



**State of Florida
Department of Children and Families**

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: April 22, 2011
TO: Regional Directors
THROUGH: Pete Digre, Assistant Secretary for Operations
FROM: Jamie Self, Ed.D., Director of Family Safety
SUBJECT: State and Federal Parent Locator Service/Diligent Search
ACTION REQUIRED: Notification to Lead Agencies, Sheriff Grantees,
and Child Protective Investigators
EFFECTIVE DATE: Upon Receipt

PURPOSE: The Department and Community-based Care lead agencies have access to the State/Federal Parent Locator Service through the Department of Revenue/Child Support Enforcement. This locator service is particularly helpful when attempting to locate a parent or prospective parent. Child welfare agencies may now request information on relatives for potential placement of a child in out of home care. This memorandum provides information on the expansion of the use of the locator services and the changes to the form when requesting information from the State and Federal Parent Locator Service.

BACKGROUND: Currently when a child enters out of home care, the Department or CBC is required by statute (39.503, F.S.) to notice and gather information about the parent(s) to assist in making a placement determination regardless of dependency status. If the location or identity of the parent(s) is unknown, the child protective investigator or case manager must conduct a diligent search. One of the resources for parental information is available through the State Parent Locator Service or Federal Parent Locator Service at the Department of Revenue/Child Support Enforcement.

Recent changes to federal regulations have significantly enhanced child welfare agencies access to information available to child support (title IV-D) agencies. This new regulation was effective on December 30, 2010 and allows the release of information to child welfare (IV-B and IV-E) agencies to assist with locating relatives for potential placement of a child removed from parental custody.

If you would like to read the entire rule, it can be accessed at:
<http://www.acf.hhs.gov/programs/cse/pol/AT/2010/at-10-12.htm>

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

In addition to information available for conducting diligent searches for parents or legal guardians, the Department of Revenue/Child Support Enforcement may share information that will assist with locating other relatives.

| Purpose | Who | Return Information |
|--|---|---|
| Assist with location of a person who has or may have parental rights of a child in out of home care. | Custodial parent Noncustodial Parent Alleged Father Child | Name SSN Address Employer name, address and FEIN Wages, Income Benefits of employment, including health care coverage Types, location and value of any assets Types, location and amount of any debts owed |
| Assist in locating relatives and siblings. | Relatives (grandmother, grandfather, aunts, uncles, etc) of a child in a TANF or Non-TANF foster care case Siblings of a child | Name SSN Address Employer name Employer address and FEIN |

As a result of these changes, the Department of Revenue/Child Support Enforcement has revised the Request for Authorization to Use the State and Federal Parent Locator Service (Form CS-AP80). The revised form and instructions are included as attachments to this memo.

ACTION REQUIRED: Please disseminate this guidance and attachments to all child protection staff and community-based provider partner staff.

CONTACT INFORMATION: For additional information, please contact Lynne Dupuis at (850) 717-4651 or via email at lynne_dupuis@dcf.state.fl.us or Sallie Bond at sallie_bond@dcf.state.fl.us

Attachments

cc: Sheriffs' Offices
CBC CEOs
John Slye, Acting General Counsel
Mary Cagle, Director of Children's Legal Services
Kimberly Barrett, Director, Florida Abuse Hotline



Child Support Enforcement
**Request for Authorization to Use the
State and Federal Parent Locator Service**

Date: _____

☐ I hereby request Florida's State Parent Locator Service (SPLS) to use its location resources and access the Federal Parent Locator Service, and to provide location information about the following individual who is the parent or alleged parent of a dependent child:

- 1) Name: _____
- 2) Social Security number: _____
- 3) Date of birth: _____

☐ I hereby request Florida's State Parent Locate Service (SPLS) to use its resources to identify and locate parents, relatives or siblings of the following dependent child receiving foster care services.

- 4) Child's Name: _____
- 5) Social Security number: _____
- 6) Date of birth: _____

Note: SPLS information sources require certain identifying information for those sources to generate location responses. Failure to provide a name and Social Security number (or date of birth if a Social Security number is unknown) will not allow the SPLS to conduct location searches, resulting in a denial of this request.

PLEASE CHECK THE REASON FOR YOUR REQUEST. UNAUTHORIZED USE OF STATE PARENT LOCATOR INFORMATION MAY RESULT IN DENIAL OF FUTURE REQUESTS AND OTHER LEGAL SANCTIONS.

I certify under penalty of perjury that:

☐ the requesting entity is acting on behalf of the petitioner to perform diligent searches as required by s. 39.503(5)-(7) or 39.803(5)-(7), F.S., or both.

☐ the requesting entity is, pursuant to 42 U.S.C. s. 653, an "authorized person" and will use the information for the purpose of establishing parentage, or establishing, modifying, or enforcing a support obligation.

☐ the requesting entity is, pursuant to 42 U.S.C. s. 663, an "authorized person" and will use the information for the purpose of enforcing any state or federal law with respect to the unlawful taking or restraint of a child or making or enforcing a child custody or visitation determination.

Name of Requesting Entity

Name of Entity Representative (Please Print)

Mailing Address

Signature of Entity Representative

City, State Zip Code

(_____) (_____) _____
Telephone Number Fax Number

Please mail or fax the completed form to the following address:

Mailing Address:
Florida Department of Revenue
Child Support Enforcement Program
ATTN: State Parent Locator Service
921 N. Davis St., Building A, Suite 370
Jacksonville, FL 32209-6832

Fax Address:
Florida Department of Revenue
Child Support Enforcement Program
ATTN: State Parent Locator Service
FAX: (904) 359-2514

INSTRUCTIONS FOR USE OF CS-AP80

The SPLS may only be accessed for authorized purposes of establishing parentage or establishing, modifying, or enforcing support obligation. You must submit one form for each individual you are trying to locate.

If you are seeking information on a known parent or alleged father of a child check the first box and

1) Provide the full first name, full middle name (if known) or middle initial and full last name. **This field is required.**

2) Provide the social security number(s). If the individual is known to use multiple social security numbers, provide all.

3) Provide the date of birth of the individual. If the full date of birth is not known, provide at least the month and the year of birth. **This field is required.**

If you are seeking to identify and locate relatives or siblings of a child in care check the second box and

4) Provide the child's full first name, full middle name (if known) or middle initial and full last name. **This field is required.**

5) Provide the child's social security number.

6) Provide the child's date of birth. If the full date of birth is not known, provide at least the month and the year of birth. **This field is required.**

7) Please check mark the line that identifies the reason for your request. **This field is required.**

8) Enter the name of the organization, the name of the individual making the request and their contact information. The requesting individual must sign this form and provide their phone number. **This field is required.**

9) Fax or mail the form to the address listed at the bottom of the form. Search results will be sent to the agency address provided by the requestor.

Please ensure the address and all information submitted on the form can be read.