

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
August 6, 2012**

PI- 12-12

TO: Directors, County Social Service Boards
Regional Supervisors
Tribal Social Services
Division of Juvenile Services

FROM: Dean Sturn, Administrator, Foster Care Program

SUBJECT: Use of the Child Support Enforcement Federal Parent Locator Service to Locate Parents and/or Relatives of Foster Youth

PROGRAMS: Foster Care Services-Manual Chapter 624-05

EFFECTIVE: Immediately

RETENTION: Until Manualized

The North Dakota Department of Human Services or designee, in its provision of services under Title IV-E/IV-B of the Social Security Act, may have access to certain Child Support Enforcement Federal Parent Locator Service (FPLS) information for defined purposes. Information may only be accessed for the purpose of locating or facilitating the discovery of an individual who is a parent, alleged father, or relative of the child, as needed for IV-E/IV-B agencies to carry out their responsibilities of the IV-E/IV-B programs.

To access the FPLS information the following steps must be followed:

- The case manager identifies a need to “locate” information. (Is the information needed for a parent, alleged father or relative of the child and is the purpose related to carrying out the responsibilities of the IV-E/IV-B programs?)
- If the answer is “No” then FPLS information may not be requested.
- If the answer is “Yes” then the case manager completes the Request Form – Use of the Federal Parent Locator Service (FPLS) for Child Welfare Services (Request Form). See Attachment.

- The completed Request Form is attached to an e-mail and sent to the Regional Supervisor.
- The Regional Supervisor reviews the request for approval.
- The Regional Supervisor sends the approved Request Form to the Child Support Enforcement State Parent Locator Service (SPLS) as an email attachment. (csespls@nd.gov)

SPLS receives the request and processes it. A request that includes sufficient information is submitted to FPLS the next Friday. (Federal law prohibits the disclosure of FPLS information on an individual for whom an IV-D program has placed a Family Violence Indicator (FVI). A IV-D program places the FVI on an individual when there is reason to believe that release of information may result in physical or emotional harm. Therefore, although fairly uncommon, it may be that FPLS information will not be available due to the FVI.)

FPLS uses a variety of powerful sources, many of which produce information that would otherwise be confidential. Federal law and regulations prescribe what information FPLS provides in response to a request. SPLS will usually receive FPLS responses one to two weeks after submittal. However, this varies depending on the source of the information.

The SPLS worker sends the FPLS responses back to the Regional Supervisor via email. Upon receiving the FPLS responses:

- The Regional Supervisor provides the responses to the case manager by forwarding the email.

If you have questions, please feel free to contact Dean Sturn. Thank you.