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NEW YORK STATE

DEPARTMENT OF FAMILY ASSISTANCE

George E. Pataki
Governor

Administrative Directive

Section 1.

Transmittal:	05-OCFS-ADM-05
To:	Local District Commissioners
Issuing Division/Office:	Office of Temporary & Disability Assistance (OTDA) and Office of Children & Family Services (OCFS)
Date:	November 16, 2005
Subject:	Access to Federal Parent Locator Search (FPLS) in Child Welfare Cases for the Purposes of Permanency
Suggested Distribution:	Social Services District: Director of Child Support Enforcement; Directors of Services: Supervisors of Foster Care, CPS, Adoption and Preventive Services
Contact Person(s):	Division of Child Support Enforcement (DCSE) – County Representative 1-800-343- 8859 or NYC 1-212-961-8269 OCFS – Any questions concerning this release should be directed to the appropriate Regional Office, Division of Development and Prevention Services: BRO – Linda C. Brown (716) 847 – 3145 Linda.Brown@ocfs.state.ny.us RRO – Linda Kurtz (585) 238 – 8200 Linda.Kurtz@ocfs.state.ny.us SRO – Jack Klump (315) 423 – 1200 Jack.Klump@ocfs.state.ny.us ARO – Glenn Humphreys (518) 486-7078 Glenn.Humphreys@ocfs.state.ny.us YRO – Patricia Sheehy (914) 377 – 2080 Patricia.Sheehy@ocfs.state.ny.us NYCRO – Fred Levitan (212) 383 – 1788 Fred.Levitan@ocfs.state.ny.us Native American Services – Kim Thomas (716) 847 – 3123 Kim.Thomas@ocfs.state.ny.us
Attachments:	A. Transmittal for Federal Parent Locater Service Search Form B. Explanation of IVDJRA screen C. Explanation of IVDJRE screen
Attachments Available On – Line:	Yes

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
00 0CFS INF-5 05 OCFS INF-5			FCA 1017		45 CFR 303.70 PL 105-89 OCSE IM-99-01 ACYF-CB-IM-00-02

Section 2

I.   **Summary**

This ADM outlines an administrative procedure for child welfare and child support workers at the social services district level to access and obtain absent parent location information from the Federal Parent Locator Service (FPLS). The FPLS will be used for purposes of establishing parentage and developing permanency plans in relation to the provision of child welfare services, which include child protective services, preventive services, foster care and adoption. Section 453 of the federal Social Security Act and related federal policy guidance provide that the State foster care and child welfare agency is authorized to request certain information from the FPLS for the specific purpose of locating or facilitating the identification of an individual who has or may have parental rights in order to make more informed and timely decisions about permanency.

II.   **Purpose**

This directive sets forth an interim manual administrative procedure to allow child welfare workers in a social services district to access the FPLS until CONNECTIONS Build 19 is implemented and the process becomes automated. Use of the FPLS for child welfare cases was authorized by the federal Adoption and Safe Families Act (ASFA) of 1997 (Public Law 105-89) which, in part, amended Title IV-D, section 453. Through the FPLS, absent parents in child welfare cases can be located for the purpose of establishing parentage and achieving permanent plans for children. Child welfare cases include child protective services, preventive services, foster care and adoption services cases. They also include foster care cases where the child is in the legal custody of the Commissioner of the Office of Children and Family Services (OCFS) Since federal law and regulations (45 CFR 303.70) currently authorize only the state's Title IV-D Child Support Enforcement Agency State Parent Locator Service to transmit child welfare agency's requests for information to the FPLS, such requests must be made through the child support enforcement program (that is, the local district Child Support Enforcement Unit [CSEU]).

III.   **Background**

The FPLS is a computerized network of information on individuals, including their Social Security numbers, most recent home address, wage and benefit information, and employment data.   The FPLS obtains such information from federal agencies, including the Internal Revenue Service, the Department of Defense, the National Personnel Records Center, the Social Security Administration, the Department of Veteran's Affairs and State Employment Security Agencies. In addition, states report newly hired employees to a National Directory of New Hires, which is also part of FPLS. The Federal Case Registry is a "pointer" system to all of the databases accessed through the FPLS.

When removal of a child is a possibility in child protective services cases, the social services district must identify and evaluate placement options for the purpose of permanency planning. Section 1017 of the Family Court Act was recently amended to require a social services district,

in any abuse or neglect proceeding involving the removal of a child, to conduct an immediate investigation of a non-respondent parent and to report to the court on whether such person may be a suitable placement for the child or children. When any child is at risk of placement into foster care or enters the foster care system, it is essential that the child's parents, including any absent parent, be identified and located as soon as possible. When a child is in foster care and adoption is the permanency goal, it is also essential to address issues relating to parental rights. Once the absent parent is identified and located, the child's caseworker can attempt to contact the absent parent with regard to their custodial availability, interest and/or capability as part of developing a permanency plan for the foster child. Even if an absent parent is unable to provide a permanent home for the child, if the whereabouts and circumstances of all parents are known, the agency and the court can move more expeditiously toward adoption or another permanent placement. An absent parent may also provide information on other relatives that can be explored as possible permanency resources. Please note that the FPLS is not available for direct requests to locate information on relatives other than the absent parent.

