# *WEST VIRGINIA*

# *Electronic Benefits Transfer (EBT)*

# *Interface Specifications*
# *FINAL VERSION (3.0)*
# *APPROVED*

***April 30, 2002***

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# *APPENDIX A*

# *1.0: OPERATIONAL FUNCTIONS*

## *1.1 BATCH INTERFACE*

This section describes the actual operational function of each of the interface batch files. Files transmitted to the States' contain State specific data only. Specific interface batch files are as follows:

**Demographics** – State supplied files that control cardholder setup, demographic maintenance, and card issuance. Separate transaction types will be used to distinguish conversion files from daily files.

**Benefits** – State supplied files that add benefits to accounts, or void pending benefits.

**Account Activity** – File produced daily and transmitted to the State. It contains detailed information, down to the grant level, on all monetary transactions for a settlement day.

**Inactive/Dormant/Expunged** – File produced daily and transmitted to the State. It contains information on accounts reaching inactive, dormant, or expunged status.

**Coupon Conversion** – File produced daily and transmitted to the designated Coupon Processor. It contains information on cases for which a worker has converted a coupon via the (Blank) administrative screen.

# 2.0: PROCESSING RULES

## 2.1 BATCH INTERFACE

In the Batch environment, files are transmitted from the State to the EBT host (Demographics and Benefits), and also from the EBT host back to the State. For files, which are sent from the State, (Blank) has designed specific detailed, edits which will be applied to these files in order to ensure that the data on the host system is accurate and correct. Edits on files sent to the State are at State discretion.

Once connectivity is established, State files will be transmitted over the State-to-EBT host connection, and the Connect: Direct transfer process will use a (Blank) assigned User ID to gain access to the EBT host. Once this is accomplished, a (Blank) supplied parameter, contained in the State's own file transfer control commands, will interact with a proprietary I/O EXIT routine to direct the incoming file to a disk sub-volume, where security has been established to allow the file transfer process to write a file.

Batch files from the State will all follow a standard format consisting of a header record, trailer record, and optionally one or more detail records (the need for transmission of files with no detail records is discussed in section 5.0). The first 10 characters of the header record contain an "HD" and the 8-character transaction type that identifies the file. The transaction type always begins with "WV", and 6 unique alphanumeric characters as defined in the interface specifications. For example, a Demographic file from West Virginia might have a transaction type of "WVCCDEMO". The previously mentioned I/O EXIT routine uses the transaction type to automatically initiate the execution of a host job with the same name. Job initiation is immediate, when the file is received.

Once the job has begun, two separate job steps will execute – a validation step, and an update step.

The validation step creates an initial return file, performs batch level integrity edits, and will find errors resulting from header/trailer or record count inconsistencies. The validator also performs syntax edits on the detail records.

The update step actually processes the detail records and updates the EBT host. This step will also detect any processing errors (e.g. – adding an authorized cardholder when no primary exists). Finally, the update process constructs a return file for the State, and automatically initiates the transmission of the return file back to the originating State (this is also controlled by the transaction type).

## 2.0: PROCESSING RULES

Header errors are embedded in the last 4 characters of the header record on the return file, in the response code field originally set to "0000" by the State. Trailer errors are embedded in both the header and trailer records, and detail record errors are embedded in the specific detail record. Error codes are detailed within this document.

This process has three possible outcomes:

**Batch Level Error** – The error code is placed in the response code field of the header or trailer record as appropriate, and the entire batch is returned to the State, exactly as it was received. No updates are made to the host database.

**No Batch Errors, No Detail Record Errors** – The original header and trailer records will be returned unchanged.

**No Batch Errors, One or more Detail Record Errors** – The original header and trailer records will be returned unchanged. Any detail records that error will be inserted between the header and trailer, with the detail error code in the response code field of the detail record.

Note that return files always include records as originally received. The only field that is ever updated before a file is returned is the response code. Note also that confirmation information on batch processing is available in real time through the administrative terminal Update Inquiry screen (see Section 4, of Detail Design Document).

# 3.0: COMMUNICATION LINKS

## 3.1 HARDWARE SPECIFICATIONS

(Blank) Telecommunications group will work closely with State technical staff to determine the specific hardware configuration at each State's site, so that appropriate router and hardware encryption hardware may be obtained. Hardware encryption/decryption ensures that all data transmitted over this link is encrypted and secure. (Blank) is responsible for determining the specific equipment to be ordered, including lines. Since each installation is custom tailored to a particular site, there is no "standard" hardware configuration that is applicable to all sites. (Blank) will connect with the State through a proprietary self-healing AT&T frame relay network. In addition, an auto-fail over ISDN backup line will also be installed.

## 3.2 PROTOCOLS

As with the hardware requirements, actual protocols to be used will vary from site to site. These details will be addressed in the joint (Blank)/State telecommunication discussions. (Blank) currently supports connectivity in many variations in over 20 States. Connect: Direct will be the primary method used for file transfer.

## 3.3 ESTABLISHING PING CONNECTIVITY

Following physical installation and connection of equipment, (Blank) Telecommunications will work with the State to confirm that PU to PU, or "Ping" connectivity has been established. This means that the two sites have been successfully connected physically, but other configuration is yet to be done.

## 3.4 CONFIGURATION

Once Ping connectivity has been established, (Blank) System Engineering staff will work with the State to properly configure operating system software (e.g. VTAM configuration on an IBM) so that the configuration is compatible with, and will support connectivity for batch file transfers, and administrative terminal connectivity. There are also application configuration tasks on the EBT host side that must be set up in order to actually handle batch files appropriately from an application perspective. When that task is completed, both forms of connectivity (batch and admin) will be operable.

# 4.0: ERROR HANDLING

## 4.1 BATCH INTERFACE

Header errors are embedded in the last 4 characters of the header record on the return file, in the response code field originally set to "0000" by the State. Trailer errors are embedded in both the header and trailer records, and detail record errors are embedded in the specific detail record. Error codes are detailed in the Interface Specifications.

