entering your user name in the “Have you forgotten your password” box on the ExpertPay<sup>SM</sup> home page.)

After you have successfully signed in, the account summary page (the home page for employers) will then be displayed. The options listed in the navigation menu at the left side of the screen allow employers to enter, edit and/or delete information and complete payment transactions.

**OPTIONS AVAILABLE WITHIN THE WEBSITE:**

**How to Make Child Support Payments via ExpertPay<sup>SM</sup>**

Once you have registered for ExpertPay<sup>SM</sup>, there are three basic steps to complete in order to make your first payment.

1. You may wish to change your password or add other users to the ExpertPay<sup>SM</sup> system. Instructions on how to complete these tasks can be found below in the “Change Password” and “Manage Users” sections. If you are satisfied with the password you received from ExpertPay<sup>SM</sup>, or if you are the only user in your company that needs access to the ExpertPay system, you can skip this step.
2. Before you can make a payment, details about your bank account and employees for whom child support payments will be withheld need to be entered into the ExpertPay<sup>SM</sup> system. Instructions on how to complete this step can be found below in the “Bank Accounts” and “Payment Profiles” sections.

3. To make a child support payment on behalf of your employees, access the Payment Center in ExpertPay<sup>SM</sup>. Information on the Payment Center, including how to set up a profile for recurring (e.g., weekly or bi-weekly) and one-time payments, can be found below in the “Payment Center” section.

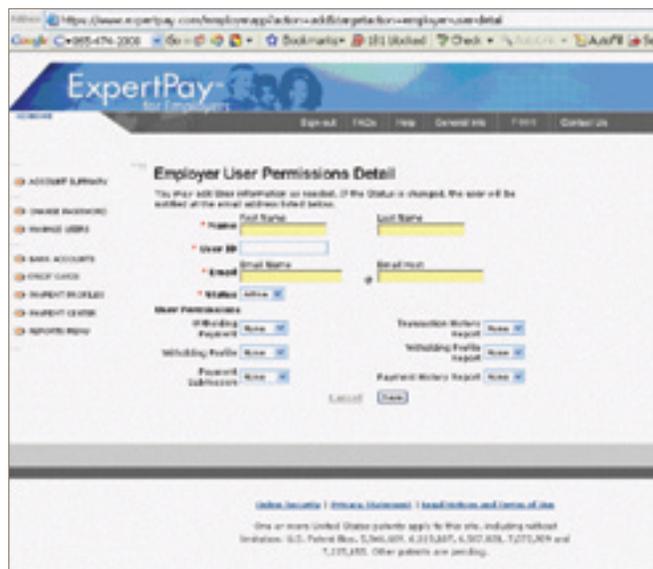
**Change Password**

This option allows you to change your assigned password to a personalized password. Type the old password; next, type the new password you have chosen; then type the new password again to confirm it.

**Manage Users**

This option allows the primary user to create secondary users. The primary user is the individual who originally registered the company with ExpertPay<sup>SM</sup>. The primary user can be changed at any time by contacting ExpertPay<sup>SM</sup> Customer Service at 1-800-403-0879. The primary user may add or delete a secondary user, but changing the primary user must be done by an ExpertPay<sup>SM</sup> customer service representative. Upon logging into ExpertPay<sup>SM</sup> and clicking on the “Manage Users” button on the left side of the screen, you will then click on “Add User.”

The primary user has the ability to limit the actions of the secondary users on the website by adjusting the options under “User Permissions” on the Employer User Permissions Detail screen shown below by clicking on the drop-down boxes.



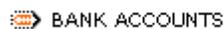
**Bank Accounts and Bank Account Verification**

The Bank Accounts option allows you to enter the bank accounts from which the support payments will be debited. Under this option, an employer must enter a routing number, account number, account type, a maximum payment amount, and check the box if this is a default bank account. After the information is entered you will get a verification screen. Review the information and click “Yes” if the information is correct. If the information is incorrect, click “No” to correct the error. If you click “Yes” you have successfully added/created a bank account.

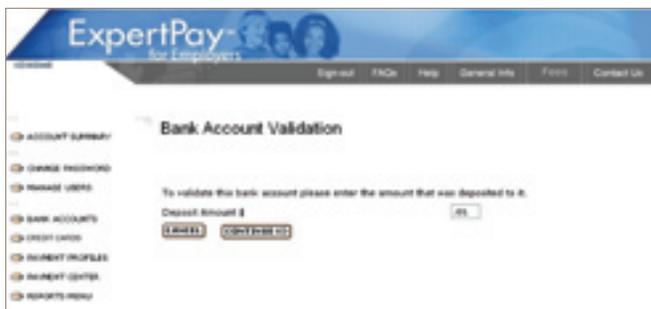
All new and edited bank accounts (where the routing transit and/or account number has been changed) must go through Account Verification. This process sends a transaction amount to the new bank account. When you see this transaction in your bank account, you must sign back into the ExpertPay<sup>SM</sup> system to verify the amount of that transaction.



Navigate to the bank account list by clicking Bank Accounts from the menu bar on the left-hand side:



Your bank account list will show the Verify hyperlink in the Action Column:



Click on the Verify link to go to the Bank Account Validation screen where you need to enter the transaction amount.

**All new and updated bank accounts will experience a 4 business day hold prior to being submitted. Once the first payment completes the payment cycle, your payments will then be processed in a 24 to 48 hour time frame, the same as any other ACH transaction.** If you have more than one bank account, additional accounts can be added by clicking on “New Bank Account” and repeating the process.

### Payment Profiles

After logging into ExpertPay<sup>SM</sup>, click on “Payment Profiles” and the following screen will appear:



The “Payment Profiles” option allows you to name your profile (for example Weekly, Bi-weekly, Monthly, etc.). Once you name the profile, you will choose the bank account from which the payment will be deducted. If the information is correct, click on the “Save and Update” button. After you save the profile you will see a payment profile summary. On this screen you can add, edit or delete employees to the profile. When you click on the “Add Employee” button, the following screen will appear:





Also located on the Payment Center screen is a payment list. The payment list is a list of child support withholdings created by using the above payment profile categories. Each profile will have buttons that appear to the far right of each profile row. These buttons are used to submit, edit, cancel or view a payment. The availability of the buttons depends on the status of the payment.

In the Payment Center you may make changes to your list of employees. However, making changes on this screen will not edit the employee's information permanently. For example, if you delete an employee from the list due to termination or no deduction the employee will reappear on the list during the next payroll cycle. In order to permanently delete an employee, you will need to update the employee's information on the Payment Profile screen.

The payment list appears as shown below:

Date Entered	Payment Name	Effective Date	Status		
05/30/2002	monthly	06/04/2002	Batch In Progress		
	monthly	06/04/2002	Cancelled by User		
06/03/2002	quarterly	06/06/2002	Submitted		

The first row in the example above indicates that the payment is in progress and will take effect on June 4. This payment can only be “viewed” because it is already in progress. The last row shows that the payment has only been submitted and can still be edited or cancelled. Payments submitted after 8 p.m. EST will be processed on the next business day. Payments may be edited or cancelled until 8 p.m. EST on the day it is entered. You must contact ExpertPay<sup>SM</sup> Customer Service at 1-800-403-0879 to report any errors. ExpertPay<sup>SM</sup> is not responsible or liable for errors made when entering payment information.