Recognizing the role that absent parents may take, the federal Office of Child Support Enforcement and the federal Administration for Children and Families Children's Bureau issued Information Memorandums OCSE IM-99-01 and ACYF-CB IM-99-02, respectively, regarding use of the FPLS for child welfare services for specific purposes authorized by statute and related federal policy guidance. The purpose of both releases was to inform relevant state agencies of the capacity to use the FPLS to locate or facilitate the identification of an individual who is or may be a child's parent, and to make more informed decisions about permanency planning.

IV.   **Program Implications**

Social services district child welfare workers and OCFS Division of Rehabilitative Services (DRS) workers may request authorized FPLS information from their local child support enforcement workers to locate or facilitate identification of an individual who has or may have parental rights. DRS workers may request such authorized FPLS information from the CSEU in the social services district of the Family Court that placed the child in foster care. Using the FPLS may assist these workers to make more informed and timely decisions about permanency. The CSEU will submit the case information via the Child Support Management System (CSMS) to the FPLS, and send any information received from the FPLS back to the requesting child welfare or DRS worker. The response may include an absent parent's: SSN; address or location; employer's name and address; and employment wages, benefits or other income. Where a Family Violence Indicator is included on a case known to the Federal Case Registry, *no information on a person or persons (including children) who is/are known to be the victim of the violence will be transmitted* pursuant to this procedure. A Family Violence Indicator flags information and suppresses release of such information. A Family Violence Indicator is not linked to the perpetrator of the violence.

V.

Required Action

A. **Child Welfare/DRS Worker Actions**

1. Complete the child welfare worker portion of the Transmittal for Federal Parent Locator Service Search Form (see Attachment A). In order to utilize the FPLS, the following information must be supplied on the Transmittal Form: name of the absent parent for whom the location information is requested, his/her Social Security number, date of birth (if known) and child's name. If the absent parent's Social Security number and date of birth are not known, at least two of the following three absent parent data elements must be included: absent parent's father's last name, absent parent's mother's maiden name, absent parent's city and state of birth.

2. Forward the Transmittal Form to the local CSEU, requesting that the CSEU access the FPLS to search for the person in question.

B. **Child Support Enforcement Worker Actions**

1. Upon receipt of a Transmittal Form, build a new case in CSMS and open an FPLS search as follows:

   In IVDCAB
   a. Access IVDCAB
   b. In client field, enter SEARCH, _ FPLS
   c. Under RESPONDENTS, enter absent parent's name LAST NAME, _ FIRST NAME
   d. Enter absent parent's SSN and DOB (if known)
   e. In WKR field enter appropriate worker code
   f. In TYP field enter "5"
   g. In CSS APP date field, enter date of referral
   h. In LOC field, enter "X"
   i.   XMT, enter "CB1"

   In IVDCB1
   a. Enter child's name LAST NAME, _ FIRST NAME
   b. Enter "8" in WI field
   c. Enter "23" in MED INS IND field
   d.   XMT, enter "BLD"
   NOTE: if absent parent's SSN and DOB are unknown go to IVDJRL and enter absent parent's father's name, mother's maiden name and absent parent's city and state of birth if provided on the Transmittal Form.

2. Enter a tickler date on the CA1 screen for 75 days as a reminder to review the CSMS case for any FPLS information received.

3.   Prior to 75 days, review PLS Information Report **daily** for FPLS information and, as any FPLS information is received, immediately complete item 5 below.

4.   Review the Aging Report for the expiration of 75 days, review CSMS for any FPLS information and complete the Transmittal Form as provided in item 5 below.

5.   Complete the CSEU worker portion of the Transmittal Form. If taking the action because FPLS information was provided prior to the expiration of 75 days **make a copy** of the Transmittal Form, complete the copy of the Transmittal and send it, and attachments (if any), immediately to the requesting child welfare/DRS worker. Keep the original Transmittal Form and in the event that new FPLS information is discovered before the expiration of 75 days, repeat the foregoing process as necessary. At the end of the 75-day period, return the original Transmittal Form and any new attachments to the child welfare/DRS worker. On any Transmittal to the child welfare/DRS worker, check the appropriate box as to whether there was, or was not, any FPLS absent parent address/employer information received. If there is absent parent address/employer information, print out the CSMS IVDJRA and/or IVDJRE screen(s) and attach them to the Transmittal Form (see Attachments B and C).

