

File Layout Data Element Attributes

These are the different data element statuses and a description of each.

Status	Description
M (Mandatory)	The data element is mandatory.
C (Conditional)	The data element is required when specific conditions are satisfied.
O (Optional)	The data element is optional and may be provided at the option of the originator of the record. If the data element is present in the record, it will be processed.
I (Ignored)	The data element is ignored.

EPC Account Maintenance File

The Account Maintenance file contains non-financial demographic information about the client recipient and their case. The file is used to set-up new accounts or to change information.

The EPC Account Maintenance file records layout consists of a Header Record, followed by one or more Detail Records, followed by a Trailer Record.

Account Maintenance File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	File ID	2	X	Value '02'	M
2	003-003	Record ID	1	X	Value 'A'	M
3	004- 011	Create Date	8	9	CCYYMMDD	M
4	012-017	Create Time	6	9	HHMMSS	M
5	018-026	Detail Record Count	9	9		M
6	027-228	Filler	202	X	Spaces	I

Account Maintenance File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-001	Record ID	1	X	Value 'D'	M
2	002-003	Filler	2	X	Value Spaces	I
3	004-005	Action Code	2	9	Value 01 (New Account) Value 02 (Update Account)	M
4	006-006	Process Code	1	9	Value 0 (No Operation) Value 1 (Open Account)	M
5	007-008	Access Type	2	X	Value '00' (Primary Card Holder)	M
6	009-012	Account Access	4	9	Value 0002 (Cash Only Access)	M
7	013-014	Program Agency ID	2	X	Value 'TA' (TANF)	M
8	015-026	Client Program Number	12	X	Agency Client State ID	M
9	027-035	SSN	9	9		M
10	036-043	Birth Date	8	9	CCYYMMDD	M
11	044-044	Sex	1	X	Value 'M' or 'F' or 'U'	M
12	045-069	Last Name	25	X		M
13	070-094	First Name	25	X		M
14	095-095	Middle Initial	1	X	Value Spaces	M
15	096-098	Filler	3	X	Value Spaces	M
16	099-128	Address 1	30	X		M
17	129-158	Address 2	30	X	Can be 'Spaces'	M
18	159-178	City	20	X		M
19	179-180	State	2	X		M
20	181-185	Zip code	5	9		M
21	186-189	Extended Zip Code	4	9	Can be 'Zeros'	M

22	190-192	Country Code	3	X	Value 'USA'	M
23	193-195	Phone Area	3	X	Can be 'Spaces'	M
24	196-202	Phone No	7	X	Can be 'Spaces'	M
25	203-203	Special Needs	1	X	Value 'N'	M
26	204-205	Language ID	2	X	Value '00' (English)	M
27	206-206	Card Issue	1	X	Value Space	M
28	207-228	Filler	22	X	Value Spaces	I

Account Maintenance File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	File ID	2	X	Value '02'	M
2	003-003	Record ID	1	X	Value 'T'	M
3	004- 011	Create Date	8	9	CCYYMMDD	M
4	012-017	Create Time	6	9	HHMMSS	M
5	018-026	Detail Record Count	9	9		M
6	027-228	Filler	202	X	Spaces	I