## REPORTS MENU

The Reports Menu screen contains links to three reports that may be helpful to you:

- Payment Transaction Report
- Payment Profile Report
- Employee Payment History Report

To view the reports, enter the date range in which the transaction took place and click “Retrieve.” For the Employee Payment History Report you will also need to enter the employee's Social Security number.

## COSTS

Employers who remit payments to Ohio CSPC will not be charged for those remittances. There may be a cost to remit child support payments to other states. If you have any questions regarding fees charged for remittances to other states, please contact ExpertPay<sup>SM</sup> Customer Service at 1-800-403-0879.

**The information below appears in the Terms of Service Agreement:****FEES**

There is one-time registration fee of \$2.50 that will be deducted from your account upon submission of your first company's payment. This registration fee is charged only once, no matter the number of remittances associated with the payment. This registration is not tied to any transaction fees. For example, if you are not charged a transaction fee for each payment, you will still need to pay the one-time registration fee. If you register your company more than one time, each registration is subject to the registration fee upon submission of your first payment made using the new registered account.

There is a transaction fee of \$1.25 per employee remittance that will be debited from your account for each submitted payment. If you have an employee with multiple cases, each subsequent employee remittance with the other case information will be charged \$1.25. You should also contact your bank regarding potential processing fees. Remittances to some states are offered at rates other than our standard rate. Please review the fee section on the website to obtain more information regarding transaction fees.

ExpertPay<sup>SM</sup> receives payment information from employers and debits employer bank accounts to offset the cumulative payment transactions. All payments are forwarded to the government agency in a state the day funds are available. In effect, ExpertPay<sup>SM</sup> acts as a clearing and distribution system that permits an employer to interact with many states from a single website. Fees are charged to an employer for returned items and these fees are recovered through ACH debit to the employer's bank account. There are three types of return fees – fees for providing incorrect banking information, fees for returned debits due to non-sufficient funds and fees for employer initiated reversals.

**RETURN FEE**

Any payment submitted by you that is returned to ACS due to incorrect bank information supplied by you on your member account will result in a \$20.00 fee. This occurs when there is invalid bank information (routing or account information) or closed accounts. This fee will be debited from your updated account prior to any future use of the service. The payments that were originally submitted and resulted in the return will be stopped and must be re-submitted by you.

**NONSUFFICIENT FUNDS FEE (NSF)**

Any payment submitted that is returned to ACS for non-sufficient funds will result in a \$50.00 NSF fee. This fee will be debited from your account prior to any future use of the service. The payments that were originally submitted but resulted in the NSF will be stopped and must be re-submitted by you. When you submit payments using ExpertPay<sup>SM</sup>, an ACH debit is sent to your account(s) to withdraw the funds. The funds will then show as being received in our account and withdrawn from your account on the "settlement date." However, if your account did not have the funds to cover the ExpertPay<sup>SM</sup> debit amount, then your Bank will notify ExpertPay<sup>SM</sup> within 2 days that the payment was NSF, and our account is debited. As a precaution, ExpertPay<sup>SM</sup> holds all funds until we are confident that the funds have cleared your bank. We then send the funds to the appropriate state child support agency. If an NSF notice is received, we will cancel your original payment, and assess your account the \$50.00 fee. Note, this is in addition to any fees your own bank may charge.

**REVERSAL FEE**

Any payment submitted by you that is requested to be "stopped" from being sent, due to an error on your part, will result in a \$20.00 charge for each payment record that was stopped. The fees will be debited from your account. Extenuating circumstances will be acknowledged as indicated in the following section.

**ACH REVERSAL/STOP PAYMENT PROVISION**

Member/Company agrees to honor all payments originated using ExpertPay<sup>SM</sup>, and shall not request ExpertPay<sup>SM</sup> or Member's bank, to reverse any ExpertPay<sup>SM</sup> debits or payment(s), unless payment(s) wishing to be reversed/stopped were:

- 1) Fraudulently made; OR
- 2) Duplicates of previous payments submitted to ExpertPay<sup>SM</sup> the same day in error; OR
- 3) Other circumstances subject to ExpertPay<sup>SM</sup> approval, at ExpertPay<sup>SM</sup> sole discretion; AND, Member notified ExpertPay<sup>SM</sup> by payment cutoff time, on the day following the settlement date of the payment wishing to be reversed/stopped.

## » ELECTRONIC FUNDS TRANSFER (EFT)

### **This section is not applicable to employers who submit payments via ExpertPay<sup>SM</sup>**

To begin submitting payments via EFT, it is necessary to choose the method your company wishes to use to submit payments, and then coordinate with your payroll office, technical staff, and your financial institution. In order to transmit child support payments using EFT, you must be able to generate a file that can be transmitted to your bank. Your bank should be able to guide you as to how to submit electronic payment information to them. Development of this electronic processing capability can be accomplished “in-house” by your own technical staff, through software provided by your bank, or by using commercial-off-the-shelf (COTS) software. Your bank must then be able to transmit the file, including the addenda records, to the Automated Clearing House (ACH).

The ACH releases the file on the appointed date to the CSPC bank, Fifth Third Bank, which forwards the file information, including the addenda records, to CSPC.

Before remitting your first EFT to Ohio CSPC, please copy and submit the Employer Registration form provided at the end of this booklet.

### **CERTIFICATION PROCESS**

We have established a certification process to help you prepare for your initial EFT submission. The certification process consists of two major components:

- **Data Cleanup** ensures that the data is complete and accurate so payments are not delayed or do not require manual intervention at CSPC.
- **Pre-Note Transaction** ensures that you have the correct destination bank account at Fifth Third recorded in your system. It is not necessary to remit a “penny test file.” A zero-dollar pre-note transaction is sufficient to ensure you have the correct account information.

### **DATA CLEANUP**

To ensure a smooth transition to EFT, it is important that the information submitted with your file is correct. We will ask that you fax or email us a copy of the list you are currently sending with your payment to CSPC. We will then validate the information against the Ohio Support Enforcement Tracking System (SETS). The verification will include the following items:

- 1. SETS Case Number:** This is a 10-digit case identifier that begins with the number “7.”  
Example: 7000456789. Please note that there will be a different SETS case number for each non-custodial parent and custodial parent relationship. For example, if John Smith (non-custodial parent) pays child support to Suzy Smith (custodial parent) and to Sally Smith (custodial parent), there will be one SETS case number for the case with Suzy and a different SETS case number for the case with Sally.
- 2. Order Number:** The court assigns an order number (e.g., JUV123765) at the time a legal action is initiated. The order number is always found in the income withholding order issued to you by the Ohio county Child Support Enforcement Agency (CSEA).
- 3. Social Security Number (SSN):** The non-custodial parent’s unique identification number.