This process has three possible outcomes:

**Batch Level Error** – The error code is placed in the response code field of the header or trailer record as appropriate, and the entire batch is returned to the State, exactly as it was received. No updates are made to the host database.

**No Batch Errors, No Detail Record Errors** – The original header and trailer records will be returned unchanged.

**No Batch Errors, One or more Detail Record Errors** – The original header and trailer records will be returned unchanged. Any detail records that error will be inserted between the header and trailer, with the detail error code in the response code field of the detail record.

# 5.0: TRANSMISSION SCHEDULES

## 5.1 TRANSMISSION CALENDAR

In order to monitor batch transmissions accurately, (Blank) will require that each State provide an annual schedule of planned batch transmissions each year. The schedule should clearly identify which files will be sent, and when, with any holidays or planned outages clearly indicated.

## 5.2 OPERATIONAL MONITORING

(Blank)' Delaware Operations group will use each State's transmission calendar as a basis for daily operational monitoring of batch transmissions. Each day, (Blank) Delaware Operations will confirm that expected files from expected States' have been received. If a file is not received within the identified time frames, Delaware Operations will contact the State data center or other contact point as indicated by the State. For operational monitoring purposes, in situations where a State has no data to send in a particular file on a given day, an empty file (header and trailer only) should be transmitted to the host to verify that the expected process has completed.

## 5.3 DEVIATIONS

West Virginia State Project Office should always notify Delaware Operations through their (Blank) Project Director if there would be a deviation from the previously provided transmission calendar.

# 6.0: ESCALATION PROCEDURES

## 6.1 STATE

Whenever a State encounters a problem with the operation of the EBT production system, there are two reporting paths available, depending on the nature and priority of the problem, and the time when the problem is discovered.

During normal business hours (8:00 a.m. to 5:00 p.m. Eastern time, Monday through Friday), any questions and/or system problems may be reported to the (Blank) Project Office in Michigan at 517-364-0071. The Project Office will review and assess the problem and potentially forward it to the appropriate (Blank) entity for resolution, providing the response back to the State of West Virginia.

At all other times, and for problems at anytime that directly affect the transmission of batch files, should be reported to the Delaware Operations center at 800-428-5904. The center is staffed twenty-four hours a day, seven days a week.

Technical staff handling the problem will escalate internally as required to affect a quick resolution of the problem. If the State wishes to escalate further, they may do so through the (Blank) Project Director.

## 6.2 (Blank)

The data center operators are responsible for monitoring and supporting the West Virginia EBT application. During the monitoring of the daily and monthly processes, the operator may encounter a problem. If so, the operator must respond and resolve the problem. The operator will notify on call support staff if they cannot resolve the problem immediately.

The on call support staff will fix the problem, or if they are unable to, will notify additional technical support staff from other areas to obtain needed assistance. The on call person originally notified of the problem will remain involved and follow through until a satisfactory resolution is reached, before they are released from responsibility.

For critical problems, technical support staff may also escalate to management as required to reach a satisfactory resolution of the problem.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.1 INTRODUCTION

This document describes the West Virginia EBT transaction processing batch interface for file transmissions between (Blank) and the State of West Virginia. This interface specification includes: record layouts, editing rules, and processing rules associated with the West Virginia EBT transaction processing system.

## 7.2 FILE TRANSMISSION

West Virginia will transmit Demographic and Benefit files in EBCDIC format directly to the (Blank) EBT Host via a dedicated and encrypted telecommunication link from the West Virginia Mainframe. The Demographic and Benefit files will originate from the West Virginia RAPIDS eligibility system, which will transmit these files from the West Virginia Mainframe for pass through transmission to (Blank). All file transmissions between the (Blank) Host and the West Virginia Mainframe will occur through Connect: Direct (NDM).

Since (Blank) cannot be responsible for operational monitoring of files, which are not transmitted on an existing, predetermined schedule, all files (both to and from the State) are transmitted according to a preset, agreed upon schedule. (Blank) and West Virginia will determined the schedule for file receipt from the State. If there are no records to send to (Blank), the recommendation from (Blank) to the State is to transmit a file containing only a header and trailer. For each Demographic and Benefit file received from the State, a response file is generated by (Blank) and returned to the State to verify receipt and to identify any processing issues.

Files transmitted from (Blank) to the State will include return files for Demographic/Food Stamp Benefit Updates/Cash Benefit Update files, a Daily Account Activity file, Inactive/Dormant/Expungement file, and daily/monthly report files. A file of FNS retailers will be provided to the State from the (Blank) Project Office. This file is not a component of the West Virginia EBT transaction-processing interface, and will not be represented in this section. Report files are pre-formatted EBCDIC print files; the record layouts are not included as part of this document. States typically translate the EBCDIC report files to ASCII files upon receipt. Data files and report files are transmitted to the State every calendar day of the year. (Blank) generates files and must transmit “Daily” files each calendar day. (Blank) does not combine

weekend or holiday files. To allow for uninterrupted receipt of (Blank) files on days where operations centers are unmonitored/unattended, States typically setup generation datasets to receive these files.

## 7.3 FILE PROCESSING

When creating a file to send to (Blank), the State must initialize the response code field in each record to '0000'. Upon receipt and processing of a file, the response code is updated by (Blank) to indicate an error condition, which will be returned on the response file. Error codes are defined for the header, trailer, and detail records for the Demographic and Benefit files.