EPC Account Maintenance Batch Processing Summary Report File

To communicate receipt of the Account Maintenance file, the contractor generates this batch processing report and transmits it back to the Agency for each file processed. The report provides a summary of the file processed and identifies any records that could not be processed, including the reason for rejection.

```
-----  
Error      : Record #(      n)  - Unit: amrecords      - Phase: process  
Exception  : General error  
Server msg : Exception Error code:-nnnn  
    Exception: Account could not be opened  
Record num = n  
Record: [Complete-Agency-Detail-Record-Sent-to-the-Vendor-System]  
Reject time: DDD MMM DD HH:MM:SS CST CCYY  
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```

#	Description	Comments
1	Filename	<Vendor-System-Account-Maintenance-File-Name>
2	Date/Time	DDD MMM DD HH:MM:SS CST CCYY
3	All Rejected Detail Records	Rejected Detail records, those in the "Total Rejected Records" count, are printed on the report.
4	Total Records Pre-Processed	nn
5	Total Records Processed	nn
6	Total Records Rejected During Preprocessing	n
7	Total Records Rejected	n
8	File Processing Start Time	DDD MMM DD HH:MM:SS CDT CCYY
9	File Processing End Time	DDD MMM DD HH:MM:SS CDT CCYY
10	File Processing Total Time (Seconds)	n
11	Processing Rate Records/Second	n

Account Maintenance Reject File

The Account Maintenance Rejects file communicates to the Agency any Account Maintenance Detail records that were rejected by the Contractor system.

The Account Maintenance Rejects file records layout consists of a Header Record, followed by any rejected Detail Records, followed by a Summary Record, followed by a Trailer Record.

Account Maintenance Reject File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'HD'	M
2	003-004	Agency ID	2	X	Value 'IA'	M
3	005- 006	Agency Code	2	X	Value 'DH'	M
4	007-014	Create Date	8	9	CCYYMMDD	M
5	015-023	Create Time	9	9	HHMMSSMMM	M
6	024-033	File Identifier	10	X	Value 'ACCTMAINT'	M
7	034-043	File Extension	10	X	Value 'ACCTMNTREJ'	M
8	044-308	Filler	265	X	Spaces	I

Account Maintenance Reject File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'DT'	M
2	003-302	Error Record	300	X	The Entire Detail Record in Error	M
3	303- 308	Error Code	6	X	Reason Code Detail Record Was Rejected	M

Account Maintenance Reject File Summary Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'SA'	M
2	003-004	Agency ID	2	X	Value 'IA'	M
3	005- 006	Agency Code	2	X	Value 'DH'	M
4	007-014	Create Date	8	9	CCYYMMDD	M
5	015-023	Create Time	9	9	HHMMSSMMM	M
6	024-033	File Identifier	10	X	Value 'ACCTMAINT'	M
7	034-043	File Extension	10	X	Value 'ACCTMNTREJ'	M
8	044-052	Records Received Count	9	9	Number of Detail Records Received	M
9	053-061	Add Account Recs Count	9	9		M
10	062-070	Update Account Recs Count	9	9		M
11	071-079	Error Records Count	9	9		M
12	080-308	Filler	229	X	Spaces	I

Account Maintenance Reject File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'TR'	M
2	003-004	Agency ID	2	X	Value 'IA'	M
3	005- 006	Agency Code	2	X	Value 'DH'	M
4	007-014	Create Date	8	9	CCYYMMDD	M
5	015-023	Create Time	9	9	HHMMSSMMM	M
6	024-033	File Identifier	10	X	Value 'ACCTMAINT'	M
7	034-043	File Extension	10	X	Value 'ACCTMNTREJ'	M
8	044-052	Records Count	9	9	Number of Detail Records + 1 Summary Record	M
9	053-308	Filler	256	X	Spaces	I

Account Status File

The Account Status File communicates to the Agency the new accounts that were successfully added by the Account Maintenance File.

The New Account Status file records layout consists of a Header Record, followed by none to many Detail Records, followed by a Trailer Record.

If there were no New Accounts set-up, the file will only contain Header and Trailer records.

Account Status File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-003	File Record ID	3	X	Value 'FHR'	M
2	004 -011	Create Date	8	9	CCYYMMDD	M
