IB13

Freeform Memorandum

Jan 25 Tech Talk

COMMUNICATION TOOL

IB13 is a freeform memorandum sent over the secure ICON network.

It is used to exchange information between States and Federal Agencies.

It is also used to transmit Directory of Federal Address updates, AutoIB5 requests, HCTC comments, Claimstaking Handbook updates, and Overpayment Recovery Handbooks updates.

All States should be able to view and process incoming IB13s as well as send IB13s as needed.

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IB13 DOCUMENTATION

*IB13 Variable Description (Record layout)

*IB13 Schema

*Web Services Info Document

*IB6 Non Model Code Guide

*UCFE Non Model Code Guide

*IB13 System User Guide for Model Code

Reserved User IDs

Used in applications and must adhere to correct application format)

   XX.IB1, XX.IB4, XX.IB4R, XX.IB5, XX.IB6,

 XX.AUTOIB5, XX.UCFEADDR, XX.HANDBOOK, XX.OVERPYMT

<u>Generic User ids</u> **– XX.TALKIB6, XX.HCTC,   XX.IPC, XX.CWC, XX.INCOORD, XX.INPROGMR,   XX.LIABLE, XX.INSYSPGM,   XX.XBPC, XX.INSTATS, XX.HNDNOTFY,XX.OPNOTFY,XX.DPMGR,XX.LIABMGR, XX.UNKNOWN**

XX is State Postal code

DISTRIBUTION LISTS

➢ **Global mailing lists**

   ex: GL.REGION7

➢ **Individual mailing lists**

   ex: ML.LOCSTAFF

➢ **Broadcast message**

   ex: US.IPC

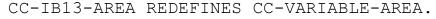ICON
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MESSAGE ID

➢ **The message id is used in the model code and at the UI-ICON Hub and in some States to keep the record unique.**

➢ **It's 6 digit numeric. In model code, the record is stored with the State characteristics and incremented by one with each IB record sent (IB1, IB4, IB4R, IB5, IB13).**

➢ **You must make the message id unique in your system.**

➢ **Key at the Hub (and in model code States) starts:**
Destination (NV.TALKIB6) Sender (WV.CWC) and Message id (123456)

➢ **IB13s are transmitted along with your other IB Delivery data (IB4s, IB5s).**

IB13 Record Layout

This document is a description of the variables for IB13 records. IB13s are used to create messages for the HCTC office, Directory of Federal Addresses updates, Automated Handbook Updates, Overpayment Recovery Handbook Updates, TALKIB6, AUTOIB5, or maybe just a message to a CWC unit or IPC. See specific applications for those IB13s related to them.

```
VARIABLE NAME                 PIC                    CONTENTS


CC-KEY.
   CC-RECEIVER-ID-STATE       X(02)                  Destination State's Postal Code
   CC-RECEIVER-ID-PERIOD      X(01)                  '.' = Period
   CC-RECEIVER-ID-UID         X(08)                  Destination State's Userid
   CC-SENDER-ID-STATE         X(02)                  Sender's State Postal Code
   CC-SENDER-ID-PERIOD        X(01)                  '.' = Period
   CC-SENDER-ID-UID           X(08)                  Sender's Userid
   CC-MESSAGE-ID              9(06)                  IB13 MESSAGE ID
   FILLER                     X(05)                  SPACES
   CC-SEGMENT-NBR             9(03)                  000 = First page of Message
                                                     001 = Additional Pages

   CC-TYPE-RECORD             X(01)                  '0'
   CC-LENGTH-OF-AREA          S9(04)                 VARIES DEPENDING ON
                                                          TEXT MESSAGE

   CC-VARIABLE-AREA           X(4056)                THIS AREA IS REDEFINED
                                                     BELOW

   CC-IB13-AREA REDEFINES CC-VARIABLE-AREA.
```