Once we have validated the information, we will notify you of any changes or additions that must be made and request that the updated list be resubmitted for review and confirmation of the changes. **The CSPC fax number is 614-895-2094 and the email address is [CSPCEFT@acs-inc.com](mailto:CSPCEFT@acs-inc.com).**

## » ELECTRONIC FUNDS TRANSFER (EFT)

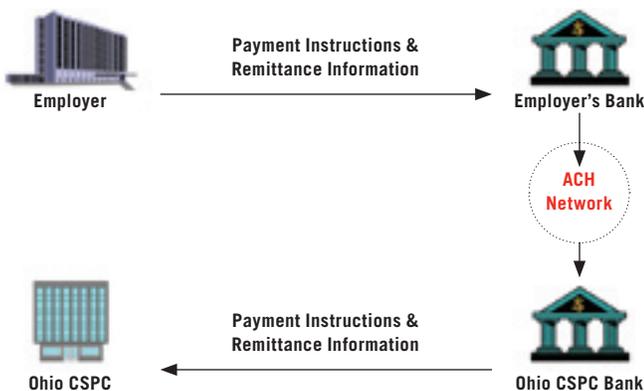
### PRE-NOTE TRANSACTION

Once the data is certified to match the SETS case information, you will be requested to send a pre-note transaction file through the ACH system to the destination bank account at Fifth Third Bank. We recommend that you include at least one employee record to ensure that the addenda record formatting is correct. Again, we only require a zero-dollar pre-note transaction. Do not send a “penny test file.” You will be notified by your bank if the transaction fails. CSPC outreach staff will work with you to get the required information recorded correctly.

### COMPLETION

Once we have confirmed the success of the pre-note transmission, we will call you and confirm that you are now “certified” and can begin remitting payments electronically with your next payroll. It is not necessary to go through the certification process each time a new employee is added to your withholding list provided the complete and accurate information for that payment is included in your addenda record. If you are not sure whether the new information is complete and correct, contact CSPC Customer Support at 1-888-965-2676 and ask for an employer outreach representative.

The following diagram illustrates the transaction process between the employer and Ohio CSPC:



Source: NACHA, Ohio CSPC

In addition, the Ohio CSPC and custodial parent can realize the benefits of EFT technology when direct deposit is used for the disbursement of child support payments.

### EFT RECORD FORMATS

The rules and guidelines governing the formats, specifications and exchange of ACH entries are published by NACHA, the Electronic Payments Association. With respect to the data that are contained in the addenda records of ACH formats, the NACHA Operating Rules stipulate the type of data that may be exchanged as well as which standards and formats are permitted, but the structure of the data contained therein is managed outside the NACHA rules. For example, the NACHA Operating Rules permit the exchange of certain EDI messages or transaction sets (e.g., 820 Payment Order/Remittance Advice) within the Addenda Records of the CTX format, but those standards are developed and maintained by other standards development organizations, such as ASC X12 and UN/EDIFACT.

The following record formats are used to convey entries through the ACH Network:

- File Header Record (the 1 record)
- Company/Batch Header Record (the 5 record)
- Entry Detail Record (the 6 record)
- Addenda Record (the 7 record)
- Company/Batch Control Record (the 8 record)
- File Control Record (the 9 record)

An ACH file is bounded by one File Header Record and one File Control Record, which serve to facilitate transmission, identification and balancing of the file. A file may be comprised of one or more batches, which are denoted by the Company/Batch Header Record and Company/Batch Control Record. These records contain information specific to all of the Entry Detail Records contained within that batch. A batch may house one or more Entry Detail Records that share certain aspects as explained in the NACHA Operating Rules. The Entry Detail Record is the record that constitutes the payment order and is used within the banking system to execute EFT and settlement. An Addenda Record is used to supply additional payment related information related to the payment issued in the Entry Detail Record. Each Addenda Record includes an 80 position Payment Related Information Field within which this remittance detail is transmitted.

The CCD and CTX payment formats are used within the ACH Network to conduct the transfer of funds between business or government entities. To exchange data along with payments using EDI technology, Addenda Records are used. Under the NACHA Operating Rules, a CCD format may be accompanied by only one Addenda Record, which may carry X12 data segments or elements or NACHA-endorsed banking conventions. A CCD entry accompanied by an Addenda Record is referred to as a CCD+. The CTX format allows for the provision of 9,999 Addenda Records, which must carry a full X12 transaction set or UN/EDIFACT message (the transaction set or message must be formatted correctly – including the batch information and in the case of the ASC X12 820, both Table 1 and Table 2).

The NACHA record formats for CCD+ entries flow in the following order:

**File Header Record**

- Company/Batch Header Record
- Entry Detail Record
  - Addenda Record
    - (1 addenda with 80 byte Payment Related Information Field)
- Entry Detail Record
  - Addenda Record
    - (1 addenda with 80 byte Payment Related Information Field)
- Entry Detail Record
  - Addenda Record
    - (1 addenda with 80 byte Payment Related Information Field)
- Entry Detail Record
  - Addenda Record
    - (1 addenda with 80 byte Payment Related Information Field)
- Company/Batch Control Record

**File Control Record**

The NACHA record formats for CTX entries flow in the following order: Please remember that the CTX must contain a fully formatted ASC 820 transaction set – which includes all batches, the Table 1, and Table 2 which can contain multiple DED loops. The syntactically correct ASC 820 is then broken into 80 byte segments embedded in the CTX 07 addenda records.

**File Header Record**

- Company/Batch Header Record
- Entry Detail Record
  - Addenda Record
    - (up to 9,999 addenda with 80 byte Payment Related Information Field)
  - Addenda Record
  - Addenda Record
  - Addenda Record
  - Addenda Record
- Entry Detail Record
  - Addenda Record
    - (up to 9,999 addenda with 80 byte Payment Related Information Field)
  - Addenda Record
  - Addenda Record
  - Addenda Record
  - Addenda Record
- Company/Batch Control Record

**File Control Record**

## » ELECTRONIC FUNDS TRANSFER (EFT)

### CHILD SUPPORT APPLICATION BANKING CONVENTION

Within the 80 position Payment Related Information Field of the CCD+ Addenda Record, remittance information corresponding to the child support payment made by an employer to an SDU is presented in the following banking convention. This convention is referred to as the 'DED' Deduction data segment under ASC X12 syntax and is composed of ten fields:

- Segment Identifier
- Application Identifier
- Case Identifier
- Pay Date
- Payment Amount
- Non-Custodial Parent Social Security Number
- Medical Support Indicator
- Non-Custodial Parent Name
- FIPS Code
- Employment Termination Indicator

Each field is referred to as a data element, which is the smallest named item in a record. It can represent a qualifier, a 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, etc.), and each element has a specific position within the record (segment). In constructing the segment, each data element is preceded by the separator character. In the ACH, the data element separator is an asterisk ('\*'). Each segment must end with a terminator, which in the ACH is a backslash ('\').

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\*paydate\*payment amount\*non-custodial parent ssn\*medicalsupport indicator\*non-custodial parent name\*FIPScore\*employment termination indicator\**

Note the use of the asterisk ('\*') and backslash ('\').

