

DEBT INQUIRY SERVICE

Who will use the Debt Inquiry Service?

- ✓ External Partners (EP)
 - Employers
 - Insurance Carriers
- ✓ States

Functionality for External Partners (EP)

EP's can submit information about individuals eligible to receive a payment(s) for the purpose of comparing individuals owing past due child support through:

- ✓ Real-time online access via Child Support Services Portal (CSSP)
- ✓ Batch Processing
 - Upload a file via CSSP
 - Send file via Batch Process

CSSP - Debt Inquiry Home Page



U.S. Department of Health and Human Services

FPLS Child Support Services Portal

Administration
for
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CSSP Home Print | FAQ | Logout

Debt Inquiry

[Debt Query](#)

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*Welcome
to
Debt Inquiry*

The Debt Inquiry service enables authorized users to enter information about individuals eligible to receive a payout to determine if they owe past-due child support.



Messages

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Debt Query Page



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***** This search should not be used for employment decisions *****

Debt Query

* Indicates required field

Payee Information

Provide information to be distributed to the States.

* SSN: -

* First Name:

* Last Name:

Reference Identifier:

* Payment Type:

* Expected Payout Date:  
(mm/dd/yyyy)

Amount \$

Payor Information

FEIN:

Organization Name:

* Contact Name:

Address Line 1:

Address Line 2:

City: State:

ZIP/Postal Code:

* Phone: Ext:

(no dashes)

* Fax:

(no dashes)

* Email:

Preference:

*In states that require notification prior to making a lump sum payment to an obligor, applicable state law must be followed concerning hold periods.

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Debt Query Confirmation Page - Employer



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Transaction History

Debt Query Confirmation

Payout transaction has been submitted for XXX-XX-6789

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Sample Batch Input File

EP Input File Layout.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins SecureZIP

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	F	G	H	I	M	N	O	P	Q	R	S	T
	FEIN	ORGANIZATION NAME	CONTACT NAME	ADDRESS1	CITY	STATE	ZIP CODE	CONTACT PHONE	PREFERENC E	SSN	FIRSTNA ME	LASTNAM E	REFERENCE IDENTIFIER	PAYMENT TYPE	AMOUNT	EXPECTED PAYOUT DATE
3	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
4	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	123XX4567	Freddie	John	12345	insurance Proce	123456.75	12/11/2017
5	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
6	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
7	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
8	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
9	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
10	12345678	testing company & Assoi	Joe Public	03 Right Flute Ro	Balley	AK	12345	4438887777	Email	202XX1234	Joseph	Gravitz	12345	insurance Proce	234.00	12/11/2017
11																
12																
13																
14																
15																

File Upload Page



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Debt Inquiry

Debt Query

File Upload

Transaction History

File Upload

* Indicates required field

File Selection

* File:

Supported file formats are comma separated value(.csv), Excel (.xls,.xlsx) and fixed length(.txt).

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File Upload Confirmation Page



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Debt Inquiry

Debt Query

File Upload

Transaction History

File Upload

* Indicates required field

Your file has been uploaded. It will be processed and the results can be viewed under Transaction History after processing is complete.

File Selection

* File:

Supported file formats are comma separated value(.csv), Excel (.xls,.xlsx) and fixed length(.txt).

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Transaction History Page



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Transaction History

Transaction History Search

From Date: 
(mm/dd/yyyy)

To Date: 
(mm/dd/yyyy)

SSN: - -

Transaction History Results

[Click on field label to sort the field.](#)

Date	Name	SSN	Payment Type	Transaction Type
05/18/2011	Smith, Robin	XXX-XX-6789	Cash Service Awards	Online
05/18/2011	Grace, Mary	XXX-XX-2781	Bonus	Batch
05/17/2011	James, Peter	XXX-XX-8888	Vacation Pay	Batch
05/17/2011	Duval, Robert	XXX-XX-1141	Cash Service Awards	Batch
05/15/2011	Tamarevskiy, Sergey	XXX-XX-6083	Severance	Online
05/15/2011	Freeman, Leonn	XXX-XX-3071	Other	Batch

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