IB13 Record Layout (cont.)

```
CC-IB13-AREA REDEFINES CC-VARIABLE-AREA.
    CC-IB13-000-FIRST71.
    CC-IB13-SUBJECT            X(29)              Message Subject
    CC-IB13-CREATE-DATE        S9(06)             Create Date (MMDDYY)
    CC-IB13-RECEIVED-DATE      S9(06)             Date received at Hub -
                                                  YYMMDD - State codes Zeros
    CC-IB13-PRIORITY           S9(03)             ZEROS
    CC-IB13-CREATE-TIME        S9(05)             CREATE TIME (0HHMM)
    CC-IB13-RECEIVED-TIME      S9(05)             Time received at Hub -
                                                  0HHMM - State codes Zeros
    CC-IB13-PRINTER            X(05)              SPACES
    CC-IB13-CREATE-DT-CC       X(02)              Century of Create Date
    CC-IB13-RECEIV-DT-CC       X(02)              Century of Received Date
    FILLER                     X(17)              SPACES
    CC-IB13-001-FIRST71 REDEFINES CC-IB13-000-FIRST71
                               X(71)              TEXT MESSAGE
    CC-IB13-TEXT-MESSAGE OCCURS 55 TIMES
                               X(71)              TEXT MESSAGE
    FILLER                     X(80)              SPACES
```

Compute the length to put in the CC-LENGTH-OF-AREA by taking the number of Text Lines, including the First71 and multiply that by 71 (length of text line).

Compute the length of the IB13 for transmission by taking the CC-LENGTH-OF-AREA and adding 41(length of key) and dividing that total by 80. If there's a remainder, add 1 to the number of 80 byte lines.

Health Coverage Tax Credit IB13s

- **Sent to you from the IRS who handles HCTC (Health Coverage Tax Credit)**

- **Will tell you by SSN what they don't like about the HCTC data you sent in**

- **Always to your State Postal Code dot HCTC (XX.HCTC)**

- **Always from HC.HCTC and 213 in length**

- **Has unique message ID**

Sample HCTC IB13 from IRS

```
XX.HCTC      HC.HCTC      344001        00000213ERROR 123456789
0110230000000000030000000        2000                      VALUE FOR ELIGIBILITY YEAR
(2008) IS LESS THAN 2013
```

Health Coverage Tax Credit IB13s

- **Your State can send IB13s to the IRS. Send to HC.HCTC**

Sample HCTC IB13 to IRS

```
HC.HCTC     XX.HCTC     331002     00000213ERROR 123456789
12102400000000000030000000     2000               RECORD WAS RESUBMITTED WITH CORRECT
ELIGIBILITY YEAR
```

IB6 IB13s

➢There are two IB13s associated with the IB6 quarterly billing system. Details on formatting them are found in the IB6 Non Model Code Guide.

➢XX.AUTOIB5

➢XX.TALKIB6

IB6 IB13s

XX.AUTOIB5

- **Must be set up to differentiate incoming Requests for Missing IB5s from other IB13 messages. The incoming Request for Missing IB5 IB13 should be written to your IB13 file as though it were a regular IB13 message.**
- **The key for the IB5 that was indicated in the IB6 sent to the Transfer State will begin in position 5 of the first text line.**
- **Programmatically, your State should read the incoming AUTOIB5 IB13s and <u>resend the requested IB5 </u>to the Transfer State.**
- **You should match on date only unless you have multiple on that date and then use the time also**

IB6 IB13s

➤ XX.AUTOIB5 IB13 Sample – From State to State

```
XX.AUTOIB5 ZZ.TALKIB6 476912       00000284MISSING IB5 REQUESTED FOR IB60110230000
000000220800000       2020                      IB5=123456789090922201304
                              MISSING IB5 REQUESTED FOR IB6 BILLING 2022-3
                      FOR SSN 123-45-6789, IB5 CREATED DATE: 09-09-2022,TIME: 2
01304
```

IB6 IB13s

➢ **XX.TALKIB6**

- **IB6 specific IB13s will be sent to XX.TALKIB6 (where XX is your State Postal code).**
- **Other States will send questions/comments concerning the IB6.**
- **Model code programs send Reconciliation and Payment IB13s and information/inquires regarding a specific IB6 line item.**