*IF NO ERRORS WERE ENCOUNTERED IN THE PROCESSING OF THE FILE, THE ORIGINAL HEADER AND TRAILER RECORDS FROM THE FILE SENT BY THE STATE ARE RETURNED WITH RESPONSE CODES IN BOTH RECORDS SET TO '0000' (AS INITIALIZED BY THE STATE). THIS WILL INDICATE SUCCESSFUL PROCESSING OF THE ENTIRE FILE.*

## 7.4 DEMOGRAPHIC FILES

Demographic files supply basic data (non-financial) to (Blank) for a cardholder. It is used to setup new cardholders, to change cardholder or alternate demographic information, to request new cards, as well as numerous other functions. Note that to provide the means to link up demographic and benefit data in the most expeditious way, cardholder demographic data must be sent prior to benefit data. Also, Primary Recipient records must be received and processed prior to alternate records, or alternate information will be rejected by the batch interface. Changes to Primary Recipient data must also be received and processed prior to the updated alternate record.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5 WEST VIRGINIA DEMOGRAPHIC FILES

| File Name | File Description | Frequency | Time |
|---|---|---|---|
| WVCCDEMO | Daily Demographics | Daily | TBD |
| WVCONVER | Conversion Demographics (Phased Conversion Rollout) | 4 Phases and Pilot<br>The daily files will begin after the conversion files. | TBD |
| WVCCMAIL | Mailing Demographics/ Advance Notices | Approximately 30, 60, 90 days prior to conversion in all 4 Phases and Pilot. | TBD |

### 7.5.1 DEMOGRAPHIC FILES – DAILY

Daily Demographic files are used to setup new cardholders, to change demographic information, for sending new cards, as well as numerous other functions. Demographic files will be transmitted on a daily basis from West Virginia to (Blank).

### 7.5.2 DEMOGRAPHIC FILES – CONVERSION DEMOGRAPHICS

The West Virginia EBT conversion Demographic file is identified uniquely to differentiate between conversion cards and non-conversion cards. Details of how many conversion files and its contents will still need to be discussed with the State of West Virginia.

| PHASE | Date Region is Rollout | Date Demographic Files to be Received by (Blank) |
|---|---|---|
| **PILOT** | 10/01/02 | 9/13/02 |
| **Phase I** | 2/01/03 | TBD |
| **Phase II** | 3/01/03 | TBD |
| **Phase III** | 4/01/03 | TBD |
| **Phase IV** | 5/01/03 | TBD |

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5.3 DEMOGRAPHIC FILES – MAILING DEMOGRAPHICS/ADVANCE NOTICES

West Virginia requires advance notifications (approximately 90-, 60- and 30-days prior to pilot) to be sent to new EBT cardholders prior to the mailings of EBT Cards and PINs. Following is a chart that represents the scheduling of transmissions of a WVCCMAIL file in order to produce the advance noticing being requested.

| PHASE | Date Region is Rollout | 90 -Day Notice Demo File to (Blank) | 60-Day Notice Demo File to (Blank) | 30-Day Notice Demo File to (Blank) |
|---|---|---|---|---|
| **PILOT** | 10/01/02 | 06/17/02 – 06/21/02 | 07/17/02 – 07/23/02 | 08/14/02 - 08/20/02 |
| **Phase I** | 02/01/03 | 10/16/02 | 11/13/02 | 12/17/02 |
| **Phase II** | 03/01/03 | 11/14/02 | 12/18/02 | TBD* |
| **Phase III** | 04/01/03 | 12/06/02 | TBD* | TBD* |
| **Phase IV** | 05/01/03 | TBD* | TBD* | TBD* |

*TBD - These dates that are future dates that will be developed jointly by the State of West Virginia and (Blank). These dates will also be found in the work plan.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5.4 DEMOGRAPHIC HEADER RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "HD" |
| Transaction Type | 8 | X | "WVCCDEMO" - Daily Demographics<br>"WVCONVER" - Conversion Demographics<br>"WVCCMAIL" - Mailing Demographics / Advance Notices |
| Date | 8 | 9 | CCYYMMDD - File date must match trailer. |
| Time | 8 | 9 | HHMMSSSS – File time must match trailer. |
| Control Number | 6 | 9 | Incremented by 1 each time sent. Control number sequencing will be checked separately for each unique transaction type and must match trailer |
| State Code | 2 | 9 | Must be "WV". |
| Reserved for State | 25 | X | |
| Filler | 177 | X | |
| Response Code | 4 | X | Must be initialized to "0000". Batch level error codes will be returned here. |

Record Length - 240

Note: All batch transmissions are one logical file per physical file.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5.5 DEMOGRAPHIC HEADER RECORD EDITS

****** **HD01 Invalid record type.**

****** **HD02 Invalid transaction type.**

***** **HD03 Invalid date (numeric and reasonability edits).**

***** **HD04 Invalid time (numeric and reasonability edits).**

***** **HD05 Invalid control number (numeric edit).**

***** **HD06 Duplicate file (same control number for transaction type).**

***** **HD07 File out of sequence (control number for transaction type not incremented by one). Note: The control number must be incremented by one for every transmission, even if batch was rejected.**

***** **HD08 Invalid/missing State code. (Must be "WV")**

****** **Reject entire file and don't return a file. "HD" and a valid transaction type are the minimum data elements required to identify the file being sent. If they are not present, a return file cannot be sent back to the State. These errors will be detected through operational monitoring.**

***** **Reject entire file; return entire file. If the minimum data elements exist (record type, tran type), return entire file to the State.**

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5.6 DEMOGRAPHIC DETAIL RECORD

| Description | Length | Type | Comment | 1 Demo Add | 2 Demo Change |
|---|---|---|---|---|---|
| Record Type | 2 | X | "DT" | R | R |
| Action Code | 2 | X | "01" – Demographic Add<br>"02" – Demographic Change (or replacement of card) | R | R |
| State Unique Identifier | 10 | 9 | Must be unique statewide. Also known as HOH or Case Number | R | R |
| Primary/Alternate Indicator | 2 | X | Only legitimate values are:<br>"01" – Primary Cardholder<br>"02" - Legal Guardian<br>"03" – Protective Payee<br>"04" through "99" – Alternate Cardholder | R | R |
| Cardholder Access | 1 | X | Controls specific cardholder's access to accounts.<br>"0" – No access (cardholder is prohibited from accessing both the food stamp and the cash accounts).<br>"1" – Food Stamp Benefits (cardholder may access food stamp account, but not cash).<br>"2" – Cash Benefits (cardholder may access cash account, but not food stamp account).<br>"3" – Both (cardholder may access either the food stamp or the cash account). | R | R |
| Social Security Number | 9 | 9 | Must be numeric. If SSN is not known, zeros will be sent. SSN is required for security verification purposes for (Blank) CSR's for the primary. It will not be required for ARU card activation or one- call pin changes.<br>AC SSN = Primary SSN<br>PP SSN = Primary SSN | R | R |
| First Name | 15 | X | Alpha characters or spaces only. No special characters. | R | R |
| Middle Initial | 1 | X | Alpha characters or spaces only. | O | O |