6.   Forward the Transmittal Form and attachments (if any) to the requesting child welfare/DRS worker.

7.   Close the case in CSMS as follows:

         In IVDSI1
         a.   Enter "002" in XMT
         b.   Enter "ADD" in XMT
         c.   Enter "L999" and XMT
         d.   Enter "SI" and XMT
         e.   Enter "BLD" in XMT
         f.   Enter "D001"and XMT
         g.   Enter "ADD" in XMT
         h.   Enter "D901 03" and XMT
         i.   Enter "001" in XMT
         j.   Enter "ADD" in XMT
         k.   Enter "Y901" and XMT

VI.   <u>Systems Implications</u>

There are no systems implications.

VII.   <u>Additional Information</u>

FPLS information received by the child welfare/DRS workers from this procedure is to be used for the sole purpose of locating or facilitating the identification of an absent parent for establishing parentage or for child welfare permanency purposes as set forth in this directive. Any information obtained by the child welfare/DRS worker shall be treated as confidential and shall not be disclosed except as is necessary for the authorized purposes set forth in this directive.

VIII.   <u>Effective Date</u>

This Administrative Directive is effective immediately.

s/s Nancy Martinez

_____

Issued By
Name: Nancy Martinez
Title: Director
Division/Office: Strategic Planning
                            and Policy Development

s/s Scott Cade

_____

Issued By
Name: Scott Cade
Title: Deputy Commissioner
Division/Office: Child Support Enforcement

Attachment A

TRANSMITTAL FOR FEDERAL PARENT LOCATOR SERVICE SEARCH

This transmittal form is a request for access to the Federal Parent Locator Service (FPLS) to search for/locate information contained in the FPLS regarding the absent parent identified below who is or may be the parent of the child named below. This request is being made by a person authorized to make such a request and such request is being made for the express purpose of locating such parent for child welfare permanency purposes pursuant to Title IV-B or Title IV-E of the Social Security Act.

CHILD WELFARE REQUEST FOR INFORMATION

Child(ren) Information

Case Number**:** _____   Child's Name: _____
                                                    (Last Name)   (First Name)   (Middle)

Additional Child(ren) on Case:

_____   _____
(Last Name)   (First Name)   (Middle)   (Last Name)   (First Name)   (Middle)

_____   _____
(Last Name)   (First Name)   (Middle)   (Last Name)   (First Name)   (Middle)

Absent Parent Information

(Last Name)   (First Name)   (Middle)
_____
Social Security Number: ☐☐☐-☐☐-☐☐☐☐*   Date of Birth: ☐☐/☐☐/☐☐☐☐

The following information is required only if the Social Security number of absent parent is unknown:

Absent Parent's Father's Name: _____
                                      (Last Name)   (First Name)   (Middle)
Absent Parent's Mother's Maiden Name:_____
                                            (Last Name)   (First Name)   (Middle)
Absent Parent's City of Birth: _____   Absent Parent's State of Birth: _____

I hereby certify that this request is being made exclusively for an authorized purpose, locating the foregoing parent for child welfare permanency planning purposes and that any information obtained through the FPLS shall be treated as confidential and shall be safeguarded. Such information may only be re-disclosed when authorized by both federal and state law.

Child Welfare/DRS Worker: _____   _____
                                         Signature   Date

_____
                          Worker Name, Telephone Number

_____
                          Agency Name and Address

CSEU RESPONSE TO REQUEST

A search of appropriate federal records was conducted by the Federal Parent Locator Service (FPLS) to determine the whereabouts of the person identified above.

☐ No information was obtained on this case.
☐ The (unverified) information on the attached page(s) was obtained.

CSEU Worker: _____   _____
                         Signature   Date

_____
                          Worker Name, Telephone Number

_____

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□IVDRA1  CHILD SUPPORT MANAGEMENT SYSTEM*RESP ADDRESS INFO  11/19/01 10:15:14
    ALBANY COUNTY        CASE-ID A:AE53946Z1 TOT-ADDR 04  LAST-ADDR-NO 06
  RESP NAME SMITH, JOHN                     _____
  NO  UPD-IND VER-IND VER-DATE SRC-CD DATE-ADDED DATE-CHANGED
    C/O NAME
    STREET
    CITY            STATE ZIP
 01  N  123185 L                     03  N  123185 L

    1100 PENNSYLVANIA AVE               10 WATER ST
    WASHINGTON      DC  11111           ALBANY          NY  12222
    FPLS-EX-CD 00    INS-CD             FPLS-EX-CD 00   INS-CD
 02  N  123185 L                     06      000000 UIB  123188 123188

    123 SECOND STREET                   CREEK RD
    ALBANY          NY  12202           POUGHKEEPSIE    NY  12601
    FPLS-EX-CD 00    INS-CD             FPLS-EX-CD 00   INS-CD
         RESPONDENT ADDRESS NO.  __    ___ _ _____ ____ _____ _____
                                       _____
                                       _____
         _____ __ _____
  KEY _____ PAGE 01 OF 01 XMT/PASSOFF -> ____ <-
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Respondent Address Information – IVDJRA / IVDRA1   Passoff Code RA

Purpose
Displays the respondent's current and/or historical address, address verification and the source of the address. Can be used to quickly find the respondent address when mailing correspondence.