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IB6 TALKIB6 SAMPLE IB13

XX.TALKIB6 IB13 SAMPLE – From State to State

```
XX.TALKIB6 ZZ.TALKIB6 090862      00000355IB6 BILLING: 2020/2        0105230000
000000102300000       2000                    RE: IB6 BILLING FOR YEAR/QTR: 2020/2
                                 FOR SSN: 123-45-6789, BYE DATE: 10/10/2020, ADJ:
 NO                   NO SEPARATE ADJ FOUND ON THIS BILL. MCS/IB6
```

UCFE IB13s

XX.UCFEADDR

- The Directory of Federal Addresses for claims resides in every State
- Updates to the Directory are sent to your State via IB13
- You need to take the updates and process them on your State hosted copy of the Directory to keep it current
- An update could Delete the Directory entry
- Formatting of the UCFEADDR is found in the UCFE Non-Model Code Guide

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UCFE DIRECTORY Update IB13 Sample

➢**XX.UCFEADDR IB13 Sample**

```
XX.UCFEADDRH2.INPROGMR002259        00000852UCFE DIRECTORY UPDT 01-04-23 0104230000
000000135300000                                  0350001
                          U.S. TAX COURT
                  U.S. TAX COURT
          EMPLOYERS EDGE / EQUIFAX
       P.O. BOX 351567

                                                 WESTMINSTER
                          CO 80035........    USA
                              AMANDA YENIGUES
                          8666753856....
                  20220606 , 8
```

HANDBOOK IB13s

- **These IB13s are optional to your State**

- **If your State only utilizes the UI-ICON hosted websites for the Claimstaking Handbook and Overpayment Recovery Handbook, then you can notify the UI-ICON Hub that you do not wish to receive updates.**

- **However, if you keep a copy of the Claimstaking Handbook and/or the Overpayment Recovery Handbook on your State system, then you will need to be able to process these IB13s.**

- **And send in your updates to be distributed nationwide.**

HANDBOOK IB13 SAMPLE

➤**XX.HANDBOOK IB13 SAMPLE to State from UI-ICON Hub**

```
XX.HANDBOOKH2.INPROGMR035429       00000710HANDBOOK UPDATE ZZ2  12/21/221221220000

000000110000000       2020                      ***** ZZ2 *****

                          ZZ201

                    EFFECTIVE 1/02/23

         WORK AND WAGES IN AT LEAST 2 CALENDAR QUARTERS IN THE BASE PERIOD

AND  WAGES OF AT LEAST $3100 PAID IN ONE CALENDAR QUARTER AND TOTAL BASE    PERIOD WAGES
OF AT LEAST 1 1-2 TIMES THE HIGH QUARTER WAGES.           THE AMOUNT OF

 HIGH QUARTER EARNINGS USED TO DETERMINE IF THIS          REQUIREMENT IS MET WILL NOT BE
GREATER THAN $11088.  EARNINGS IN THE   OTHER BASE PERIOD QUARTERS MUST

  TOTAL AT LEAST ONE-HALF HIGHEST QUARTER
```

HANDBOOK IB13 SAMPLE

Handbook Update Notifications are sent when a handbook update is sent. Your State can opt out of receiving these notifications.

➢**XX.HNDNOTFY IB13 SAMPLE to State from UI-ICON Hub for single update**

```
XX.HNDNOTFYH2.INPROGMR035429        00000710HANDBOOK UPDATE ZZ2  12/21/221221220000
000000110000000      2020                     ***** ZZ2 *****
                              ZZ201
```

➢**XX.HNDNOTFY IB13 SAMPLE to State from UI-ICON Hub for multiple updates**

```
XX.HNDNOTFYH2.INPROGMR035439        00000355HANDBOOK UPDATES  01/03/23    0111230000
000000084500000      2020                AUTOMATED HANDBOOK UPDATES WERE SENT TO
 YOU ON 01/03/23 FOR SECTIONS        ZZ2..YYB..................................
.................      TOTAL NUMBER OF UPDATED SECTIONS SENT:      2
          *****  END OF MESSAGE  *****
```