## 7.0: WEST VIRGINIA EBT BATCH INTERFACE

| Description | Length | Type | Comment | 1 Demo Add | 2 Demo Change |
|---|---|---|---|---|---|
| | | | No special characters. | | |
| Last Name | 25 | X | Alpha characters or spaces only. No special characters. | R | R |
| Address-1 | 30 | X | Special characters ok. For AC's and PP's this will reflect the same address as the primary cardholder. | R | R |
| Address-2 | 30 | X | Special characters ok. | O | O |
| City | 20 | X | | R | R |
| State | 2 | X | | R | R |
| Zip | 9 | X | Must be either 9 numeric characters or 5 numeric characters followed by 4 spaces. | R | R |
| Service Site | 2 | 9 | Will consist of a 2 character county code. | R | R |
| Date of Birth | 8 | 9 | CCYYMMDD. DOB is required for:<br>– ARU card activation<br>– One call pin change and<br>– Security verification purposes for (Blank) CSR's.<br>AC DOB = Primary c/h DOB<br>PP DOB = Primary c/h DOB . | R | R |
| Telephone | 10 | 9 | Must be numeric. If not known, zeros will be sent. | O | O |
| Card Issuance Code | 1 | X | "1" – Issue Card Via Mail<br>"3" – Status current active card to 09 and do not issue a replacement card (card status of 09 indicates that the card has been deactivated by the State through the batch interface).<br>"9" – Don't Issue Card (on an original setup, a card number will be generated, and database records created. The card will be shown in a status of 98, meaning it was never physically issued) | R | R |
| PIN Issuance Code | 1 | X | "1" – Issue PIN Via Mail<br>"9" – Don't Issue PIN (no action | R | R |

## 7.0: WEST VIRGINIA EBT BATCH INTERFACE

| Description | Length | Type | Comment | 1 Demo Add | 2 Demo Change |
|---|---|---|---|---|---|
| | | | will be taken with regard to PIN issuance). | | |
| Language Indicator | 1 | X | E = English<br>S = Spanish | R | R |
| Drop Ship Code | 5 | X | "00000" – mail to cardholder<br>"XXXXX" – (can be any other value) maps to a default address provided by the State. Mandatory even if card issuance code is 9, since demographic information is refreshed on every update. | R | r |
| Reserved for State | 20 | X | | | |
| Filler | 26 | X | | | |
| Reserved for (Blank) | 4 | X | | | |
| Response Code | 4 | X | Must be initialized to "0000" or record will be rejected | R | R |

Record Length - 240

## 7.0: WEST VIRGINIA EBT BATCH INTERFACE

Numbered columns refer to action codes, with values as follows:
r - required field
o - optional field
blank – not applicable

Usage notes:

- Data transmitted by the State to the host system will not be altered, formatted, or changed in any way. All data elements are stored on the host system exactly as they are received.
- Action Code 01 indicates an original demographic setup. Action Code 02 is used for demographic changes. A change record contains, at a minimum, all required fields, and update is via a complete overlay of existing EBT host data.
- A primary cardholder must be known to the host system before an alternate can be added. (both setup records can be sent on the same file, but the primary setup record must precede the alternate setup record)
- Alternate indicator values of 02 through 99 may be used by the State as desired, in any sequence. Each value represents a unique and specific cardholder on the host system.
- All alpha characters must be upper case. Administrative terminal screens force upper case during data entry, so data stored as lower case will be problematic.
- Name fields must not contain special characters, since they cannot be embossed.
- Address fields may contain special characters, as they may be printed on card and PIN mailers.
- Card Issuance Code: A code of “1” will create card records on the EBT host. If an active card exists for the cardholder, it will be statused to “09”, and replaced by the new card.
- For code “1” (mail issue), cards are created with an inactive status of “00” for original issuance, and active status “01” for mail replacement cards. PINs will carry forward on replacement cards.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5.7 DEMOGRAPHIC DETAIL RECORD EDITS

**Reject record; don't process. Required fields are always edited. For action codes 01 and 02, optional fields are edited if present.**

**DT01 Invalid record type.**

**DT02 Invalid/missing action code.**

**DT03 State unique identifier missing.**

**DT04 Invalid/missing primary/alternate indicator.**

**DT05 Invalid/missing cardholder access.**

**DT06 Invalid social security number. (Alpha or spaces are invalid).**

**DT07 Missing/invalid first or last name (must be upper case, no special characters/ embossers are unable to interpret the special characters).**

**DT08 Missing address (mandatory line 1).**

**DT09 Missing city.**

**DT10 Missing State.**

**DT11 Missing/invalid zip code.**

**DT12 Missing service site code.**

**DT13 Invalid date of birth. (Alpha, Zeroes, or Spaces are invalid).**

**DT14 Invalid telephone number.**

**DT15 Missing/invalid card issuance code.**

**DT16 Missing/invalid PIN issuance code.**

**DT17 Missing/invalid language indicator.**

**DT18 Missing/invalid drop ship code.**

**DT20 01 action code – Client already exists.**

**DT21 01 action code (alternate) – No primary demographics found.**

**DT22 02 action code – Client not found.**

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.5.8 DEMOGRAPHIC TRAILER RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | “TR” |
| Transaction Type | 8 | X | must match header |
| Date | 8 | 9 | must match header |
| Time | 8 | 9 | must match header |
| Control Number | 6 | 9 | must match header |
| Total Detail Records | 6 | 9 | |
| Reserved for State | 25 | X | |
| Filler | 173 | X | |
| Response Code | 4 | X | “0000”-no errors |

