

**For:** State and County Offices

**ZIP+4 Processing**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

KC-ITSDO has completed software that will:

- validate customers' address records to the United States Postal Service (USPS) database to ensure that the address contains the USPS standardized address
- update customers' records that match the USPS database with ZIP+4.

KC-ITSDO will begin validating customer addresses in the Service Center Information Management System (SCIMS) beginning April 17, 2002. Customer address records that are changed during validation or have ZIP+4 Code, carrier route, or bar code added will download to the customer's legacy counties the following day.

County Offices will **not** be notified of a change or addition to the customer's address record. A change or addition to the customer's record will be received by the county in the same method as if the customer had been accessed in SCIMS and the change made.

Once the ZIP+4 process has occurred in SCIMS, "MAWssccc" transmission files will be created and transmitted to each county where the customer's address was updated.

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<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2002	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

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#### A

#### Background (Continued)

In addition, the software provides the following:

- ZIP Code validation
- addition of carrier route and validation
- addition of delivery point bar code
- address standardization and validation
- PS-3553, USPS Coding Accuracy Support System (CASS) Summary Report, for use in bulk mailings.

**Note:** PS-3553 will be provided to County Offices by separate notice upon completing the validation process.

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#### B

#### Purpose

This notice provides the following to County Offices:

- procedure to process ZIP+4 records
  - instructions for correcting customers identified with incorrect addresses.
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**2 Processing ZIP+4**

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**A**

**Customers in SCIMS**

Validation for SCIMS customers will be processed on the SCIMS database by KC-ITSDO. Updates to customers' addresses to match the USPS database and to add the ZIP+4 Code, carrier route, and bar code will automatically download to counties identified for the customer. Name and address records will be updated to the county's AS/400 name and address record for the customer.

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**B**

**Customers in the "Other Name and Address" File**

Customers that reside in the county's AS/400 "Other Name and Address" file will be processed from the DB2 Name and Address Database by KC-ITSDO. Customers' address records that match the USPS database will have their ZIP+4 Code, carrier route, and bar code added to their record. After processing, KC-ITSDO will download the file containing the updated customer records to the County Office where the record resides.

After receiving the KC-ITSDO downloaded file, County Offices shall access the option to process the file according to this table.

Step	Action	Result
1	On Menu FAX07001, ENTER "9" and PRESS "Enter".	Screen MA000001 will be displayed.  The message, " <b>File containing downloaded ZIP+4 validation records is present on the system. Process this file by selecting Option 5 on Menu MACI00.</b> ", will be displayed.
2	PRESS "Enter".	Menu MA0000 will be displayed.
3	ENTER "2" and PRESS "Enter".	Menu MACI00 will be displayed.
4	ENTER "5" and PRESS "Enter".	Screen MABPRT01 will be displayed.
5	Select the printer to be used for Report MAB072-R001 and PRESS "Enter".	ZIP+4 updates will process and Report MAB072-R001 will automatically print.

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### 2 Processing ZIP+4 (Continued)

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#### C

#### **Records Updated During Processing**

The validation process will update customers' address records from both SCIMS and the AS/400 "Other Name and Address" file that can be identified during validation as being incorrect.

**Examples:** The County Office entered the customer's record as:

Susan Smith  
5200 Brentwood  
Saint Louis, MO 63140

The USPS standardized address for this address is:

Susan Smith  
5200 Brentwood Dr  
St Louis, MO 63140-2727

During validation, the address would be changed to reflect the USPS standardized address. If the customer is a SCIMS customer, the change would be made on the SCIMS database and downloaded to all counties identified for the customer. The address will be updated in the "Name and Address" file on the county's AS/400.

If the customer is in the "Other Name and Address" file, the record will update in the county's AS/400 when the download is processed.

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#### D

#### **Records That Could Not Be Updated**

Customer records from both SCIMS and "Other Name and Address" files that could not be identified or were not updated with ZIP+4 will be listed on Report MAB072-R001. After processing the ZIP+4 validation records according to subparagraph B, a report will print that identifies customers from both SCIMS and "Other Name and Address" that did not pass the validation. County Offices shall correct these addresses.

The report will identify the customer's record with return codes indicating the major reason that the customer record was not updated and the reason why. The report will automatically print after ZIP+4 processing is complete.

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3 ZIP+4 Non-Updated Address Report MAB072-R001

A

Report MAB072-R001

Name and address records that contained errors and could not be updated with the USPS standardized address are listed on Report MAB072-R001. The report lists return codes indicating the major reasons the record could not be updated.

Note: To reprint the report, select option 3, "Name/Address Reports", from Menu MACI00, then select option 1, "Print ZIP+4 Non-Updated Report", from Menu MAB100.

B

Correcting Records Identified on Report MAB072-R001

County Offices shall review Report MAB072-R001. Compare the return codes on the report against the return codes in subparagraph E, and determine corrections required to produce a valid address. Methods of obtaining a correct mailing address may include, but are not limited to, the following:

- telephoning customers
• contacting local postmasters
• telephone directories
• USPS website.

C

Example of Report MAB072-R001

This is an example of Report MAB072-R001.

Table with columns: Rec. Type, ID Number, Name, Mailing Address, City, ST, Zip Code, Return Codes. Includes header information: U.S. Department of Agriculture, Farm Service Agency, ZIP+4 Non-Updated Address Report, Prepared: MM-DD-YY, Page: ZZZ9.

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3 ZIP+4 Non-Updated Address Report MAB072-R001 (Continued)

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**D**  
**Headings for**  
**Report**  
**MAB072-R001**

The headings for the return codes indicating the major reasons the record could not be updated are shown in this table.

<b>Heading</b>	<b>Definition</b>
GEN	General reason for failure of the address match attempt
DIR	Directional mismatch
SUF	Suffix mismatch <b>Examples:</b> ST, BLVD, etc.
APT	Apartment does not match the database
STA	Standardized address does not match database
CST	City/State does not match database
ZIP	ZIP Code not available
ZP4	ZIP+4 coding attempt failed
CRT	Carrier route coding attempt failed

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**3 ZIP+4 Non-Updated Address Report MAB072-R001 (Continued)**

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**E**

**Interpreting  
Codes on Report  
MAB072-R001**

Report MAB072-R001 is sorted by last or business name. Record types of “00” are customer records that reside in SCIMS. County Offices must access SCIMS and correct the record.

Record types greater than “00” reside in the county’s AS/400 “Other Name and Address” file and should be corrected by following 1-CM, paragraph 934.

County Offices shall use this table to identify why customers’ records on Report MAB072-R001 were not updated.

<b>Return Code</b>	<b>Definition</b>
A	Apartment number was missing or not found in the database and an apartment level match was required.
B	Insufficient (or blank) address information to make a match.
C	The probability of the address match being correct exceeded an acceptable level.
D	The directional code did not match the database.
H	House or box number was not found on this street.
L	The returned address was too long to be stored.
M	Multiple matches were found.
N	In: <ul style="list-style-type: none"> <li>• “DIR” column, directional was not found on input address, but was present on the database</li> <li>• “SUF” column, suffix was not found on input address, but was present on the database</li> <li>• “APT” column, an apartment was not found on input addresses, but was present on the database.</li> </ul>
0	In “GEN” column, “O” means an address could not be matched because of directional code.
S	Street name was not found on the database.
X	Records not updated because changes in the County Office record do not match the KC-ITSDO mainframe-downloaded record.
Z	ZIP Code was not found on the database.