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. For example, if non-custodial parent name were to be omitted from the segment, it would look like this:

**DED\*application identifier\*case identifier\*paydate\*payment amount\*non-custodial parent ssn\*medical support indicator\*FIPS code\*employment termination indicator\**

Also, if an optional data element is the last data element in a segment and that field is not being used, the preceding asterisk is replaced by the backslash. For example, if the employment termination indicator is omitted from the segment, it would look like this:

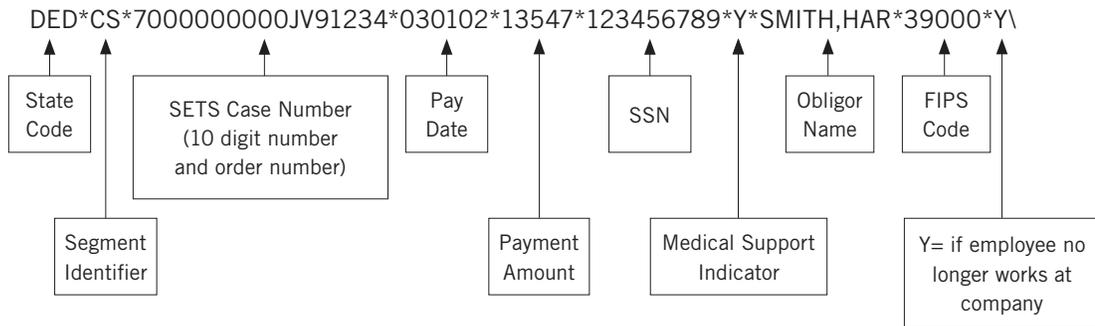
**DED\*application identifier\*case identifier\*pay date\*payment amount\*non-custodial parent ssn\*medical support indicator\*non-custodial parent name\*FIPS code\**

### DED Child Support Segment/Convention

The following grid delineates the format for the DED Segment/Convention for employers:

Element	Comments	Content	Attributes		
			1	2	3
	Segment Identifier	DED	M	ID	3/3
DED01	Application Identifier	CS	M	ID	2/2
DED02	Case Identifier (Ohio Case Number)	7XXXXXXXXX	M	AN	1/20
DED03	Pay Date	YYMMDD	M	DT	6/6
DED04	Payment Amount	\$\$\$\$\$\$CC	M	N2	1/10
DED05	Non-Custodial Parent Social Security Number	XXXXXXXX	M	AN	9/9
DED06	Medical Support Indicator	'Y' = Yes, 'N' = No	M	AN	1/1
DED07	Non-Custodial Parent Name	XXXXXXXXXX	O	AN	1/10
DED08	FIPS Code	XXXXXX	O	AN	5/7
DED09	Employment Termination Indicator	'Y' = Yes	O	AN	1/1

### Sample OHIO DED Segment



(Reminder: 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.)

## » ELECTRONIC FUNDS TRANSFER (EFT)

### ELEMENT DEFINITIONS

**DED01 Application Identifier:** Supported Code Value – ‘CS’ – Child Support

The application identifier indicates the type of deduction being withheld from an employee’s pay. If you are an employer withholding child support from an employee’s paycheck, use CS as the application identifier.

**DED02 Case Identifier:**

The case identifier element is the State of Ohio’s case number assigned to the non-custodial parent. It is a 10-digit number beginning with the number 7 and can be found on the non-custodial parent’s income withholding order. The court order identifier immediately follows this number. For situations where the case and order number are greater than the allotted 20 characters, reverse the order and begin with the order number followed by the SETS case number.

**DED03 Pay Date:**

The pay date element is the non-custodial parent’s (non-custodial parent’s) pay date or the date the payment was withheld from the employee’s paycheck.

**DED04 Payment Amount:**

The payment amount element indicates the non-custodial parent’s child support withheld for the current pay period, which is being paid to the Ohio CSPC.

**DED05 Non-Custodial Parent Social Security Number:**

The non-custodial parent’s Social Security number element provides Ohio CSPC with the non-custodial parent’s Social Security number.

**DED06 Medical Support Indicator:**

Supported Code Values – ‘Y,’ ‘N’

The medical support indicator indicates whether the employer offers family medical insurance coverage. If medical insurance coverage is available, a ‘Y’ is placed in the field; if there is no coverage available, an ‘N’ is placed in the field.

**DED07 Non-Custodial Parent Name:**

The non-custodial parent’s name element indicates the first seven letters of the non-custodial parent’s last name followed by the first three letters of his/her first name. A comma must be used to separate the last name from the first name of the non-custodial parent when the last name is less than seven characters. This field is not case-sensitive, i.e., mixed case letters are acceptable.

Example:

SMITH,JOHN (John Smith – the last name is less than seven letters long)

PENDLETJOH (John Pendleton – the last name has more than seven letters)

**DED08 FIPS Code:**

The Federal Information Process Standard (FIPS) code refers to the FIPS Code of the SDU receiving the transaction. It is 5 characters when indicating both the state and county codes. It is 7 characters when indicating state, county, and local codes. Ohio currently does not require the FIPS code when processing electronic payment, therefore, this field is optional for payments remitted to Ohio. A table listing Ohio’s FIPS codes can be found at the end of this booklet.

**DED09 Employment Termination Indicator:**

Supported Code Value – ‘Y’

The employment termination indicator is used to notify the child support enforcement agency that an individual’s employment has terminated. A ‘Y’ is placed in this field if the employee has terminated; otherwise the field is not used. The payment amount field may contain zero when this field is used. If an employer’s payroll system is unable to generate the employment termination indicator, the employer is required to notify the child support enforcement agency (by phone, email or mail) when an employee with an obligation has left its employment.



» OHIO COUNTY FIPS CODES

Adams	39001	Henry	39069	Putnam	39137
Allen	39003	Highland	39071	Richland	39139
Ashland	39005	Hocking	39073	Ross	39141
Ashtabula	39007	Holmes	39075	Sandusky	39143
Athens	39009	Huron	39077	Scioto	39145
Auglaize	39011	Jackson	39079	Seneca	39147
Belmont	39013	Jefferson	39081	Shelby	39149
Brown	39015	Knox	39083	Stark	39151
Butler	39017	Lake	39085	Summit	39153
Carroll	39019	Lawrence	39087	Trumbull	39155
Champaign	39021	Licking	39089	Tuscarawas	39157
Clark	39023	Logan	39091	Union	39159
Clermont	39025	Lorain	39093	Van Wert	39161
Clinton	39027	Lucas	39095	Vinton	39163
Columbiana	39029	Madison	39097	Warren	39165
Coshocton	39031	Mahoning	39099	Washington	39167
Crawford	39033	Marion	39101	Wayne	39169
Cuyahoga	39035	Medina	39103	Williams	39171
Darke	39037	Meigs	39105	Wood	39173
Defiance	39039	Mercer	39107	Wyandot	39175
Delaware	39041	Miami	39109		
Erie	39043	Monroe	39111		
Fairfield	39045	Montgomery	39113		
Fayette	39047	Morgan	39115		
Franklin	39049	Morrow	39117		
Fulton	39051	Muskingum	39119		
Gallia	39053	Noble	39121		
Geauga	39055	Ottawa	39123		
Greene	39057	Paulding	39125		
Guernsey	39059	Perry	39127		
Hamilton	39061	Pickaway	39129		
Hancock	39063	Pike	39131		
Hardin	39065	Portage	39133		
Harrison	39067	Preble	39135		

