

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>TITLE IV-D POLICY MANUAL</b>	
	<b>Chapter 5: Department of Child Services (DCS) Child Welfare Cases</b>	<b>Effective Date: 07/29/2020</b>
	<b>Section 2: Locate</b>	<b>Version: 1.2</b> <b>Revision Date: 07/29/2020</b>

**BACKGROUND**

The Child Support Bureau (CSB) operates the State Parent Locator Service (SPLS) and receives and transmits information to the Federal Parent Locator Service (FPLS).<sup>1</sup> This information is highly confidential and confidentiality must be maintained at all times.

Prior to 2010, SPLS and FPLS could only be used by CSB for purposes related to the establishment of paternity and the establishment, modification, or enforcement of child support obligations.

In 2010, the Office of Child Support Enforcement (OCSE) issued revised regulations permitting and encouraging CSB to share certain SPLS and FPLS information with DCS Child Welfare staff about parents and relatives of children involved in child welfare cases.<sup>2</sup> This was the result of the Fostering Connections to Success and Increasing Adoptions Act requiring child welfare agencies to identify and send notification to all grandparents and adult relatives notifying them of the removal of a child from the custody of the parents. Therefore, the CSB assists DCS Child Welfare staff, using SPLS and FPLS, in locating children, non-custodial parents (NCPs), grandparents, and relatives.<sup>3</sup> This locate assistance is provided through access that DCS Child Welfare staff have been given to the FPLS State Services Portal (SSP).

**POLICY**

1. DCS Child Welfare staff may receive locate services on an as needed basis throughout the life of a Title IV-D case.<sup>4</sup>
2. DCS Child Welfare staff are entitled to receive the following locate information concerning the NCP(s):
  - a. Person's name;
  - b. Person's Social Security number;
  - c. Person's address;
  - d. Employer's name;
  - e. Employer's address;
  - f. Employer's Identification Number;
  - g. Wages, income, and benefits of employment, including health care coverage; and

<sup>1</sup> For additional information, see Chapter 8: Parent Locate

<sup>2</sup> 42 U.S.C. § 653(a)(2); 42 U.S.C. § 653(c)(4); 42 U.S.C. § 653(j)(3); 42 U.S.C. § 671(a)(29); 45 C.F.R. § 302.35(a)(2); 45 C.F.R. § 302.35(d); OCSE-IM-12-02 Requests for Locate Services, Referrals, and Electronic Interface between Child Welfare and Child Support Information Systems

<sup>3</sup> IC-31-9-2-107

<sup>4</sup> 45 C.F.R. § 302.35(a)(1)

- h. Type, status, location, and amount of assets or debts owed by or to the individual.<sup>5</sup>
3. DCS Child Welfare staff are entitled to receive the following locate information concerning non-parent relatives of a child receiving Title IV-B or Title IV-E services:
  - a. Person's name;
  - b. Person's Social Security number;
  - c. Person's address;
  - d. Employer's name;
  - e. Employer's address; and
  - f. Employer's Identification Number.<sup>6</sup>
4. Locate information obtained through financial institution data match or the Internal Revenue Service will not be disclosed to DCS Child Welfare unless the information is independently verified.<sup>7</sup>

## REFERENCES

- [IC 31-9-2-107](#): Relative
- [IC 31-25-3-2](#): Duties of bureau; access to information
- [42 U.S.C. § 653](#): Federal Parent Locator Service
- [42 U.S.C. § 671](#): State plan for foster care and adoption assistance
- [45 C.F.R. § 302.35](#): State parent locator service
- [45 C.F.R. § 303.21](#): Safeguarding and disclosure of confidential information
- [45 C.F.R. § 307.13](#): Security and confidentiality for computerized support enforcement systems in operation after October 1, 1997
- [OCSE-IM-12-02](#): Requests for Locate Services, Referrals, and Electronic Interface between Child Welfare and Child Support Systems

## PROCEDURE

N/A

## FORMS AND TOOLS

N/A

## FREQUENTLY ASKED QUESTIONS

N/A

## RELATED INFORMATION

Chapter 8: Parent Locate  
[DCS Child Welfare Policy: 5.5 Genetic Testing for Alleged Fathers](#)

<sup>5</sup> 42 U.S.C. § 653(a)(2); 45 C.F.R. § 302.35(d)(1)

<sup>6</sup> 42 U.S.C. § 653(c); 45 C.F.R. § 302.35(d)(2)

<sup>7</sup> 45 C.F.R. § 303.21(d)(3); 45 C.F.R. § 307.13(a)

<b>REVISION HISTORY</b>
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Version	Date	Description of Revision
Version 1	December 8, 2015	Final Approved Version.
Version 1.1	September 17, 2019	Added citation to 45 C.F.R. § 307.13.
Version 1.2	July 29, 2020	Updated hyperlinks. Reviewed for accuracy.