RECORD LENGTH - 240

### 7.5.9 DEMOGRAPHIC TRAILER RECORD EDITS

**Reject entire file and return to State**

**TR01 Missing trailer record.**

**TR02 Mismatch on transaction type.**

**TR03 Mismatch on date.**

**TR04 Mismatch on time.**

**TR05 Mismatch on control number.**

**TR06 Mismatch on total detail records.**

**Note: Trailer error codes are also returned in the header record.**

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.6 BENEFIT FILE

West Virginia will generate and transmit benefit files based on schedule provided to (Blank). The detail records within the file are used to pass benefit authorization information including type of benefit, amount of benefit, and effective date of the benefit to the (Blank) EBT Host. Processing rules for all benefit file transaction types are identical on the (Blank) Host.

Assuming that the record passes all of the edits as indicated in the record layouts below, there are four possible processing routes to take.

- If the availability date of the benefit has not been reached, the record is moved into the Benefit Pending file. These are referred to as "future-dated benefits".
- If the availability date has been reached and an account exists for the Cardholder Case Number the benefit is posted to the account.
- If the availability date has been reached, but an account (demographic record) has not been established on the (Blank) database for the Cardholder Case Number contained in the input record, the Demographic Pending file will be checked for a match. If a match is found, the records for both Primary and any Authorized Cardholder for that Cardholder Case Number are processed out of the Demographic Pending file and the account structure is created on the (Blank) database. The benefit is then posted to the account.
- If the availability date has been reached, but an account has not been established on the (Blank) database and no match is found in the Demographic Pending file, the benefit record is moved into the Benefit Pending file.

The Benefit Pending file will be swept once every calendar day at midnight, whether or not a Benefit file has been received from the State to ensure that benefits are posted to accounts when their effective date has been reached.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.6.1 WEST VIRGINIA BENEFIT FILES

| File Name | File Description | Frequency | Time |
|---|---|---|---|
| WVFSBEUP | Daily FS Benefits | Daily | TBD |
| WVCSBEUP | Daily Cash Benefits | Daily | TBD |
| WVFSBEMO | Monthly Food Stamp Benefits | Monthly | TBD |
| WVCSBEMO | Monthly Cash Benefits | Monthly | TBD |

## 7.6.2 BENEFIT FILES - DAILY

Daily Benefit files transmitted from the West Virginia RAPIDS eligibility system are used to pass benefit authorization information including type of benefit, amount of benefit, and effective date of the benefit to the (Blank) Host.

## 7.6.3 BENEFIT FILES - MONTHLY

Monthly Benefit files are used to differentiate between daily benefit Issuances.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.6.4 BENEFIT HEADER RECORD

The benefit file controls two actions, benefit posting and pending voids. If a benefit has a current availability date, and a cardholder account exists, the benefit will be posted. If an account does not exist, or the availability date is in the future, the benefit will be "pended". Pended benefits are reviewed by a batch process each day, and if the availability date has been reached (and an account exists), the benefit will be posted. A pended benefit, which has not yet reached its availability date, may also be deleted via a pending void transaction.

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "HD" |
| Transaction Type | 8 | X | "WVFSBEUP" – Daily FS<br>"WVCSBEUP" – Daily Cash<br>"WVFSBEMO" - Monthly FS<br>"WVCSBEMO"- Monthly Cash |
| Date | 8 | 9 | CCYYMMDD<br>Must match trailer |
| Time | 8 | 9 | HHMMSSSS<br>Must match trailer |
| Control Number | 6 | 9 | Incremented by 1 each time sent. Unique to transaction type and must match trailer. |
| State Code | 2 | 9 | Must be "WV". |
| Profile Number | 9 | 9 | 540010001 – Food Stamp Profile<br>540020001 – Cash Profile |
| Reserved for State | 25 | X | |
| Filler | 36 | X | |
| Response Code | 4 | X | Initialize to "0000" |

Record length - 108
Note: All batch transmissions are one logical file per physical file.

### 7.6.5 BENEFIT HEADER RECORD EDITS

****** **HD01 Invalid record type.**

****** **HD02 Invalid transaction type.**

***** **HD03 Invalid date.**

***** **HD04 Invalid time.**

***** **HD05 Invalid control number.**

***** **HD06 Duplicate file.**

***** **HD07 File out of sequence.**

***** **HD08 Invalid State code.**

***** **HD09 Invalid profile number.**

****** **Reject entire file and don't return a file. "HD" and a valid transaction type are the minimum data elements required to identify the file being sent. If they are not present, a return file cannot be sent back to the State. These errors will be detected through operational monitoring.**

***** **Reject entire file; return entire file. If the minimum data elements exist (record type, tran type), return entire file to the State.**

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.6.6 BENEFIT DETAIL RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "DT" |
| Action Code | 2 | X | "01"-Benefit Add<br>"02"-Pending Void (delete benefit in pending file which has not yet reached it's availability date) – future use |
| Benefit Type | 6 | X | See chart below. |
| Credit/Debit Indicator | 2 | X | "CR"-Credit (only valid for "01")<br>"DB"-Debit (only valid for "02") |
| State Unique Identifier | 10 | 9 | Must be unique statewide. |
| Amount | 7 | 9(5)V99 | |
| Available Date | 8 | 9 | CCYYMMDD |
| Benefit Period Date | 6 | 9 | CCYYMM (month of benefit payment) |
| Benefit Authorization Number | 9 | 9 | Contains authorization number associated with grant/warrant. |
| Service Site | 2 | 9 | County code |
| Reserved for State | 25 | X | |
| Filler | 21 | X | |
| Reserved for (Blank) | 4 | X | |
| Response Code | 4 | X | Initialize to "0000" |