HANDBOOK IB13 SAMPLE
Multiple IB13s for one section

```
XX.HANDBOOKH2.INPROGMR035437        00003976HANDBOOK UPDATE ZZB   01/03/230111230000
000000084300000     2020                     ***** ZZB *****
                                ZZB01.........................................
..................... A) INFO AT A GLANCE:
------(lots of data)


XX.HANDBOOKH2.INPROGMR035438        00001562HANDBOOK UPDATE ZZB   01/03/230111230000
000000084300000     2020                     ZZB02..............................
.................................
-------more data
```

OVERPAYMENT RECOVERY IB13s

➢**XX.OVERPYMT – IB13 Sample Sent to State from UI-ICON Hub**

```
XX.OVERPYMTH2.INPROGMR031394      00000781OVERPYMT UPDATE ZZ2  01/07/23000107230000
000000104800000      2020                    ***** ZZ2 *****
                                ZZ201.........................................
......................2.  CROSSMATCH OF OTHER FILES FOR STATE CLAIMS ONLY.  S
PACE
     ACTIVE CLAIMS AGAINST STATE INCARCERATION DATA;                    ACTI
VE CLAIMS AGAINST STATE DEPARTMENT OF HEALTH DEATH RECORDS;      ACTIVE CLAIMS
 AGAINST STATE DEPARTMENT OF REVENUE NEW HIRE REPORTS;  ACTIVE CLAIMS AGAINST
NNHD;                              CLAIMS FILED AGAINST EMPLOYEE A
ND VENDER RECORDS;                CLAIMS FILED AGAINST SOCIAL SECURITY DAT
A BASE:
```

OVERPAYMENT RECOVERY IB13s

Sent when an Overpayment Recovery update is distributed. Your State can opt out of receiving these notifications

➤**XX.OPNOTFY IB13 Sample Sent to State from UI-ICON Hub**

```
XX.OPNOTFY H2.INPROGMR031395      00000355OVERPYMT UPDATES  01/07/23   0107230000
000000104700000      2020                   OVERPAYMENT RECOVERY UPDATES WERE SENT
TO YOU ON 01/07/23 FOR SECTIONS        XX2.......................................
.................      TOTAL NUMBER OF UPDATED SECTIONS SENT:      1
            *****   END OF MESSAGE   *****
```

OVERPAYMENT RECOVERY IB13s

➢ **XX.OPNOTIFY IB13 SAMPLE From State to UI-ICON Hub**

```
H2.OPNOTIFYXX.IPC      001311      00000355OVERPAY UPDATE XX4 01/03/23   07
000000124300000      2000                    AN OVERPAYMENT RECOVERY UPDATE
 TO YOU ON 01/03/23 FOR MEMBER  XX4.


          *****  END OF MESSAGE  *****
```

HANDBOOK IB13s

➤XX.OVERPAYMENT IB13 SAMPLE From State to UI-ICON Hub

```
H2.OVERPYMTXX.IPC        001310        00000568OVERPAY UPDATE XX4 01/03/23  0103230000
000000124200000       2000                      ***** XX4 *****
                              XX401
           4.    OVERPAYMENT RECOVERY INACTIVE CLAIM-NO CLAIM ON FILE

                                                              THIS
   IS A TEST FOR THIS SYSTEM THIS IS A TEST.
```

STATE TO STATE COMMUNICATIONS

States send IB13s to other States.

Most States send to another State's Combined Wage Claim unit. They send to XX.CWC

States also send to XX.LIABLE

You should be able to route IB13s to specific users or have a XX.UNKNOWN userid to which non-defined destinations default. Then someone has to sign on as XX.UNKNOWN and forward to appropriate person or respond.

