

Federal Parent Locator Service

# **Online Locates**

Release 13-01 – Minor  
January 4, 2013

# **Release Specifications**

Version 1.0  
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Administration for Children and Families  
Office of Child Support Enforcement  
370 L'Enfant Promenade, S.W.  
Washington, DC 20447

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# **1. ALLOW NON-CS LOCATE REQUESTS WITHOUT AN SSN (OCSE REF #4033)**

## **1.1 Summary of Changes**

We are modifying the Locate application on the portal to allow states to submit a non-CS Locate request without an SSN. This change will take effect in April 2013.

## **1.2 Background**

Currently, states send Locate requests without an SSN through the batch process, but not through the portal. This enhancement will allow states to submit a non-CS Locate request through the portal without an SSN for these Locate request types:

- Parental Kidnapping
- Adoption or Foster Care Purposes
- Custody and Visitation Establishment or Enforcement Purposes
- Locate Only for Child Support Purposes

## **1.3 Description of Changes**

The enhancement of the Locate application will enable states to submit a request to the Locate application without an SSN.

If you do not supply an SSN, the date of birth (DOB) and gender are required to submit the request. States will enter the DOB and gender on the Other Person Search page.

If the system identifies an SSN, the Locate request is accepted and routed to the agencies you specified. The system returns the SSN for Locate request types “Adoption or Foster Care Purposes,” and “Locate Only for Child Support Purposes,” the same as it does with the current batch process.

If the system cannot identify a unique SSN, the system rejects the Locate request. The Response page displays a status of “Unable to Identify SSN.”

## **1.4 Impact on States**

There is no impact on states. The current ‘SH’ user role will include this option.

## 1.5 Record Specifications/Screen Modifications

No updates are needed to the record layout.

The modified pages are in Appendix A, “User Interface”. The pages are the:

- Other Request page (Figure A-1), modified for this enhancement
- Other Person Search page (Figure A-2), which reflects the asterisks displayed next to the Date of Birth and Gender field to indicate these fields are required if there is no SSN
- Response Selection page (Figure A-3), which displays that a Locate Request submitted without an SSN will not show an SSN if the batch process did not return an SSN

## A. USER INTERFACE

Figure A-1 displays the updated Other Request page to allow submission of a Locate request without an SSN.

**Figure A-1: Other Request Page – SSP**

U.S. Department of Health and Human Services  
Administration for Children & Families  
FPLS State Services Portal  
Home FAQ | Close

**Locate**

**Other Request**  
\* Indicates required field

**Person Search**

SSN: [ ] - [ ] - [ ]

SSN Not Available:

\* Locate Request Type:

- Parental Kidnapping
- Adoption or Foster Care
- Custody and Visitation Establishment or Enforcement
- Other than IV-D Child Support **GO**

Clear

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Figure A-2 displays the updated Other Person Search page to allow submission of a Locate request without an SSN. Note the only change on the page is the red asterisks, which now appear next to the Date of Birth and Gender fields.

**Figure A-2: Other Person Search Page – SSP**

U.S. Department of Health and Human Services  
Administration for Children & Families  
FPLS State Services Portal

Home      FAQ | Close

**Locate**

**Other Person Search**  
\* Indicates required field

**Person Search Criteria**

SSN:      Locate Request Type: Parental Kidnapping

**Advanced Search Criteria**

\* Last Name: Jones

\* First Name: William

Middle Name: J.

\* Date of Birth: 02 / 20 / 1965 (mm/dd/yyyy) ⓘ

\* Gender: Male

Participant Type: -All ⓘ

\* Locate Source Type:  DoD/OPM    DVA    FBI ⓘ  
 NDNH    SSA    ALL

FIPS County Code: \_\_\_\_\_

User Text: 878996655 ⓘ

Submitter's Email Address: \_\_\_\_\_

Submit    New Request    Clear

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Figure A-3 is the Response Selection page, which displays that a Locate Request submitted without an SSN will not show an SSN if the batch process did not return an SSN.

**Figure A-3: Response Selection Page – SSP**

**U.S. Department of Health and Human Services**  
 Administration for Children & Families

**FPLS State Services Portal**

Home FAQ | Close

**Locate**

**Response Selection**

The responses below are only available for 30 days after the date the response is received.

**Search Criteria**

SSN: Locate Source Type: All  
 Request Date Range: 06/01/2011 - 06/30/2011  
 User Id:

---

**Source Match Data**

SSN	Name	Locate Source	Request Date	Response Date	Status
<input type="checkbox"/> 999-XX-9999	Jones, William J	NDNH QW	06/15/2011	06/19/2011	Received
<input type="checkbox"/>	Jones, William J	FBI	06/15/2011	06/20/2011	Received
<input type="checkbox"/> 000-XX-9999	Davis, Thomas	DoD	06/22/2011	06/29/2011	Data Not Found
<input type="checkbox"/> 000-XX-0000	Smith, James		06/02/2011		Request Sent

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