Record Length - 108

***** BENEFIT TYPE BREAKDOWN*****

| Class | Group | Benefit Type | Description | Primary Program Designation (cash) |
|---|---|---|---|---|
| FS | FS | FS | Food Stamp Benefit | |
| CS | CS | ADCD | Diversionary Cash (DCA) | |
| CS | CS | ADCI | Child Support Incentive (CSI) | |
| CS | CS | ADCW | WV WORKS | |
| FS | FS | FSDS | Food Stamp Benefit /Disaster | |

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**Usage notes:**

Note: A benefit deposit will automatically reset the coupon conversion expungement date field to spaces. *** When a coupon conversion takes place and an odd amount is left in the account, a coupon conversion expungement date is set to 7 days from the date of the coupon conversion. After 7 days any funds remaining in the account will be expunged. If the State were to send a benefit deposit down, the assumption is that the State does not want to expunge the funds in the account, so the date field is spaced out as a convenience for the State. ***

Pending void transactions allow the State to delete a pending benefit before it reaches it's availability date. The functionality will be available as part of the interface, but will not be used by West Virginia at this time.

Authorization number is supplied by the State, and uniquely identifies each benefit grant. Authorization numbers must be unduplicated statewide. The responsibility for preventing duplicate authorization numbers from being stored in the system rests with (Blank). The responsibility for ensuring that duplicate authorization numbers do not reside in the eligibility systems rests with the State.

On an edit for duplicate authorization number in the validation step, both the grant file (benefits already in accounts) and the pending benefit file (benefits which have not yet reached availability date or have no corresponding demographics yet) will be checked.

### 7.6.7 BENEFIT DETAIL RECORD EDITS

**Hard errors - reject record; don't process.**

**DT01 Invalid record type.**

**DT02 Invalid/missing action code.**

**DT03 Invalid/missing benefit type.**

**DT04 Invalid/missing credit/debit indicator.**

**DT05 Invalid/missing State unique identifier.**

**DT06 Invalid/missing amount.**

**DT07 Invalid/missing availability date.**

**DT08 Invalid/missing benefit period date.**

**DT09 Invalid/missing authorization number.**

**DT10 Invalid/missing service site code.**

**DT20 01 action code - Duplicate benefit.**

**DT21 02 action code - No benefit found in pending.**

**DT22 02 action code – Availability date current or past dated.**

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## 7.6.8 BENEFIT TRAILER RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "TR" |
| Transaction Type | 8 | X | must match header |
| Date | 8 | 9 | must match header |
| Time | 8 | 9 | must match header |
| Control Number | 6 | 9 | must match header |
| Credit Count | 6 | 9 | Total Credit Detail Records |
| Debit Count | 6 | 9 | Total Debit Detail Records |
| Credit Amount | 10 | 9(8)V99 | Total Dollars All Credit Records |
| Debit Amount | 10 | 9(8)V99 | Total Dollars All Debit Records |
| Total Detail Records | 6 | 9 | |
| Reserved for State | 25 | X | |
| Filler | 9 | X | |
| Response Code | 4 | X | "0000"-no errors |

Record length - 108

### 7.6.9 BENEFIT TRAILER RECORD EDITS

**Reject entire file and return to State.**

**TR01 Missing trailer record.**

**TR02 Mismatch on transaction type.**

**TR03 Mismatch on date.**

**TR04 Mismatch on time.**

**TR05 Mismatch on control number.**

**TR06 Mismatch on total detail records.**

**TR07 Mismatch on credit count.**

**TR08 Mismatch on debit count.**

**TR09 Mismatch on credit amount.**

**TR10 Mismatch on debit amount.**

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.7 ACCOUNT ACTIVITY

### 7.7.1 ACCOUNT ACTIVITY HEADER RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Record Type | 2 | X | "HD" |
| Transaction Type | 8 | X | "WVACTDET" |
| Date | 8 | 9 | CCYYMMDD |
| Time | 8 | 9 | HHMMSSSS |
| Control Number | 6 | 9 | Incremented by 1 each time sent. |
| State Code | 2 | X | Must be "WV" |
| Filler | 176 | X | |

Record Length - 210
Note: all batch transmissions are one logical file per physical file.

### 7.7.2 CONTENT OF THE ACCOUNT ACTIVITY FILE

The Account Activity File contains records of all of the monetary transactions that occur in the EBT System.

One account activity file will cover one complete settlement day, or payment cycle. On a daily basis, and a Statewide file will be transmitted to Rapids for State use.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.7.3 FORMAT OF THE ACCOUNT ACTIVITY FILE

The Account Activity File will contain the standard header and trailer records, and will have two different record layouts for detail records. The detail records will contain transaction level information in records with a Record Indicator of "1", and will contain grant level information in records with a Record Indicator of "2". There will be one "1" detail record per transaction, followed by a variable number of "2" records per transaction, depending on the number of grant balances that were affected by that transaction. Manual Authorizations and Manual Voucher Releases do not affect grant balances, and therefore will not have grant level "2" detail records associated with them. (Manual vouchers are non-settling transactions).

The grant level "2" records will each contain information about one grant that was affected by the transaction. The type "2" records totaled together will equal the settlement total in the type "1" record that they pertain to. In the event that any portion of the transaction amount was unapplied (**an unapplied transaction or portion of a transaction is a transaction amount that could not be applied against a benefit grant. Either a credit could not be applied because no grant exists to apply it to, or a debit could not be applied because there was no grant found with a remaining balance greater than zero**), a grant level detail record will be generated with #UNAFS (food stamp benefit) or #UNACS (cash) in the grant type. These unapplied grant level detail records will have Authorization numbers that have been generated by the system.