## » OHIO CSEA OFFICES

### **Adams County CSEA**

482 Rice Drive  
P.O. Box 386  
West Union, Ohio 45693-0386  
Phone: 937-544-2371  
1-800-840-5771  
Fax: 937-544-5406  
TTY/TDD: 1-800-750-0750, ext.269

### **Allen County CSEA**

200 W. Market St.  
P.O. Box 1589  
Lima, Ohio 45802-1589  
Phone: 419-224-7133  
1-800-224-7133  
Fax: 419-222-6135

### **Ashland County CSEA**

15 West Fourth Street  
Ashland, Ohio 44805-2137  
Phone: 419-289-8141  
1-800-589-8141  
Fax: 419-281-7528

### **Ashtabula County CSEA**

2924 Donahoe Drive  
P.O. Box 1650  
Ashtabula, Ohio 44005-1650  
Phone: 440-998-1110  
1-800-935-0242  
Fax: 440-998-1538

### **Athens County CSEA**

State Route 13, Chauncey, Ohio  
P.O. Box 37  
The Plains, Ohio 45780-0037  
Phone: 740-593-5046  
1-800-436-8933  
Fax: 740-797-2447  
[www.seorf.ohiou.edu/accs](http://www.seorf.ohiou.edu/accs)

### **Auglaize County CSEA**

12 North Wood Street  
P. O. Box 368  
Wapakoneta, Ohio 45895-0368  
Phone: 419-738-2552  
1-800-508-8817  
Fax: 419-738-5544

### **Belmont County CSEA**

310 Fox Shannon Place  
St. Clairsville, Ohio 43950-9765  
Phone 740-695-1074  
1-800-494-1616  
Fax: 740-695-9145

### **Brown County CSEA**

740 Mt. Orab Pike  
P. O. Box 289  
Georgetown, Ohio 45121-0289  
Phone: 937-378-6414/3785  
1-800-244-9833  
Fax: 937-378-2552

### **Butler County CSEA**

210 South Second Street  
Hamilton, Ohio 45011-2812  
Phone: 513-946-1000  
1-800-315-7119  
Fax: 513-946-1430  
TTY/TDD: 513-887-3416  
[www.butlercountyohio.org/csea/](http://www.butlercountyohio.org/csea/)

### **Carroll County CSEA**

7 East Main Street  
P. O. Box 295  
Carrollton, Ohio 44615-0295  
Phone: 330-627-5357  
1-800-567-5357  
Fax: 330-627-3346  
TTY/TDD: 330-627-3346

### **Champaign County CSEA**

1512 South US Hwy 68 SteF100  
P. O. Box 38194  
Urbana, Ohio 43078-0459  
Phone: 937-484-1586  
Fax: 937-484-1604

### **Clark County CSEA**

1345 Lagonda Avenue  
Springfield, Ohio 45503-4401  
Phone: 937-327-3662  
Fax: 937-327-3715/3698  
TTY/TDD: 937-327-3691

### **Clermont County CSEA**

2400 Clermont Center Drive  
Suite 106D  
Batavia, Ohio 45103  
Phone: 513-732-7248  
1-800-571-0943  
Fax: 513-732-7444

### **Clinton County CSEA**

1025 S. South St., Suite 400  
Wilmington, Oh 45177  
Phone: 937-382-5726  
1-800-793-1290  
Fax: 937-383-2400

### **Columbiana County CSEA**

110 Nelson Avenue  
P.O. Box 9  
Lisbon, Ohio 44432-0009  
Phone: 330-424-7781  
1-800-353-0125  
Fax: 330-424-0931  
TTY/TDD: 330-424-7767

### **Coshocton County CSEA**

725 Pine Street  
Coshocton, Ohio 43812  
Phone: 740-622-8631  
1-800-622-7722  
Fax: 740-622-5591

### **Crawford County CSEA**

225 East Mary Street  
Bucyrus, Ohio 44820-2302  
Phone: 419-562-0773  
1-800-761-0773  
Fax: 419-562-2018  
TTY/TDD: 419-562-7906 Sheriff

### **Cuyahoga County CSEA**

1640 Superior Avenue  
P.O. Box 93318  
Cleveland, Ohio 44101-5218  
Phone: 216-443-5100  
1-800-443-1431  
Fax: 216-443-5757  
TTY/TDD: 216-443-5799  
[www.cuyahoga.oh.us/csea](http://www.cuyahoga.oh.us/csea)

## » OHIO CSEA OFFICES

### **Darke County CSEA**

631 Wagner Ave.  
Greenville, Oh. 45331  
Phone: 937-548-4132  
1-800-501-5635  
Fax 937-548-4928  
TTY/TDD: 548-4132

### **Defiance County CSEA**

500 Court Street, Suite C  
P.O. Box 246  
Defiance, Ohio 43512-0246  
Phone: 419-784-2123  
1-800-569-8003  
Fax: 419-782-7680

### **Delaware County CSEA**

140 N. Sandusky (3rd floor)  
P.O. Box 250  
Delaware, Ohio 43015-0250  
Phone: 740-833-2720  
1-800-490-9534  
Fax: 740-833-2719

### **Erie County CSEA**

221 West Parish Street  
P.O. Box 1600  
Sandusky, Ohio 44870-4886  
Phone: 419-626-6781  
1-800-454-3747  
Fax: 419-624-6387  
TTY/TDD: 419-626-6781

### **Fairfield County CSEA**

239 West Main Street  
Lancaster, Ohio 43130  
Phone: 740-687-7155  
1-800-409-2732  
Fax: 740-687-6787  
TTY/TDD: 740-681-7211  
[www.fcdjfs.org](http://www.fcdjfs.org)

### **Fayette County CSEA**

133 South Main St.  
P.O. Box 220  
Washington Court House,  
Ohio 43160  
Phone: 740-333-0350  
1-800-922-0745  
Fax: 740-333-3572

### **Franklin County CSEA**

373 South High Street, 13th Floor  
Columbus, Ohio 43215-6303  
Phone: 614-462-3275  
1-800-827-3740  
Fax: 614-224-5042  
TTY/TDD: 614-462-7697  
[www.co.franklin.oh.us/commissioners/csea/](http://www.co.franklin.oh.us/commissioners/csea/)

### **Fulton County CSEA**

604 South Shoop Avenue  
Suite 200  
Wauseon, Ohio 43567  
Phone: 419-337-0010  
1-800-344-3575  
Fax: 419-337-0061  
TTY/TDD: 419-337-7630  
[www.bright.net/~fchs/](http://www.bright.net/~fchs/)

### **Gallia County CSEA**

19 Locust Street  
P.O. Box 449  
Gallipolis, Ohio 45631-0449  
Phone: 740-446-6177/6792  
1-800-806-0634  
Fax: 740-446-0715

