

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Child Support Enforcement

**National Directory of New Hires  
Research Request**

Submitted by

The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement (OCSE) operates the National Directory of New Hires (NDNH) database. The NDNH contains new hire, quarterly wage, and unemployment insurance information submitted by State Directories of New Hires, employers, and State Workforce Agencies.

Subject to federal law, regulation, guidance, and other requirements to protect data privacy and security, OCSE may disclose certain information contained in the NDNH to a requesting federal, state, or local agency for research likely to contribute to achieving the purposes of part A or part D of title IV of the Social Security Act. Part A governs the federal Temporary Assistance for Needy Families (TANF) program. Part D governs the state-federal child support program. Such disclosures may not include the names, Social Security numbers, or other personally identifiable information. If the disclosure is approved, the agency and OCSE must work together on the operational issues surrounding the technical and procedural aspects of the disclosure, such as mitigating the risks of identifiability and establishing appropriate data retention and disposition schedules of data files.

To initiate a request for disclosure of NDNH information for research purposes, the requesting agency will provide detailed information requested in the National Directory of New Hires Research Request Form (below). The information requested in part one pertains to the agency's research purpose and other threshold criteria to assist OCSE in evaluating whether the legislative requirements for the disclosure can be met. OCSE will review the initial request and, where necessary, request additional information. After the review, OCSE will approve or deny the request in writing. In part two, OCSE requests information necessary to prepare for the data match. Although this information may not be relevant to the determination of whether the match meets the legislative requirements, the information is necessary to prepare the matching documentation. If this information is currently available and provided below, it will facilitate the research request and the contracting process.

Send the National Directory of New Hires Research Request Form and any separate documentation to:

Linda Boyer, Director  
Division of Federal Systems  
Office of Child Support Enforcement  
Mary E. Switzer Building, 330 C Street SW, 5th Floor  
Washington, DC 20201

You can email the request form to [linda.boyer@acf.hhs.gov](mailto:linda.boyer@acf.hhs.gov). You may also contact Ms. Boyer at 202-401-5410 for assistance.

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**PART ONE**

**1. LIKELY TO CONTRIBUTE TO ACHIEVING TANF OR CHILD SUPPORT PURPOSES**

OCSE may disclose NDNH information for research only if the research purpose is likely to contribute to achieving the purposes of the TANF and/or child support program. Section 453(j)(5) of the Social Security Act (Act).

The purposes of the TANF program are as follows:

The purpose of this part is to increase the flexibility of States in operating a program designed to—(1) provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; (2) end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; (3) prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and (4) encourage the formation and maintenance of two-parent families. Section 401(a) of the Act.

The purposes of the child support program are as follows:

For the purpose of enforcing the support obligations owed by noncustodial parents to their children and the spouse (or former spouse) with whom such children are living, locating noncustodial parents, establishing paternity, obtaining child and spousal support, and assuring that assistance in obtaining support will be available under this part to all children (whether or not eligible for assistance under a State program funded under part A) for whom such assistance is requested, there is hereby authorized to be appropriated for each fiscal year a sum sufficient to carry out the purposes of this part. Section 451 of the Act.

To support the assertion that the purpose of the research is likely to so contribute, please submit the following information.

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- (a) Provide an overview of the proposed research purpose and a description of how it is likely to contribute to achieving the purposes of either (or both) the TANF and/or child support program.

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(b) Provide a detailed description of the research plan or design.

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- (c) Was the research design and methodology approved by an Internal Review Board or other agency or entity with authority to approve such projects? If so, name the approving board, agency, or entity.

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- (d) Provide the agency's statutory, regulatory, or other authority requiring or supporting the agency to conduct research in which NDNH information is essential for, or supports, the accomplishment of the goals of the research.

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- (e) Provide any other authority supporting the need for NDNH information to conduct the research.
- (f) Are the programs being evaluated, the research/evaluation of those programs, or the NDNH research match being funded under a state or federal TANF or child support program? If not, which agency will fund the proposed NDNH research match? **NOTE:** OCSE does not enter into reimbursement agreements with private (contractors) or other nongovernmental entities.
- (g) Will the research be conducted in collaboration with a federal or state TANF or child support agency or program? If so, please list the agency or program and the business and legal relationships among agencies/entities.

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- (h) Explain whether individuals about whom information is requested are past or current IV-A or IV-D program participants. If so, provide the percentage of individuals who are past or current IV-A or IV-D program participants.
- (i) Are individuals about whom information is requested potential participants in the IV-A (low income or at risk) or the IV-D (parents, noncustodial, or custodial parents) programs? If so, provide current statistics/analyses showing the percentage of participants who will, or are likely to, become current participants in the TANF or child support program. Explain by what standard the research defines low-income and at-risk individuals.