Displays
- Update indicator
- Respondent address verification indicator
- Source where the address was obtained
- FPLS respondent address exception code

UPD-IND Update indicator. ADD = add new address. *** = delete an entire address.

VER-IND
Respondent lead address verification indicator.
V= verified mailing and residential.
M = verified mailing.
R = verified residential.
N = reviewed; not a current address.
Blank = no verification action taken.
I = verification being investigated.
X = name and Social Security number discrepancy at reported source.

SRC-CD
Source of the potential/actual respondent address lead. (Refer to Respondent Information Codes.) If an asterisk (*) appears with the source code, it indicates the SSN matches,
but the name does not.

FPLS-EX-CD
Respondent address exception code obtained by CSMS from the (Federal Parent Locator Service) FPLS database.

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☐IVDRE1  CHILD SUPPORT MANAGEMENT SYSTEM * RESP EMPLOYER INFO 11/26/01 12:58:49
     O. C. S. E.       RESP-ID AE53946 TOT-EMP-ADDR 03  LAST-EMP-NO 04
  RSP:SMITH, JOHN                    **NAME** EMPLY AS:
  CSMS SSN: 369636396                **SSN*** SSN AT EMPLOYER: 000000000
  ADDRESS-NO           04                            **  WAGES INFO    **
  EMPLOYER-CODE        ____                  DATE         AMOUNT
  EMPLOYER-NAME        CARL_S_CERNIGLIA_DBA_____     0/00     $      0.00
  EMPLOYER-ADDRESS     _____ 0/00     $      0.00
                       18_NOXON_RD_____ 0/00     $      0.00
                       POUGHKEEPSIE___  NY  12603____   0/00     $      0.00
  EMPLOYER-PHONE       0000000000
  EMPLOYER-ID-NO       _____                       **  UIB   INFO  **
  OCCUPATION           _____     BENEFIT RATE        $ 109.00
  SOURCE-CODE          UIB_                 BENEFIT DAYS USED    012
  DATE-ADDED           123188               BENEFIT DAYS REM     092
  DATE-CHANGED         022889               LOCAL OFFICE CODE    086
  VER-IND              V                    EXP DATE             8942
  VER-DATE             022889               FPLS-RE-EX-CD        00
  IEX-IND              _                    YEAR                 0000
  IEX-DATE             000000               ANNUAL WAGES  $          0.00
  REMINDER-IND         _
  KEY _____ PAGE 03 OF 03  XMT/PASSOFF -> ____ <-
```

Respondent Employer Information – IVDJRE / IVDRE1   Passoff Code RE

Purpose
Displays the name and address of each employer where the respondent has been employed or is currently employed. Can be used to quickly obtain the name and address of the respondent's employer.

Displays
- Employer name and address
- Source of the information
- Date the address was obtained
- Date the address was changed
- Code indicating current status of employment data
- IEX- income execution data
- FPLS respondent/employer exception code (see IVDRA)
- Tracking information on medical support execution notices sent to an employer

SOURCE-CODE
Source of the potential/actual respondent employer address lead. (Refer to Respondent Information Codes.) If an asterisk (*) appears with the source code, it indicates the SSN matches, but the name does not.

VER-IND
Denotes the current status of the respondent's employment verification.
V = verified employer address.
N = reviewed; not a current employer.
Blank = no verification action taken.
I = verification being investigated.
D = duplicate employer record.

IEX-IND
Denotes the current status of the income execution to a particular employer or insurance carrier for income execution against a workers' compensation claim. (Refer to Income Execution Codes.)

IEX-DATE
Date of latest entry for IEX-IND.

EM-IND
Employer medical indicator code that tracks the status of medical support execution notices processed for the employer record.

Note: Currently available for display purposes only, not entries. It will be updated through either an automated process or online entry.

EM-IND-DT
Date of medical support execution notice for an employer record. This is a protected field that is updated with today's date when an EM-IND is stored.

Note: Currently available for display purposes only, not entries. It will be updated through either an automated process or online entry.

REMINDER-IND
Indicates if a payment reminder notice is sent to an employer for a respondent's income execution. Blank = notice is automatically sent as long as all edits are met. N = notice is not sent.