The basic organization of the detail records by Record Indicator will be:

(1)(2)(2)..(1)(2)…(1)(2)(2)(2)..(1)(2)…(1)(1) – Where Manual Authorizations (1) do not have (2) records associated with them.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.7.4 ACCOUNT ACTIVITY RECORD – (1) TRANSACTION LEVEL RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Record Type | 2 | X | "DT" (detail record) |
| Sequence Number | 8 | 9 | Sequential number, starting at 1 and incrementing by 1, which is common to each record 1/record 2 group, and serves to definitively tie the type 1 and type 2 records together. |
| Record Indicator | 1 | X | "1" – Transaction Level Record |
| State Unique Identifier | 10 | 9 | |
| EBT Account Number (EDA) | 12 | 9 | |
| Card Number | 16 | X | |
| Primary/Alternate Indicator | 2 | 9 | Must be "01" through "99" |
| Transaction Type | 3 | X | See Section 7.9 Transaction Types |
| Transaction Date | 8 | 9 | CCYYMMDD |
| Transaction Time | 8 | 9 | HHMMSSSS |
| Transaction Response Code | 2 | X | "00" – no errors<br>denied transactions will not be on this file |
| Reversal Reason Code | 2 | X | "00" – approved transaction, not a reversal<br>"99" – reversal |
| Credit/Debit Indicator | 2 | X | "CR" – Credit, "DB" – Debit |
| Requested Amount | 7 | 9(5)V99 | Requested amount of the transaction. |
| Completed Amount | 7 | 9(5)V99 | Transaction amount that was actually completed. |
| Cashback Amount | 7 | 9(5)V99 | Cashback amount for a purchase with cashback transaction. |
| Account Balance Indicator | 1 | X | + positive account balance<br>- negative account balance |
| Account Balance | 7 | 9(5)V99 | Account balance after completion of the transaction. |
| Settlement Amount | 7 | 9(5)V99 | Total settled amount; includes fees and surcharges if applicable. |

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| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Fee Amount | 7 | 9(5)V99 | Fee associated with this transaction, if applicable. Contractually agreed upon fees between (Blank) and the State. |
| Surcharge Amount | 7 | 9(5)V99 | Surcharge associated with this transaction, if applicable. Charged by the ATM owner. |
| Service Site | 2 | 9 | Will consist of a 2 character county code. |
| FNS Number | 7 | X | |
| Store Name | 15 | X | |
| State of Origin | 2 | X | For ATM/POS transactions, the State in which the transaction was done. |
| POS/ATM ID | 15 | X | |
| Swiped/Keyed | 1 | X | S – Swiped K – Keyed |
| Trace ID (Ref Number) | 15 | X | |
| Switch Date (settlement date) | 8 | 9 | CCYYMMDD |
| Filler | 19 | X | |

Record Length - 210
Note: all batch transmissions are one logical file per physical file.

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## 7.7.5 ACCOUNT ACTIVITY RECORD – (2) GRANT LEVEL RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Record Type | 2 | X | "DT" (detail record) |
| Sequence Number | 8 | 9 | See Transaction Record |
| Record Indicator | 1 | X | "2" – Grant Level Record |
| Benefit Type | 6 | X | |
| Credit/Debit Indicator | 2 | X | "CR" – Credit, "DB" – Debit |
| Completed Amount | 7 | 9(5)V99 | |
| Authorization Number | 9 | 9 | Grant Unique ID. |
| Benefit Month | 6 | 9 | CCYYMM |
| Grant Balance Remaining | 7 | 9(5)V99 | |
| Filler | 162 | X | |

Record Length – 210

The drawdown process will be configured to create unapplied log records for the purpose of supporting grant level information in the Account Activity File.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.7.6 ACCOUNT ACTIVITY TRAILER RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Record Type | 2 | X | "TR" |
| Transaction Type | 8 | X | Must match header |
| Date | 8 | 9 | Must match header |
| Time | 8 | 9 | Must match header |
| Control Number | 6 | 9 | Must match header |
| Total Detail Records | 7 | 9 | |
| Filler | 171 | X | |

Record Length - 210
Note: all batch transmissions are one logical file per physical file.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.8 COUPON CONVERSION

### 7.8.1 COUPON CONVERSION HEADER RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Record Type | 2 | X | "HF" |
| Agency Code | 6 | X | "WV" |
| Filler | 16 | X | Value Spaces |
| Date | 8 | 9 | CCYYMMDD |
| Time | 4 | 9 | HHMM |
| Filler | 124 | X | Value Spaces |

Record Length - 160

### 7.8.2 CONTENT OF THE COUPON CONVERSION FILE

The Coupon Conversion File contains records of all of the coupon conversion transactions that occur in the EBT System.

One coupon conversion file will cover one complete settlement day, or payment cycle. On a daily basis (Blank) will transmit a file to the vendor for coupon conversion reconciliation.

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.8.3 COUPON CONVERSION DETAIL RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| State Case Number | 10 | X | |
| Filler | 4 | X | |
| County Code | 2 | X | |
| Filler | 1 | X | |
| First Name | 15 | X | |
| Middle Initial | 1 | X | |
| Last Name | 20 | X | |
| Address Line 1 | 25 | X | |
| Address Line 2 | 25 | X | |
| City | 20 | X | |
| State Code | 2 | X | |
| Zip Code | 5 | X | |
| Plus Four | 4 | X | |
| Issuance Amount | 4 | 9 | Note these are whole dollars |
| Issuance Approval Time | 6 | 9 | HH:MM:SS |
| Issuance Approval Date | 8 | 9 | MMDDCCYY |
| Filler | 8 | X | |

Record Length - 160

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.8.4 COUPON CONVERSION TRAILER RECORD

| DESCRIPTION | LENGTH | TYPE | COMMENTS |
|---|---|---|---|
| Record Type | 2 | X | |
| Filler | 158 | X | |