### **Geauga County CSEA**

12480 Ravenwood Drive  
P.O. Box 309  
Chardon, Ohio 44024-9009  
Phone: 440-285-9141  
1-800-209-7590  
Fax: 440-286-6654  
TTY/TDD: 440-285-9141  
[www.co.geauga.oh.us/departments/job\\_family.htm](http://www.co.geauga.oh.us/departments/job_family.htm)

### **Greene County CSEA**

541 Ledbetter Road  
P.O. Box 9  
Xenia, Ohio 45385-3699  
Phone: 937-562-6120  
1-800-337-1740  
Fax: 937-562-6285

### **Guernsey County CSEA**

324 Highland Avenue  
P.O. Box 253  
Cambridge, Ohio 43725-0253  
Phone: 740-432-2381  
1-800-307-8422  
Fax: 740-432-1952

### **Hamilton County CSEA**

222 East Central Parkway  
Cincinnati, Ohio 45202-1225  
Phone: 513-946-1000  
1-800-315-7119  
Fax: 513-946-1430  
TTY/TDD: 513-946-1295  
[www.hamilton-co.org/dhs/](http://www.hamilton-co.org/dhs/)

### **Hancock County CSEA**

7814 County Road 140  
P.O. Box 1465  
Findlay, Ohio 45839-1465  
Phone: 419-424-1365  
1-800-228-2732  
Fax: 419-424-7288

### **Hardin County CSEA**

175 W. Franklin Street, Suite 220  
P.O. Box 428  
Kenton, Ohio 43326-0428  
Phone: 419-674-2269  
1-800-320-2148  
Fax: 419-673-1417

### **Harrison County CSEA**

538 N. Main St. (Suite E)  
P.O. Box 273  
Cadiz, Ohio 43907-1116  
Phone: 740-942-2900  
1-800-455-5355  
Fax: 740-942-8135

### **Henry County CSEA**

1330 North Scott Street  
P.O. Box 190  
Napoleon, Ohio 43545-0070  
Phone: 419-592-4633  
1-800-592-4633  
Fax: 419-592-7433

**Highland County CSEA**

1575 North High Street  
Suite 100  
Hillsboro, Ohio 45133-9442  
Phone: 937-393-4278  
1-800-391-9631  
Fax: 937-393-4461

**Hocking County CSEA**

350 State Route 664 North  
P.O. Box 548  
Logan, Ohio 43138-0548  
Phone: 740-385-8905  
1-800-555-2480  
Fax: 740-385-1911

**Holmes County CSEA**

85 North Grant Street  
P.O. Box 72  
Millersburg, Ohio 44654-0072  
Phone: 330-674-1111  
1-800-971-7979  
Fax: 330-674-0770

**Huron County CSEA**

185 Shady Lane Drive  
Norwalk, Ohio 44857-2373  
Phone: 419-668-9152  
1-800-668-9152  
Fax: 419-668-4738  
TTY/TDD: 419-668-8126

**Jackson County CSEA**

135 Huron Street  
P.O. Box 232  
Jackson, Ohio 45640-0232  
Phone: 740-286-4181  
1-800-588-7161  
Fax: 740-286-4775  
TTY/TDD: 740-286-5246

**Jefferson County CSEA**

125 South Fifth Street  
Steubenville, Ohio 43952-2885  
Phone: 740-283-3300  
1-800-353-2716  
Fax: 740-283-3400  
users.1st.net/jcdhs/

**Knox County CSEA**

117 East High Street  
Fourth Floor  
Mount Vernon, Ohio 43050-3400  
Phone: 740-397-7177  
1-800-298-2223  
Fax: 740-392-8882

**Lake County CSEA**

177 Main Street  
Painesville, Ohio 44077-9967  
Phone: 440-350-4000  
1-800-442-1955  
Fax: 440-350-4399  
TTY/TDD: 440-350-3321

**Lawrence County CSEA**

214 South Fourth Street  
P.O. Box 106  
Ironton, Ohio 45638-0106  
Phone: 740-533-4338  
1-800-510-4443  
Fax: 740-534-9081

**Licking County CSEA**

65 East Main Street  
P.O. Box 338  
Newark, Ohio 43058-0338  
Phone: 740-349-6575  
1-800-513-1128  
Fax: 740-349-6582  
[www.state.oh.us/odjfs/county/licking/](http://www.state.oh.us/odjfs/county/licking/)

**Logan County CSEA**

120 East Sandusky Avenue  
P.O. Box 517  
Bellefontaine, Ohio 43311-0517  
Phone: 937-599-7232  
1-800-599-7232  
Fax: 937-599-3176

**Lorain County CSEA**

42485 North Ridge Road  
P.O. Box 4004  
Elyria, Ohio 44035-2004  
Phone: 440-284-4500  
1-800-808-2991  
Fax: 440-323-3422  
TTY/TDD: 440-284-4125

**Lucas County CSEA**

701 Adams Street  
Toledo, Ohio 43624-2400  
Phone: 419-213-3000  
1-800-466-6396  
Fax: 419-259-3033  
TTY/TDD: 419-259-3094

**Madison County CSEA**

200 Midway Street  
London, Ohio 43140-1356  
Phone: 740-852-4770  
1-800-852-0243  
Fax: 740-852-4756  
TTY/TDD: 740-852-4770

**Mahoning County CSEA**

112 West Commerce Street  
P.O. Box 119  
Youngstown, Ohio 44501-0119  
Phone: 330-740-2073/2-5825  
1-800-528-9511  
Fax: 330-742-5824/740-2017

**Marion County CSEA**

P.O. Box 1817  
Marion, Ohio 43301-1817  
Phone: 740-387-6688  
1-800-960-5437  
Fax: 740-387-2175

**Medina County CSEA**

142 Highland Drive  
P.O. Box 1389  
Medina, OH 44258-1389  
Phone: 330-722-9398  
1-800-706-2732  
Fax 330-722-9238  
TTY/TTD 330-725-9123

**Meigs County CSEA**

175 Race Street  
P.O. Box 191  
Middleport, Ohio 45760-0191  
Phone: 740-992-2117/5031  
1-800-992-2608  
Fax: 740-992-5688  
TTY/TDD: 740-992-2117  
[www.meigsdjfs.net](http://www.meigsdjfs.net)

## » OHIO CSEA OFFICES

### **Mercer County CSEA**

220 West Livingston Street  
Suite 4  
P.O. Box 649  
Celina, Ohio 45822-0649  
Phone: 419-586-7961  
1-800-207-3597  
Fax: 419-586-2151

### **Miami County CSEA**

2040 North County Road 25-A  
Troy, Ohio 45373-1310  
Phone: 937-339-2919  
1-800-308-0264  
Fax: 937-335-2225

### **Monroe County CSEA**

100 Home Avenue  
P.O. Box 638  
Woodsfield, Ohio 43793-0638  
Phone: 740-472-1602  
1-800-472-1602  
Fax: 740-472-5666

### **Montgomery County CSEA**

14 West Fourth Street  
P.O. Box 972  
Dayton, Ohio 45422-3600  
Phone: 937-225-5561/4054  
1-800-555-0430  
Fax: 937-225-5087  
TTY/TDD: 937-225-5042  
www.co.montgomery.oh.us