3	012-017	Create Time	6	9	HHMMSS	M
4	018-026	Detail Record Count	9	9		M
5	027-126	Filler	100	X	Spaces	I

Account Status File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-003	File Record ID	3	X	Value 'FDR'	M
2	004-005	Transaction Type	2	X	Value '01' (New Account Was Set-up)	M
3	006-007	Program Agency ID	2	X	Value 'TA' (TANF)	M
4	008-019	Client Program Number	12	X	Agency Client State ID	M
5	020-033	Filler	14	X	Spaces	I
6	034-058	Cardholder First Name	25	X		M
7	059-083	Cardholder Last Name	25	X		M
8	084-084	Cardholder Middle Initial	01	X		M
9	085-093	Filler	9	X	Spaces	I
10	094-110	Cardholder ACH Number	17	9	BIN + Next Sequential Acct# + 4	M
11	111-126	Filler	16	X	Spaces	I

Account Status File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-003	File Record ID	3	X	Value 'FTR'	M
2	004 -011	Create Date	8	9	CCYYMMDD	M
3	012-017	Create Time	6	9	HHMMSS Value Zeros	M
4	018-026	Detail Record Count	9	9		M
5	027-126	Filler	100	X	Spaces	I

EPC Deposit File

The Deposit File contains new cash deposits to be added to existing account in the Contractor system.

The Deposit file records layout consists of a Header Record, followed by one or more Detail Records, followed by a Trailer Record.

Deposit File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'HB'	M
2	003-006	Filler	4	X	Spaces	I
3	007-012	Batch ID	6	X	Value 'IAEPCD'	M
4	013-020	Create Date	8	9	CCYYMMDD	M
5	021-026	Create Time	6	9	HHMMSS	M
6	027-106	Filler	80	X	Spaces	I

Deposit File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'DT'	M
2	003-004	Action Code	2	X	Value '01' (Add Deposit)	M
3	005-016	Client Program Number	12	X	Agency Client State ID	M
4	017-020	Agency Deposit Type	4	X	Value 'DHTA'	M
5	021-027	Deposit Amount	7	9	Benefit amount in cents.	M
6	028-036	Deposit Document ID	9	X	Unique for each Deposit	M
7	037-044	Deposit Available Date	8	9	CCYYMMDD	M
8	045-050	Deposit Month	6	9	CCYYMM	M
9	051-056	Deposit Available Time	6	9	Value '120100'	M
10	057-106	Deposit Detail Description	50	X	Value 'FIP' OR 'PROMISE JOBS'	M

Deposit File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'TB'	M
2	003-008	Batch ID	6	X	Value 'IAEPCD'	M
3	009-017	Detail Records Count	9	9		M
4	018-026	Total Add Deposits	9	9		M
5	027-032	Filler	6	X	Spaces	I
6	033-042	Total Add Dollars	10	9	Benefit amount in cents.	M
7	043-106	Filler	64	X	Spaces	I

EPC Deposit Batch Processing Summary Report File

To communicate receipt of the Deposit file, the contractor generates this batch processing report and transmits it back to the Agency for each file processed. The report provides a summary of the file processed and identifies any records that could not be processed, including the reason for rejection. This report file is used by the Agency Fiscal Bureau when reconciling daily and monthly deposits.

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=====
EXTFILE SERVER 01                               External File Processing
Report
Filename: <Vendor-System-Deposit-File-Name>
Date/Time: DDD MMM DD HH:MM:SS CDT CCYY
=====
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#	Description	Comments
1	Filename	<Vendor-System-Deposit-File-Name>
2	Date/Time	DDD MMM DD HH:MM:SS CDT CCYY
3	All Rejected Detail Records	Rejected Detail records, those in the "Total Rejected Records" count, are printed on the report.
4	Total Records Pre-Processed	Nnn
5	Total Records Processed	nnn
6	Total Records Rejected During Preprocessing	n
7	Total Records Rejected	n
8	File Processing Start Time	DDD MMM DD HH:MM:SS CDT CCYY
9	File Processing End Time	DDD MMM DD HH:MM:SS CDT CCYY
10	File Processing Total Time (Seconds)	nnn
11	Processing rate records/second	nnn
12	Total Deposit Amount Processed	\$999,999.99
13	Total Deposit Amount Rejected	\$9.99
14	Total Debit Amount Processed	\$9.99
15	Total Debit Amount Rejected	\$9.99
16	Total Credits Processed	nnn
17	Total Credits Rejected	n
18	Total Debits Processed	n
