

ATLAS Case No.: _____ Case Function: I /¹P/O/E/C

²Custodial Parent (CP) Name: _____

CP HLCI: _____ DOB: _____ SSN: _____

Noncustodial Parent (NCP) Name: _____

Court Case/Docket Number: _____

OPID _____
Date(s) _____

DCSS Locate SOP Appendices #		Caseworker Locate Use Only <input type="checkbox"/> I have checked the following locate resources	Locator Use Only <input type="checkbox"/> I have checked the following locate resources
	OnBase (DCSS, FAA and Maricopa County records)		
2	Direct Contact with CP/NCP/Relatives		
3	HAZT (Title IV-A/AZTECS) Reviewed WTPY to verify SSN?		
4	FCSE ATLAS IV-D Screen SDLI and NDLI		
5	Public information via Accurint® / CLEAR®		
6	FCSE ATLAS IV-D Screen CLSP		
7a	HPP (Hospital Paternity Program)		
7b	BG01/GUIDE (Unemployment Insurance/Wage Information)		
7c	MVD/MVR (Motor Vehicle Division)		
7d	ATLAS IV-D and Non-IV-D (FCSE) including: CPDE: _____ CPVL: _____ CPJD: _____ CLBD: _____ CPLD: _____ FCRS: _____		
7e	Request CSENet L01 Locate		
8a	Request QUICK locate via SSP		
8b	Request FPLS locate via APLS (email +DCSS-APLS Requests) to verify SSN		
9	Federal/State/County Incarceration Sources		
9a	City/County Jails: _____		
9b	DOC: _____		
9c	FBOP : _____		
9d	ICE/INS : _____		
10a	City & County Court Orders & Minute Entries <u>read</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No CP <u>attended</u> “in-person” or “telephonically” “for court actions”? <input type="checkbox"/> Yes <input type="checkbox"/> No		

¹When paternity is not established, requesting financial information to include assets is prohibited by state and federal regulations. Refer to [The PORT](#) for additional information on locating an NCP.

²Refer the case to the designated staff for processing the case according to the SNLO Suspense Policy and Procedures located in [The PORT](#) when the CP locate is associated with SNLO suspense, the CP locate checklist was used, and both manual and automated attempts to locate the CP have been unsuccessful for 120 days.

DCSS Locate SOP Appendices #		Caseworker Locate Use Only	Centralized Locate Team (CLT) Use Only
10b	County Recorder		
10c	County Assessor		
10d	State Corporate Commission		
10e	Professional Board of (Occupation)		
11	Request Social Security Administration (SSA) via email +DCSS SSA InfoRequests		
12	³ The Work Number (TWN)		
13	Employer Verification Form Establishment/Enforcement (CPML)		
14	Employer Verification Form (Paternity) (FCSE0001F0666001)		
15	Postal Verification from (CPML) unless CPDE address verification source is NCA		
16	Residential Verification via Admin Subpoena		
17	Utility Company via Admin Subpoena		
19	County Probation Departments		
20	Military Locator		
21	iDoc		

The CP's address is 1901 W. Madison St., Apt. __, Phoenix, Arizona 85009; I have reviewed the participant's Address Confidentiality Program (ACP) Authorization Card, stopped the locate process and followed the ACP Policies and Procedures located in The PORT.

I find no address/asset information and therefore unable to progress the case to the next appropriate step. I have accurately updated relevant information on the following screens and/or worklist items in ATLAS:

CPML
 CPDE and CPSL (if applicable)
 CPVL
 CAAL
 Added CAAL code L1044 – Locate Completed – CP Not Located

I have found address/asset information and accurately updated relevant information on the following screens in ATLAS to progress the case to the next appropriate step.

CPML
 CPDE and CPSL (if applicable)
 CPVL
 CAAL
 Identify and remove related CP locate worklist codes from CAWT or CAWD

SNLO Cases Only, I have taken the following actions:

Sent notice (FCSE0001F0513001/FCSE0001S0513001) Outstanding Checks-Undelivered Support Payments to NCP after automated and manual efforts were made for 120 days.
 Added F1036 Notice of Undelivered Support Payments code to CAAL

Pending Actions/Documents (Postal, Employment and/or Lease Verifications, etc.): _____

³TWN is used for employment verification when the employer contracts with TWN for employment verification services.