### **Morgan County CSEA**

155 E. Main St. Rm. 009  
McConnelsville, OH 43756  
Phone: 740-962-3000  
1-800-564-9234  
Fax: 740-962-3833

### **Morrow County CSEA**

80 North Walnut Street  
Lower Level  
Mount Gilead, Ohio 43338-1311  
Phone: 419-947-8075  
1-800-533-0353  
Fax: 419-947-8095

### **Muskingum County CSEA**

1830 East Pike  
P.O. Box 9  
Zanesville, Ohio 43702-0009  
Phone: 740-455-7146  
1-800-450-7146  
Fax: 740-453-5660  
TTY/TDD: 740-454-2888  
www.jobandfamily.com

### **Noble County CSEA**

38 Olive Street  
P.O. Box 250  
Caldwell, Ohio 43724-0250  
Phone: 740-732-2392  
1-800-905-2732  
Fax: 740-732-4108

### **Ottawa County CSEA**

8043 West State Route 163,  
Suite 200  
Oak Harbor, Ohio 43449  
Phone: 419-898-3688  
1-800-665-1677  
Fax: 419-898-2436  
TTY/TDD: 419-898-3688

### **Paulding County CSEA**

201 East Caroline Street  
P.O. Box 210  
Paulding, Ohio 45879-0210  
Phone: 419-399-8464  
1-800-399-2911  
Fax: 419-399-8465

### **Perry County CSEA**

126-1/2 South Main Street  
P.O. Box 308  
New Lexington, Ohio 43764-9988  
Phone: 740-342-2278  
1-800-549-1890  
Fax: 740-342-5509

### **Pickaway County CSEA**

110 Island Road  
P.O. Box 439  
Circleville, Ohio 43113-0439  
Phone: 740-474-5437  
1-800-822-5437  
Fax: 740-474-9333  
TTY/TDD: 740-474-7588/3105  
www.pickawayjfs.org

### **Pike County CSEA**

Pike County Government Center  
230 Waverly Plaza  
Suite 700  
Waverly, Ohio 45690  
Phone: 740-947-2512  
1-800-646-2165  
Fax: 740-947-8955  
TTY/TDD: 740-947-5380

### **Portage County CSEA**

449 South Meridian Street  
Second Floor  
Ravenna, Ohio 44266-1208  
Phone: 330-297-3459  
1-800-876-9544  
Fax: 330-297-4559

### **Preble County CSEA**

1500 Park Ave.  
Eaton, Ohio 45320  
Phone: 937-456-1499  
1-800-413-5899  
Fax: 937-456-5591

### **Putnam County CSEA**

1331 East Fourth Street  
P.O. Box 30  
Ottawa, Ohio 45875-0030  
Phone: 419-523-5586  
1-800-523-5799  
Fax: 419-523-9412

### **Richland County CSEA**

161 Park Avenue East  
P.O. Box 547  
Mansfield, Ohio 44901-9957  
Phone: 419-774-5700  
1-800-774-2552  
Fax: 419-524-1507

**Ross County CSEA**

475 Western Avenue – Suite B  
P.O. Box 469  
Chillicothe, Ohio 45601  
Phone: 740-773-2651  
1-800-413-3140  
Fax: 740-772-7514  
TTY/TDD: 1-800-750-0750

**Sandusky County CSEA**

2511 Countryside Drive  
Fremont, Ohio 43420-8228  
CSEA Phone: 419-334-2909  
1-800-883-8283  
Fax: 419-355-5344  
TTY/TDD: 419-334-8231

**Scioto County CSEA**

710 Court Street  
P.O. Box 1347  
Portsmouth, Ohio 45662-1347  
Phone: 740-354-6661  
1-800-354-6377  
Fax: 740-353-2576

**Seneca County CSEA**

120 1/2 South Washington Street  
P.O. Box 377  
Tiffin, Ohio 44883-9499  
Phone: 419-447-1632  
1-800-666-1632  
Fax: 419-448-5272

**Shelby County CSEA**

227 South Ohio Avenue  
Sidney, Ohio 45365  
Phone: 937-498-4981  
1-800-561-5548  
Fax: 937-498-7396

**Stark County CSEA**

116 Cleveland Avenue Northwest  
P.O. Box 21337  
Canton, Ohio 44701-1337  
Phone: 330-451-8930  
1-800-339-0349  
Fax: 330-451-8924  
TTY/TDD: 330-451-8879

**Summit County CSEA**

175 South Main Street  
Fifth Floor  
P.O. Box 80598  
Akron, Ohio 44308-0598  
Phone: 330-643-2765  
1-800-726-2765  
Fax: 330-643-2745  
TTY/TDD: 330-643-8754

**Trumbull County CSEA**

106 High Street Northwest  
P.O. Box 1350  
Warren, Ohio 44482-1350  
Phone: 330-675-2732  
1-800-720-2732  
Fax: 330-675-2746

**Tuscarawas County CSEA**

154 Second Street Northeast  
P.O. Box 1016  
New Philadelphia, Ohio 44663-1016  
Phone: 330-343-0099  
1-800-685-2732  
Fax: 330-364-4854

**Union County CSEA**

169 Grove Street  
P.O. Box 389  
Marysville, Ohio 43040-0389  
Phone: 937-644-1010  
1-800-248-2347  
Fax: 937-644-8700  
TTY/TDD: 937-644-1010  
[www.co.union.oh.us/job\\_\\_\\_family\\_services.old/job\\_\\_\\_family\\_services.html](http://www.co.union.oh.us/job___family_services.old/job___family_services.html)

**Van Wert County CSEA**

114 East Main Street  
P.O. Box 386  
Van Wert, Ohio 45891-0386  
Phone: 419-238-9566  
1-800-830-0954  
Fax: 419-238-6045

**Vinton County CSEA**

109 West Main Street  
McArthur, Ohio 45651  
Phone: 740-596-5209/5200  
1-800-679-8707  
Fax: 740-596-8315

**Warren County CSEA**

500 Justice Drive  
P.O. Box 440  
Lebanon, Ohio 45036-0440  
Phone: 513-695-1580  
1-800-644-2732  
Fax: 513-695-2969  
TTY/TDD: 1-800-750-0750  
[www.co.warren.oh.us/wcchildsupport/](http://www.co.warren.oh.us/wcchildsupport/)

**Washington County CSEA**

205 Putnam, Fourth Floor  
Marietta, Ohio 45750-3015  
Phone: 740-373-9324  
1-800-888-2732  
Fax: 740-373-9447

**Wayne County CSEA**

201 E. Liberty Street, Suite 202  
P.O. Box 217  
Wooster, Ohio 44691-0057  
Phone: 330-287-5600  
1-800-216-6636  
Fax: 330-287-5623

**Williams County CSEA**

117 West Butler Street  
Bryan, Ohio 43506-1650  
Phone: 419-636-6725  
1-800-937-2732  
Fax: 419-636-8843

**Wood County CSEA**

1940 E. Gypsy Lane Rd  
P.O. Box 1028  
Bowling Green, Ohio 43402  
Phone: 419-354-9270  
1-800-966-3543 (In Ohio)  
Fax: 419-354-9371  
TTY/TDD: 419-354-9000

**Wyandot County CSEA**

120 East Johnson Street  
Upper Sandusky, OH 43351-1420  
phone: 419-294-4977  
1-800-320-5211  
fax: 419-294-6419  
TTY/TDD: 419-294-4770

**Addenda Record** – Also called a 7 record. Contains the information necessary to identify a payment to a specific child support case.