19	Total Debits Rejected	n

Deposit Confirmation File

The Deposit Confirmation file communicates to the Agency the cash deposits that were successfully added to client accounts.

The Deposit Confirmation file records layout consists of a Header Record, followed by none to many Detail Records, followed by a Trailer Record.

Deposit Confirmation File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	File Type	2	X	Value 'DC'	M
2	003-008	Batch ID	6	X	Value 'IAEPCD'	M
3	009-009	Record Type	1	X	Value 'A'	M
4	010-017	Create Date	8	9	CCYYMMDD	M
5	018-023	Create Time	6	9	HHMMSS	M
6	024-033	Detail Record Count	9	9		M
7	033-237	Filler	205	X	Spaces	I

Deposit Confirmation File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'DT'	M
2	003-004	Program Agency ID	2	X	Value 'TA' (TANF)	M
3	005-014	Client Program Number	10	X	Agency Client State ID	M
4	015-030	Filler	16	X	Spaces	I
5	031-032	Primary Indicator	2	X	Value '01'	M
6	033-038	Filler County Code	6	X	Value '000 '	M
7	39-040	Program Type	2	X	Value 'CA' (Cash)	M
8	041-044	Transaction Type	4	9	Value 6000 (Deposit Added via Batch)	M
9	045-052	Transaction Date	8	9	CCYYMMDD	M
10	053-058	Transaction Time	6	9	HHMMSS	M
11	059-062	Benefit Type	4	X	Value 'TA ' (TANF)	M
12	063-063	Debit Credit Indicator	1	X	Value 'C' (Credit)	M
13	064-069	Filler	6	X	Spaces	M
14	070-076	Transaction Amount	7	9	Benefit amount in cents.	M
15	077-091	Trace Number	15	X	Document ID from Agency Deposit File	M
16	092-105	Filler	14	X	Spaces	I
17	106-113	Settlement Date	8	9	CCYYMMDD	M
18	114-197	Filler	84	X	Spaces	I
19	198-213	Cardholder First Name	16	X		M
20	214-233	Cardholder Last Name	20	X		M
21	234-237	Filler	4	X	Spaces	I

Deposit Confirmation File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'TD'	M
2	003-008	Batch ID	6	X	Value 'IAEPCD'	M
3	009-017	Detail Record Count	9	9	Value 'A'	M
4	018-027	Total Credits	10	9	Benefit amount in cents.	M
5	028-037	Total Debits	10	9	Value Zeros	M
6	038-237	Filler	200	X	Spaces	I

Deposit Reject File

The Deposit Reject file communicates to the Agency the cash deposits that were not successfully added to client accounts.

The Deposit Reject file records layout consists of a Header Record, followed by any rejected Detail Records, followed by a Summary Record, followed by a Trailer Record.

Deposit Reject File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'HD'	M
2	003-006	Batch ID	4	X	Value 'IADH'	M
3	007-014	Create Date	8	9	CCYYMMDD (from Agency Deposit File Header)	M
4	015-023	Create Time	9	9	HHMMSSMMM (from Agency Deposit File Header)	M
5	024-033	File Identifier	10	X	Value 'DEPOSIT '	M
6	034-043	File Extension	10	X	Value 'DEPREJ '	M
7	044-114	Filler	71	X	Spaces	I

Deposit Reject File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'DT'	M
2	003-108	Error Record	106	X	The Entire Detail Record in Error	M
3	109- 114	Error Code	6	X	Reason Code Deposit Record Was Rejected	M

Deposit Reject File Summary Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'SA'	M
2	003-006	Batch ID	4	X	Value 'IADH'	M
3	007-014	Create Date	8	9	CCYYMMDD (From Agency Deposit File Header)	M
4	015-023	Create Time	9	9	HHMMSSMMM (From Agency Deposit File Header)	M
5	024-033	File Identifier	10	X	Value 'DEPOSIT '	M
6	034-043	File Extension	10	X	Value 'DEPREJ '	M
7	044-052	Records Received Count	9	9	Number of Detail Records Received	M
8	053-061	Add Deposit Recs Count	9	9		M
9	062-070	Cancel Deposit Recs Count	9	9	Value Zeros	M
10	071-081	Add Dollars Processed	11	9	Benefit amount in cents.	M
11	082-092	Cancel Dollars Processed	11	9	Value Zeros	M
12	093-101	Errors Count	9	9		M

13	102-112	Errors Dollars	11	9	Benefit amount in cents.	M
14	113-114	Filler	2	X	Spaces	I

Deposit Reject File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	Record Type	2	X	Value 'TR'	M
2	003-006	Batch ID	4	X	Value 'IADH'	M
3	007-014	Create Date	8	9	CCYYMMDD (From Agency Deposit File Header)	M