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- (j) List outcomes/results to be sought for the research, such as TANF receipt, personal and family financial security, or compliance with child support orders.

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(k) Describe the involvement, if any, of the TANF and/or child support community, agencies, or policy makers in the dissemination of research results; the potential for IV-A or IV-D impact by the research.

(l) Explain whether the program being evaluated or the research has shown to have already contributed to achieving a TANF or child support purpose.

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**2. PROHIBITION ON THE DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION**

Federal law prohibits the disclosure of personally identifiable NDNH information for research purposes. To mitigate the risks of personal identification, OCSE will require measures not only to de-identify NDNH information but also to prevent re-identification. Such measures include: removal of names and Social Security numbers; assigning pseudo-identifiers, requiring certain information to be reported in numerical ranges; disallowing sample sizes that could render the information identifiable; and prohibiting redisclosure of match results or posting match results to a public use file for future research or any other purpose.

- (a) Can the agency accomplish its proposed purpose by receiving aggregate tabulations (“counts”) from OCSE rather than disaggregated information? If not, explain.

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- (b) What is the anticipated total number of individuals whose information will be compared against the NDNH?
- (c) Does the agency intend to submit pass-through data files or link match results to other files or records? If so, the data elements for those records must be reviewed for approval by OCSE to ensure the match results are de-identified.
- i. When will the data elements be provided to OCSE for review and approval?
  - ii. When will submission of pass-through data files begin?
- (d) Will the input file or, if any, the pass-through file contain information identifying subgroups, such as by program, site, or by state? If so, what is the anticipated number of individuals from each subgroup?

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- (e) Is the research sample size from any one site at least 5 percent of the total sample size? If not, please provide the lowest number of participants at any given site.

**3. NDNH DATA ELEMENTS**

Authorized agencies may receive only those NDNH data elements that directly pertain to the accomplishment of an authorized research purpose. OCSE will review the agency's requested data elements and may restrict access to information not pertaining to the purpose; therefore, the requesting agency should limit the request and input file specifications to only those data elements that are necessary to accomplish the authorized research purpose. The data elements must also be reviewed for approval by OCSE to ensure the match results are de-identified.

- (a) Which data sets from the NDNH (new hire, quarterly wage, and/or unemployment insurance information) are requested for the proposed research?

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(b) OCSE will provide the following data elements.

**New Hire File**

- New hire processed date
- Employee state
- Employee date of hire
- Employee state of hire
- Pseudo FEIN \*\*
- Employer state
- Transmitter agency code
- Transmitter state code

**Quarterly Wage File**

- Quarterly wage processed date
- Pseudo FEIN \*\*
- Employer state
- Employee wage amount
- Reporting period
- Submitted state code
- Transmitter agency code
- Transmitter state code

**Unemployment Insurance File**

- Unemployment insurance processed date
- Claimant state
- Benefit amount
- Reporting period
- Transmitter state code

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\*\*Please Note: After reviewing the request to receive the federal employer identification number (FEIN) from many of our research matching partners, OCSE has determined that we are authorized to disclose the FEIN after pseudo-identification. If you would like to receive this data element, please provide justification for how this information will enhance the research.

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**4. SAFEGUARDING INFORMATION**

Federal law requires OCSE to establish and implement safeguards to limit NDNH information to authorized persons and restrict use of such information to authorized purposes and to safeguard the security and privacy of the information.

OCSE cannot disclose NDNH information results to research contractors. OCSE may, at its discretion, disclose de-identified information from the NDNH for certain research purposes. Section 453(j)(5) of the Act. Under requirements to safeguard NDNH information and other statutory authority, OCSE permits initial transmission of such disclosure to state or federal agencies, but not to private entities, such as contractors conducting the agency research. The agency may then make the data available for its research contractors by the means, and subject to the restrictions, provided in the agreement between OCSE and the agency. Sections 453(l) and (m) of the Act. See also Section 453(k)(3) of the Act.



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- (a) Does the agency's research program include the disclosure of NDNH information to contractors and/or subcontractors? If so, please list contractors and/or subcontractors and describe their responsibilities within the program and the administrative, physical, and technical controls applied to them.

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- (b) All purposes, redisclosures, and linkages including of data elements in match results must be approved by OCSE and specified in the agreement. Any other purposes, redisclosures, and linkages are strictly prohibited. OCSE will consider for approval only those purposes, redisclosures, or linkages that: (1) are necessary to support the authorized research purpose authorized by OCSE; and (2) do not render the match results re-identifiable.