Record Length - 160

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.9 TRANSACTION TYPES

### 7.9.1 ADMINISTRATIVE TERMINAL ACTIVITY – 100 TRANSACTION TYPES

| TRANSACTION | DESCRIPTION | FUNCTION |
|---|---|---|
| 101 | Benefit Add (Admin terminal) | Authorize benefits from an administrative terminal. |
| 102 | Coupon Conversion | Debit account food stamp benefit balance and issue food coupons. |
| 103 | Account Adjustment (Admin) | Credit or debit an account balance through an administrative terminal. |
| 104 | Food Stamp Benefit Manual Authorization | Debit account based on Food Stamp Benefit Manual Authorization. Hold funds. |
| 105 | Repayment | Debit account based on repayment/recoupment. |

### 7.9.2 BATCH ACTIVITY - 200 TRANSACTION TYPES

| TRANSACTION | DESCRIPTION | FUNCTION |
|---|---|---|
| 201 | Benefit Add (interface) | Add funds to an account via the batch interface. |
| 202 | Coupon Conversion Expungement | Expunge portion of account Food Stamp Benefit balance that could not be directly converted to coupons. Expungement occurs 7 days after conversion. |
| 203 | Food Stamp Expungement | Expunge grant balance. |
| 204 | Food Stamp Manual Authorization Release | Credit cardholder account if merchant does not submit voucher within 30 days. |
| 205 | Cash Expungement | Expunge grant balance. |
| 206 | Card Replacement Fee | |

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## 7.9.3 ATM/POS ACTIVITY - 300 TRANSACTION TYPES

| TRANSACTION | DESCRIPTION | FUNCTION |
|---|---|---|
| 300 | Balance Inquiry | |
| 301 | Food Stamp Benefit Purchase | Purchase food with Food Stamp Benefits. |
| 302 | Food Stamp Benefit Merchandise Return | Credit account when merchandise is returned. |
| 303 | Cash Withdrawal | Account cash withdrawal (ATM). |
| 304 | Purchase Transaction | Account cash purchase (POS). |
| 305 | Purchase with Cashback | Account cash purchase plus cash back (POS). |
| 306 | Cashback Only | Cashback (POS). |
| 308 | Food Stamp Benefit Manual Authorization Debit (Voucher Clear) | Follow up to Manual Authorization. Held funds debited to pay merchant. |
| 309 | Reversal/Cancellation/Void | Reverse or cancel all or part of a transaction from an ATM/POS. |
| 310 | Food Stamp Benefit Manual Authorization Credit (Voucher Clear) | Credit account after obtaining manual credit authorization, and clearing voucher through POS. |

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.10 INACTIVE/DORMANT/EXPUNGED

### 7.10.1 INACTIVE/DORMANT/EXPUNGED HEADER RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "HD" |
| Transaction Type | 8 | X | "WVSFDMEX" |
| Date | 8 | 9 | CCYYMMDD |
| Time | 8 | 9 | HHMMSSSS |
| Control Number | 6 | 9 | Incremented by 1 each time sent. |
| State Code | 2 | X | Must be "WV". |
| Filler | 66 | X | |

Record Length – 100

# 7.0: WEST VIRGINIA EBT BATCH INTERFACE

## 7.10.2 INACTIVE/DORMANT/EXPUNGED DETAIL RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "DT" |
| Service Site | 2 | 9 | Will consist of a 2 character county code. |
| State Unique Identifier | 10 | 9 | |
| EBT Account Number (EDA) | 12 | 9 | |
| Account Type | 1 | X | F - Food Stamp Benefit<br>C – Cash Benefit |
| Action Code | 1 | X | I – Inactive<br>D – Dormant<br>E – Expunged<br>C – Coupon Conversion Expungement |
| Account Balance Indicator | 1 | X | + positive account balance<br>- negative account balance |
| Account Balance | 7 | 9(5)V99 | Contains remaining balance for codes I, D, Contains zeroes if E or C codes. |
| Amount Expunged | 7 | 9(5)V99 | Contains amount expunged from account for code E or C |
| Grant Amount Expunged | 7 | 9(5)V99 | Contains amount expunged from grant for code E or C |
| Authorization Number | 9 | 9 | Contains authorization number associated with grant/warrant. |
| Last Debit Date | 8 | 9 | CCYYMMDD |
| Expungement Date | 8 | 9 | CCYYMMDD |
| Account Activation Date | 8 | 9 | CCYYMMDD |
| Last Deposit Date | 8 | 9 | CCYYMMDD |
| Filler | 9 | X | |

Record Length - 100

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## 7.10.2 INACTIVE/DORMANT/EXPUNGED TRAILER RECORD

| Description | Length | Type | Comments |
|---|---|---|---|
| Record Type | 2 | X | "TR" |
| Transaction Type | 8 | X | must match header |
| Date | 8 | 9 | must match header |
| Time | 8 | 9 | must match header |
| Control Number | 6 | 9 | must match header |
| Total Detail Records | 6 | 9 | |
| Filler | 62 | X | |

Record Length - 100

"Activity" for account aging purposes is defined as cardholder debit activity, which includes manual authorization transactions.

Inactive/Dormant/Expunged processing occurs daily, and all accounts which reach one of the "trigger" points on a given day are reported back to the State on this file. Currently, day parameters are still outstanding but have been tentatively defined as follows:

| FOOD PARAMETERS | | CASH PARAMETERS | |
|---|---|---|---|
| **Inactive** | 45 days | **Inactive** | 45 days |
| **Dormant** | 180 days | **Dormant** | 180 days |
| **Expunged** | 270 days | **Expunged** | 270 days |

If desired, Food Stamp Benefit and Cash Benefit parameters may have separate values.

The (Blank) host process will **automatically close** (inactivate/deactivate) an account when it reaches dormant status. This would make the cardholder's funds inaccessible. If the State wants to reopen or re-use a closed account, they may initiate this action through the administrative terminal. Accounts that are closed and in an Expunged status may be reopened in the same manner.