



Department of Children and Family Services Policy and Procedure Guide

Division No: 3–Child Welfare

Effective Date:
3/12/07

Chapter No: 6–Court

Item No: 2–Parent Search Unit

POLICY: It is the policy of the Parent Search Unit to assist the social worker process of finding the address (es) of all children’s parent(s) and/or guardian(s) in order to provide services to the child(ren) in compliance with State and Federal laws. The Department of Children and Family Services (DCFS) will assure that parent(s), guardian(s) and other parties are provided legal notice of all Fresno County Juvenile Dependency Court proceedings. If it is determined that a person’s whereabouts are unknown, the court may waive the notice requirement.

PURPOSE: To clarify the procedure for and the responsibility of the Parent Search Unit in the Diligent Search process.

REFERENCE: Policy and Procedure Guide Item 3-2-4 Diligent Search Process Welfare and Institutions Codes 290.1 through 297 and 366.26

PROCEDURE:

- I. Per Policy and Procedure Guide Item 3-2-4 Diligent Search Process the social worker will check CWS/CMS system to see if there is a JV140 on file for a valid address. If there is no JV140 on file, the social worker will e-mail a Referral for Parent/Relative Search (6168) to the designated DCFS Parent Search Inbox a minimum of 30 days before the specified court hearing. The social worker will enter the client information on the 6168. The social worker will provide the name, date of birth, Social Security Number and any possible location(s) the parent(s), guardian(s) or relative(s) may have resided. The SW will also include the subject’s relationship to the child, as well as, any AKA’s for the subject of search.

Division/Program Manager Approval	–	_____	–	_____
		Name		Date
Assistant Director’s Approval	–	Andrea Sobrado	–	3/9/07
		_____		_____
		Name		Date
Director’s Approval	–	Catherine Huerta	–	3/12/07
		_____		_____
		Name		Date

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The social worker will also provide the case name, case number and the names of the child(ren) related to the subject of the search. The social worker will select the appropriate reason for the Parent Search from the drop down menu located at the field that indicates “Purpose” on the 6168. If the search is no longer needed then the social worker will send an e-mail notification to the DCFS Parent Search inbox to cancel the search.

II. PARENT SEARCH OFFICE ASSISTANT (OA) RESPONSIBILITY

- A. The office assistant will complete the search and return it to the assigned social worker within 10 working days from the date the referral is received, if the social worker indicated on the 6168 that a “Due Diligence” is not needed.
- B. The parent search office assistant will stamp the received date on the 6168 and verify the needed information. The office assistant will enter the request on the “Parent Search Excel Log”. The office assistant will send e-mail notification to the social worker and the social worker’s supervisor for all 6168 received with less than 30 days from the court date advising of the time frame.
- C. The office assistant will search the following resources and data bases to locate the subject(s) of the search:
 - 1. FAMILY SUPPORT SCREEN - STAR KIDS:
Access the Star Kids screen for information on the subject of search. Any information found will be transferred into a narrative and attached to the 6168.
 - 2. PRISON LOCATOR – CDC:
CALIFORNIA DEPARTMENT OF CORRECTIONS, telephone number (916) 445-6713. The Prison Locator regulates calls to one call per hour, three names per call and you must have a date of birth or CDC #. If the person is currently on parole, the office assistant must obtain the CDC number, name of the parole officer, address of the parole office and phone number. If the subject of search is incarcerated the search is completed. The office assistant will then get CDC #, state prison, phone number and address where the subject of search is currently incarcerated.
 - 3. FRESNO COUNTY SHERIFF’S SCREEN/COUNTY JAIL Access the Fresno County Sheriff’s screen and search for the current location/address on the parent. If information is available, print and attach a copy to the 6168. If the parent/guardian is incarcerated, the search is completed and an e-mail notification is sent out to the social worker and the social worker’s supervisor advising subject of search is found. (The same goes with the prison locator when the subject of search is in prison.)

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4. FRESNO COUNTY ADULT PROBATION. The office assistant may e-mail Adult Probation for current probation status and address. There must be a date of birth for the subject in order to complete this search. Results will be recorded on the 6168. If the subject of search is on active probation the parole office and phone number are noted on the form 6168.
5. CALWIN Records. The office assistant will search for the subject in the CALWIN System. The office assistant will check for current addresses. Any information found will be printed, attached and recorded on the 6168.
6. Personal Property Rolls. The office assistant will access Fresno County Property Assessment Records for current ownership of property and Personal Property Rolls for current address. The office assistant will search these rolls on all addresses found for the subject. Results will be recorded and attached to the 6168.
7. MEDS/FOOD STAMPS. The office assistant will search the MEDS system is searched for active MEDS and Food Stamp cases. The office assistant will generate a print out on any pertinent information and the results recorded and attached to the 6168.
8. Social Security and SSI/SSP records. The office assistant will utilize the MEDS system and search for Social Security and SSI/SSP records. If the subject of the search is found with an active case the information is printed and attached to 6168.
9. Department of Motor Vehicle records. The Fresno County Sheriff's Department (FSO) has access to Department of Motor Vehicles records for California. The office assistant submits requests for record searches to FSO for our county and other counties using Fresno County Sheriff's Department DMV TELECOMMUNICATIONS FORM. Information received from FSO is forwarded to the social worker.
10. CWS/CMS Record. The office assistant searches CWS/CMS system for any current address on the subject of search. Information found is printed and attached to the 6168.
11. Polk Directories and Fresno City and County Phone Directories. The office assistant will check all local telephone directories and the Fresno East/West Polk Directories for telephone number(s) and addresses. Any information found is copied and attached to the 6168.

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12. Whitepages.com and Zabasearch.com are searched for Telephone number(s) and addresses and copies are attached to the 6168.
 13. If the subject of search is or may be incarcerated in a Federal prison, then the Federal Bureau of Prisons is accessed on the Internet and searched. Any information found is printed and attached to the 6168. If the Subject of Search is incarcerated, an e-mail notification is sent out to the social worker and the social worker's supervisor with the information.
- D. Inquiries regarding the subject(s) of search.
1. The office assistant sends letters to other counties or states that are located during the search or requested by the SW. The "Directory of Justice Agencies" and the "Public Human Services Directory" are utilized for agency addresses. The office assistant will document on the 6168 the date and the county or state to which the letter was sent.
 2. If the last known address or possible location of the parent(s) is out of the country, the office assistant sends a letter of inquiry to the Consulate of that country.
 3. If the subject of search is or may be in the military service, the office assistant sends an inquiry to the branch of service involved.
 4. If a current or valid address is found, the office assistant will record the name of the agency in which the address was found at the bottom of the 6168. They will then record the valid address next to the agency's name.
 5. When the letters of inquiry return from the different county or state agencies, the office assistant will record the findings in the "Search Log" located in the CWS/CMS system.
- E. After completing all searches and inquiries, the office assistant will record the results on the 6168. If unable to locate the parent(s)/guardian(s), the office assistant will mark the paragraph, which states, "The names and addresses of the person searched for was not found in any of the records indicated above."
- F. When the 6168 Parent Search is completed, the office assistant will route the 6168 to the designated social worker's supervisor who will distribute to the assigned social worker at CMC, L-ST, and Crocker buildings. If the 6168 indicates a request of Due Diligence, the office assistant will continue with the processing.