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- (c) If currently available, provide the names, titles, telephone numbers, and email addresses of the specific individuals within the agency, contractor, or subcontractor organizations who require access to NDNH information.

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**5. PRIOR NDNH RESEARCH**

(a) Has the requesting agency been a party to any prior agreement for the disclosure of NDNH information for research purposes?

(b) If so, provide the name of the research project and the effective date of the Memorandum of Understanding.

(c) Has the agency complied with all privacy, security, and reporting requirements set forth in the prior Memorandum of Understanding? If no, provide a detailed explanation.

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**PART TWO**

Please complete the following questions below regarding the research requirements, if possible.

**1. RESEARCH MATCH REQUIREMENTS**

(a) (Frequency) How often will the agency submit input files to match to the National Directory of New Hires (NDNH) throughout the life of the match?

(b) (Match Schedule) When does the agency intend to begin and end submitting input files?

(c) (Data Sets) Against which NDNH data sets (new hire, quarterly wage (QW), unemployment insurance (UI)) will the agency match?

(d) (Number of Records) Approximately, how many individual records will be submitted in each input file? Will the number of records submitted in each input file change over the life of the study?

(e) (Number of Quarters) The NDNH contains approximately 24 months of data at any given time, which is approximately 8 quarters of data. How many quarters of NDNH information will the agency need to match to?

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- (f) (Data Timeframes) The NDNH contains approximately 24 months (approximately 8 quarters) of data at any given time. NDNH information is deleted from the database on a monthly basis (on the first Saturday after the first Friday of each month). The Memorandum of Understanding (MOU) (or Preliminary Agreement) and the Reimbursement Agreement (RA) must be in place before data matching can commence. Since it can take several months for the MOU to be signed by both parties, a Preliminary Agreement, and the RA, will allow the agency to submit input files to OCSE to match and hold NDNH information that would otherwise be deleted, until the MOU is signed. Will the agency need a Preliminary Agreement for this match?
- (g) (Analyses Schedule) The MOU must be signed before OCSE can release NDNH information. By what date(s) will the agency need to access NDNH information to perform analyses?

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**2. ANTICIPATED TIMEFRAME AND FREQUENCY**

(a) OCSE's timetable for reviewing an agency's request and, if the request is approved, commencing a computer information comparison is six to nine months. Is such a timeframe consistent with the agency's research needs? If no, explain.

(b) When did/will study participant enrollment begin, and end?

(c) When did the agency (or contractor) begin collecting information pertaining to participants?

(d) Will enrollment be complete when the first input file is submitted?

(e) Have study participants provided written consent to the disclosure of NDNH data pertaining to them for the research conducted?

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- (f) Provide a list of the sites, including their location, and the number of study participants expected for each.



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**3. SECURITY PROCEDURES**

- (a) Federal partners are required to 1) house NDNH data on federal agency premises, 2) ensure that a current Authority to Operate (ATO) exists for the agency environment that will house NDNH data, and 3) provide the date the ATO was signed to OCSE. Please provide the date that the ATO was signed for the agency environment that will house NDNH data.

**4. SUBMISSION AND ACCESS TO FILES**

If the research request is approved, OCSE will require the agency to transmit an electronic input file containing records pertaining to individuals whose records are sought via the Child Support Portal (Upload/Download) to OCSE.

- (a) Please confirm that your agency is able to use this method of transmission. If not, please explain why not.

- (b) Identify whether the agency or a contractor will submit input files to OCSE. If a contractor submits input files to OCSE, identify the contractor.

- (c) How will the contractor access the output files on the agency server to perform analyses?

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(d) Will the input files transmitted to OCSE contain records of control group members, in addition to records of treatment group members?

i. If so, is there more than one control group?

ii. If so, what percentage of the sample size is in the control group and what percentage is in the treatment group?

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Please provide information below for the program contact person:

Requesting Agency:

Address:

Agency Program Contact Person:

Title:

Telephone Number:

Fax Number:

Email Address:

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Please provide information below for the security contact person:

Requesting Agency:

Address:

Agency Security Contact Person:

Title:

Telephone Number:

Fax Number:

Email Address:

The information submitted by the agency with this form serves as an **INITIAL REQUEST**. If needed, provide additional information in a separate document. OCSE will review the request and may contact the requesting agency for additional information. The pertinent provisions of the Social Security Act, the Privacy Act of 1974, and other authority for the requirements may be provided to the agency upon request.