**Attributes** – A name assigned to the three data elements of the EFT attributes: element usage, element type, and minimum/maximum length.

**Authentication** – A mechanism which allows the receiver of an electronic transmission to verify the sender and the integrity of the content of the transmission through the use of an electronic “key” or algorithm, which is shared by the trading partners. This is sometimes referred to as an electronic signature.

**Automated Clearing House (ACH)** – A central clearing facility, operated by the Federal Reserve or a private sector organization on behalf of depository financial institutions (DFI) in which participating DFI’s transmit or receive ACH entries.

**Beginning Segment** – The first segment of data in a transaction set. The beginning segment typically contains a segment identifier, the transaction set, and other data elements. A segment is similar to a record in a standard database application.

**Cash Concentration and Disbursement/Plus (CCD) and CCD+** – A credit or debit entry initiated by an organization to consolidate funds of that organization from its branches, franchises or agents, or from other organizations, or to fund the accounts of its branches, franchises or agents, or of another organization. A CCD+ carries one addenda record with 80 characters of additional payment related information.

**Corporate Trade Exchange (CTX)** – A credit or debit entry initiated by an organization to effect a transfer of funds to or from the account of that organization or another organization and accompanied by remittance information. The CTX 820 is a NACHA format for use in the ACH payment system for child support payments.

**Custodial Parent** – The recipient of child support payments. The Custodial Parent may also be referred to as the “custodial parent.”

**Data Conversion** – The process of converting the value in a data element to an equivalent value.

**Data Element** – A collection of all data elements available in an EDI system. The data element defines the data type, the minimum and maximum length of the data, a reference number, and, if appropriate, a list of acceptable values.

**Data Element Delimiter** – A character used to separate data elements within a segment.

**Data Element Length** – This is the range, minimum to maximum, of the number of character positions available to represent the value of a data element. A data element may be of variable length with range from minimum to maximum, or it may be of fixed length in which the minimum is equal to the maximum.

**Data Element Number** – A unique reference number assigned to each data element in the data element dictionary for each EDI standard.

**Data Element Requirement Designator** – A code defining the need for a data element value to appear in the segment if the segment is transmitted. The codes are mandatory (M), optional (O), or relational (X).

**Data Element Type** – A data element may be one of six types: numeric, decimal, identifier, string, date, or time.

**Electronic Funds Transfer (EFT)** – The electronic transfer of money between accounts at different banks.

**Ending Segment** – The segment that indicates the end of a transaction set.

**FIPS Code (Federal Information Processing Standards)** – For child support purposes, each state is assigned a two-digit code (Ohio is 39) and each county within that state is alphabetically assigned a three-digit number. For example, the FIPS code for Wyandot County is 39175.

**Header Segment** – A segment that begins every batch and identifies the data contained in that batch. Each header contains a control number that must match the control number in the corresponding trailer.

**Income Withholding** – The process wherein an employer or income payer holds out court-ordered child support from a non-custodial parent and in turn remits that payment to CSPC for disbursement to the custodial parent.

**Mandatory Data Element** – An element containing information that must be present in the transaction as mandated by the standards.

**Mandatory Segment** – A segment containing information that must be present in the transaction as mandated by the standards.

**Maximum Use** – The maximum number of times a data segment can be used in specifications succession.

**National Automated Clearing House Association (NACHA)** – The national trade association for electronic payments associations, which establishes the rules, industry standards, and procedures governing the exchange of commercial ACH payments by depository financial institutions.

**Non-Custodial Parent** – The payor of child support payments. The non-custodial parent may also be referred to as the “non-custodial parent.”

**Custodial parent** – Also known as the Custodial Parent. The recipient of child support payments.

**Non-custodial parent** – Also known as the Non-Custodial Parent. The payor of child support.

**Office of Child Support Enforcement (OCSE)** – A federal office responsible for the establishment of child support program standards and regulations applicable to all state child support programs.

**SETS Case Number** – A ten-digit case identifier that begins with the number “7.” This is also called a State Identification Number.

**Optional Data Element** – A data element used in an EFT file segment that contains information not required by the standard but that can be included in the transaction at the discretion of the sender or receiver.

**Optional Data Segment** – A data segment used in an EFT file segment that contains information not required by the standard but that can be included in the transaction at the discretion of the sender and receiver.

**Order Number** – The number assigned to an order at the time legal action is initiated. Example: JV123765

**Pay Date** – The date a payment is withheld from an employee (non-custodial parent).

**Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA)** – The 1996 federal law that requires all states to implement a centralized payment receipt and disbursement unit.

**Proprietary Standard** – An industry or company-specific data format that has been developed by a company for exchanging data with its trading partners. These proprietary formats usually do not comply with ANSI ASC X12-based standards.

**Segment Identifier** – A unique identifier for a segment composed of a combination of two or three uppercase letters and digits. The segment identifier occupies the first character positions of the segment. The segment identifier is not a data element.

**Segment Terminator** – A unique character appearing at the end of a segment to indicate the termination of the segment.

**SETS (Support Enforcement Tracking System)** – The single statewide automated system used by the State of Ohio to track, monitor and process all child support and spousal support case information and activity.

**State Identification Number** – A ten-digit case identifier that begins with the number “7.” In Ohio, this is also called the SETS Case Number.

**Trailer Segment** – A segment that ends every batch and provides counts of the segments, transaction sets, or functional groups transmitted. Each trailer contains a control number that must match the control number in the corresponding header.

» REGISTRATION FORM

**EMPLOYER REGISTRATION FOR ELECTRONIC FUNDS TRANSFER**

You Must Complete and Submit this Information before Making Your First Electronic Transmission to Ohio CSPC.

Company Name: \_\_\_\_\_

Abbreviated Company Name: \_\_\_\_\_

(Please print the 16 alphanumeric characters that will be used in the ACH header record to identify the company)

FEIN: \_\_\_\_\_

(Federal Employer Identification Number)

Employer Child Support Contact Name: \_\_\_\_\_

Employer Child Support Contact Phone: \_\_\_\_\_

Employer Child Support Contact Fax: \_\_\_\_\_

Employer Child Support Email: \_\_\_\_\_

Technical Contact Name: \_\_\_\_\_

Technical Contact Phone: \_\_\_\_\_

Technical Contact Fax: \_\_\_\_\_

Technical Contact Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Person completing the form)

**Please Complete All Information.** If you have any questions, please call CSPC Customer Service at 1-888-965-2676, Monday Through Friday, 7:00 A.M. To 6:00 P.M. EST.

**Fax or mail this form to:**

Fax: 1-614-895-2094

Mail: Ohio CSPC  
EDI/ACH Registration  
Post Office Box 182497  
Columbus, Ohio 43218-2497

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