4	015-023	Create Time	9	9	HHMMSSMMM (From Agency Deposit File Header)	M
5	024-033	File Identifier	10	X	Value 'DEPOSIT '	M
6	034-043	File Extension	10	X	Value 'DEPREJ '	M
7	044-052	Records Count	9	9	Number of Detail + 1 Summary Records	M
8	053-114	Filler	62	X	Spaces	I

Account Change File

The Account Change File communicates to the Agency all mailing address and phone number changes to cardholder accounts that were initiated by the Contractor Call Center systems.

The Account Address and Phone Changes file records layout consists of a Header Record, followed by none to many Detail Records, followed by a Trailer Record.

Account Change File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	File Type ID	2	X	Value '02'	M
2	003-003	Record Type ID	1	X	Value 'A'	M
3	004-011	Create Date	8	9	CCYYMMDD	M
4	012-017	Create Time	6	9	HHMMSS	M
5	018-026	Detail Records Count	9	9		M
6	027-227	Filler	201	X	Spaces	I

Account Change File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-001	Record ID	1	X	Value 'D'	M
2	002-003	Program ID	2	X	Value 'TA'	M
3	004-015	Client Program Number	12	X	'TA' + Agency Client State ID	M
4	016-024	SSN	9	9		M
5	025-032	Birth Date	8	9	CCYYMMDD	M
6	033-033	Filler	1	X	Spaces	M
7	034-058	Last Name	25	X		M
8	059-083	First Name	25	X		M
9	084-084	Middle Initial	1	X		M
10	085-114	Mailing Address 1	30	X		M
11	115-144	Mailing Address 2	30	X		M
12	145-164	City	20	X		M
13	165-166	State	2	X		M
14	167-171	Zip Code	5	9		M
15	172-175	Extended Zip Code	4	9		M
16	176-178	Country Code	3	X		M
17	179-188	Telephone No	10	9	Area code and Number, Numbers or Spaces	M
18	189-227	Filler	39	X	Spaces	I

Account Change File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-002	File Type ID	2	X	Value '02'	M
2	003-003	Record Type ID	1	X	Value 'T'	M
3	004-011	Create Date	8	9	CCYYMMDD	M
4	012-017	Create Time	6	9	HHMMSS	M
5	018-026	Detail Records Count	9	9		M
6	027-227	Filler	201	X	Spaces	I

Cards Returned File

The Cards Returned File communicates to the Agency all Client Debit Cards that were undeliverable because the client mailing address was incorrect. The cards were returned to and destroyed by the Contractor.

The Cards Returned and Destroyed file records layout consists of a Header Record, followed by none to many Detail Records, followed by a Trailer Record.

Cards Returned File Header Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-003	File Record Type ID	3	X	Value 'CHR'	M
2	004-011	Create Date	8	9	CCYYMMDD	M
3	012-017	Create Time	6	9	HHMMSS	M
4	018-026	Detail Records Count	9	9		M
5	027-227	Filler	201	X	Spaces	I

Cards Returned File Detail Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-003	File Record Type ID	3	X	Value 'CHR'	M
2	004-019	Masked Card Number	16	X	Contains X's in Pos. 7-12	M
3	020-031	Client Program Number	12	X	'TA' + Agency Client State ID	M
4	032-056	Cardholder Last Name	25	X		M
5	057-081	Cardholder First Name	25	X		M
6	082-082	Cardholder Mid Initial	1	X		O
7	083-107	Mailing Address 1	25	X	Address the Card Was Mailed to	M
8	108-132	Mailing Address 2	25	X	Address the Card Was Mailed to	M
9	133-152	City	20	X	City the Card Was Mailed to	M
10	153-157	Zip Code	5	9	Zip Code the Card Was Mailed to	M
11	158-167	Cardholder Phone No	10	9	Spaces, or Client Area code and Number	M
12	168-168	Balance Indicator	1	X	Value 'Y' or 'N'	M
13	169-179	Entry Date	11	X	'CCYY-MM-DD ' (when posted as Returned)	M
14	180-187	Entry Time	8	X	'HH:MM:SS'(when posted as Returned)	M
15	188-198	Issue Date	11	X	'CCYY-MM-DD ' (when mailed)	M
16	199-206	Issue Time	8	X	'HH:MM:SS'(when mailed)	M
17	207-216	User Id	10	X	Person ID who posted Card	M

					as Returned	
18	217-227	Filler	11	X	Spaces	I

Cards Returned File Trailer Record

#	Position	Description	Length	Type	Comments	M/C/O/I
1	001-003	File Record Type ID	3	X	Value 'CTR'	M
2	004-011	Create Date	8	9	CCYYMMDD	M
3	012-017	Create Time	6	9	HHMMSS	M
4	018-026	Detail Records Count	9	9		M
5	027-227	Filler	201	X	Spaces	I