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IB13s - STATE to STATE Samples

```
XX.CWC      ZZ.CWC      196215      00000284IB5 RESPONSE DOESNOT MATCH   1219220000
000000093300000      2000                    TRAN ST: ZZ, CLAIMANT SSN: 123456789
CLAIMANT NAME: JOHN DOE, EFFECTIVE DATE: 10/9/2022, IB5 WAGES NOT EQUAL IB4 WAGES. IB5
WAGES = 64390.2, IB4 WAGES = 79062.2
```

```
XX.CWC      ZZ.CWC      146518      00000284OVERPAYMENT IN STATE Z      1222220000
000000120000000      2020                    AN OVERPAYMENT EXISTS IN STATE Z FOR 1
23456789 - SMITH            JOHN.OVERPAYMENT IS A NON-FRAUD OVERPAYMENT.
 OVERPAYMENT AMOUNT:     $892.50 STATE Z HAS SIGNED THE INTERSTATE OVERPAYMENT RECOVERY
```

```
XX.CWC      ZZ.CWC      209215      00000284IB4R ERROR:                 0106230000
000000190000000      2020                    THE FOLLOWING IB4R DETAILS DO NOT MATCH
 AN IB4 REQUEST. SSN: 123456789 , EFFECTIVE DATE: 11272022 , SEND STATE: XX , RE
CEIVE STATE: ZZ. PLEASE CORRECT AND RESEND.
```

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IB13s - STATE to STATE (cont.)

```
XX.CWC      ZZ.CWC      022157      00000426RE: MISSING IB5              1222220000
000000121200000      2020                    AN IB4 RESPONSE WAS SENT TO YOU ON 11 2
9 2022 FOR 123 45 6789 JANE      DOE.  NO IB5 HAS BEEN RECEIVED.  PLEASE SEND THE IB5 AS SOON AS
POSSIBLE.
              THE IB 5 WAS SENT ON 12 15 2022.
    ZZ CWC/IPC


XX.CWC      ZZ.CWC-UNIT059824      00000639REJECTED IB4R              1221220000
000000213300000      2020                    REJECTED IB4R
                            RE: SSN: 123456789
              THERE IS NO REQUEST ON STATE Z FILES FOR THE WAGES SUBMITTE
D: SSN = 123456789 EFF DT 061922 . PLEASE CORRECT AND RESUBMIT.


XX.CWC      ZZ.CWC      021855      00000497IB6 DISCREPANCIES              0109230000
000000180000000      2020                    THE CHARGE IDENTIFIED BY SSN 123456789
AND BYE 5-20-2023 ON THE IB6 FOR THE QUARTER ENDING 2022 - 4 DOES NOT MATCH THE
EXPECTED CHARGE FROM THE IB5 AND THE RECORD IS NOT MARKED AS AN ADJUSTMENT. PLEA
SE REVIEW.    TOTAL BENEFIT PAID IDENTIFIED BY SSN 123456789 AND BYE 5-20-2023 O
N THE IB6 FOR THE QUARTER ENDING 2022 - 4 SEEMS TO HAVE EXCEEDES MBA. PLEASE REV
IEW THE CHARGE.
```

IB13s - STATE to STATE (cont.)

```
XX.LIABLE  ZZ.0170     090945       00000426COLLECTION ASSITANCE REQUEST 0105230000

000000140300000      2000                       WE ARE UNABLE TO ASSIST YOU IN THE COLL

ECTION OF THE OP                  SSN 123-45-6789. THE CLAIM IS DUA AND NO MORE PA

YMENTS ARE               BEING PROCESS. UNABLE TO ASSIST STATE OF XX


    *****  END OF MESSAGE  *****
```

PROCESSING IB13s

- **Process your AUTOIB5 requests IB13s (xx.AUTOIB5) to send the requested IB5**

- **Process your UCFE address change IB13s(xx.UCFEADDR) to update your State hosted copy of the Directory of Federal Addresses**

- **Process your handbook /overpayment recovery IB13s (xx.HANDBOOK, xx.OVERPYMT) if keeping a file in your State**

- **Ensure someone is reading xx.TALKIB6 and xx.HCTC IB13s as well as xx.CWC and xx.LIABLE IB13s**

- **When modernizing, make sure you can still handle these different types of incoming messages and format the outgoing ones correctly!!**

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IB13 TESTING

If you need to test particular record types, we can route production data to your test system.

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IB13 FACT

IB13s continue to be a part of the interstate communications.

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Questions?

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