



North Carolina Department of Health and Human Services Division of Social Services

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Division Director

SEPTEMBER 1, 2014

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: ALL CHILD WELFARE SERVICES STAFF

SUBJECT: STATE PARENT LOCATE SERVICE (SPLS) AND FEDERAL PARENT LOCATE SERVICE (FPLS)

The North Carolina Division of Social Services would like to remind you of a resource available to child welfare workers to assist in the location of noncustodial parents and family members. Federal regulation 45 CFR 302.35 authorizes the use of child support services by agencies that provide services for children under Title IV-B (Child Welfare Protective Services) and Title IV-E (Foster Care Services) of the Social Security Act. County child welfare workers can request "Locate Only" services for cases with children who are receiving these services (Child Protective Services or Foster Care Services). Child welfare workers can make these requests regardless of whether a child is in the custody of the agency or living inside or outside his/her home.

County child welfare agencies can request "Locate Only" services to obtain information about the location of a parent, punitive father, or other relative of the child in its efforts to keep children within the family unit or to terminate parental rights in order to facilitate the adoption of the child. Upon request, North Carolina Child Support Services (NC CSS) searches for address and/or employment information about the individual using State Parent Locate Services (SPLS) and Federal Parent Locate Service (FPLS) resources and returns the results to the requestor.

To request the "Locate Only" service, county child welfare workers must submit a completed Application for Child Support Services (DSS-4451) and an Application Supplemental Data Sheet (DSS-4688). These documents can be obtained at <http://info.dhhs.state.nc.us/olm/forms/default.aspx>. No application fee is charged.

Instructions for applications:

When completing the DSS-4451, the child welfare worker must:

1. Enter their own name as the applicant;
2. Disregard the "MPI number" field; and,
3. Sign and date the application

When completing the DSS-4688, the child welfare worker must:

1. Check the "Locate Only" box at the top of page 1;

www.ncdhhs.gov • www.ncdhhs.gov/dss

Tel 919-733-4622 • Fax 919-715-6714

Location: McBryde East • 820 South Boylan Avenue • Raleigh, NC 27603

Mailing Address: 2408 Mail Service Center • Raleigh, NC 27699-2408

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2. Enter their own name, business address, and telephone number in the "Applicant" section and disregard all other applicant data;
3. Enter all available information in the "Child" section; and,
4. Enter all available information about the person to be located in the "Noncustodial Parent" sections.

The requestor must mail the completed forms to the following address:

NC CSS
P.O. Box 20800
Raleigh, NC 27619
Attn: SPLS

Upon receiving these documents, the SPLS Unit workers create a Locate Only case and conduct the search for information from SPLS and FPLS sources. A full search requires a thirty-three (33) day cycle and results are returned to the requestor within approximately thirty-five (35) days, at which point the Locate Only case will be closed.

Instructions for completing the "Locate Only" application are also available online within the Child Support Services Manual (<http://info.dhhs.state.nc.us/olm/manuals/dss/cse/man/index.htm>) under the "Locate" Section, Number 2 "State Parent Locate Services (SPLS)", "DSS Requests for Locate Only Services."

If you have any additional questions, please contact child welfare policy consultant, Erin Conner, at (919) 527-6351 or erin.conner@dhhs.nc.gov.

Sincerely,



Kevin Kelley, Section Chief
Child Welfare Services

CC: Wayne E. Black
Child Welfare Services Team Leaders