FCR/NCOA Submission Process

**MiCSES**
- Initially submits eligible addresses evenly over 90 days, plus any new addresses
- Then submits addresses once every 90 days per address hierarchy submission rules

**FCR**
- Will collect MiCSES’ daily submissions and submit them every week

**NCOA**
- Attempts to match the MiCSES address to an address NCOA has for the individual
- Generates a response:
  a) Confirms match
  b) Confirms wrong address without providing a new one
  c) Confirms wrong address and provides good address
  d) Finds no match
- Will send response back to the FCR daily after “scrubbing” the address to meet postal standards

**MiCSES**
- For Mailing addresses:
  a) Confirm: Change/Keep “Y” and update verified date
  b) Update: Mark as “N”
  c) Update: Mark as “N,” then create new “Y”
  d) No change; update NCOA submission date
- For Residential addresses:
  a) Confirm: Only if matches NCOA exactly
  b) Update: Mark as “N”
  c) Update: Mark as “N,” may create new mailing address also
- For Legal Mailing addresses:
  NCOA does not update

Create Daily, As Needed

**MiCSES**
- When the Legal and Mailing Address don’t match due to an NCOA update:
  - Sends ADDRMISFOC alert to FOC on open support orders and/or
  - Sends ADDRMISPA alert to PA for open CAR or a CAR with a status of “E” and a blank court case number on LCSE screen

**FCR**
- Will receive NCOA responses and forward them to MiCSES daily

Responses Returned Daily

From submission to response takes an estimated 7-10 days.