

ATLAS Case No.: \_\_\_\_\_ Case Function: I /<sup>1</sup>P/O/E/C

Noncustodial Parent (NCP) Name: \_\_\_\_\_

NCP HLCI: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Custodial Parent (CP) 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
1	OnBase (DCSS, FAA and Maricopa County records)		
2	Direct Contact with NCP/CP/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 <a href="#">Accurint®</a> / <a href="#">CLEAR®</a>		
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: NCDE: _____ NCVL: _____ NCJD: _____ NCAD: _____ CLBD: _____ NCLD: _____ 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 NCP <u>attended</u> "in-person" or "telephonically" "for court actions"? <input type="checkbox"/> Yes <input type="checkbox"/> No		
10b	County Recorder		
10c	County Assessor		
10d	State Corporate Commission		

<sup>1</sup> When 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.

DCSS Locate SOP Appendices #		Caseworker Locate Use Only	Centralized Locate Team (CLT) Use Only
10e	Professional Board of (Occupation)		
11	Request Social Security Administration (SSA) via email +DCSS SSA InfoRequests		
12	<sup>2</sup> <a href="#">The Work Number (TWN)</a>		
13	Employer Verification Form Establishment/Enforcement (NCML)		
14	Employer Verification Form (Paternity) (FCSE0001F0666001)		
15	Postal Verification from (NCML) unless NCDE address verification source is NCA		
16	Residential Verification via Admin Subpoena		
17	Utility Company via Admin Subpoena		
19	County Probation Departments		
20	<a href="#">Military Locator</a>		
21	iDoc		

The NCP’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:

- NCML       NCDE and NCSL (if applicable)       NCVL       NCAD       CAAL
- Added CAAL code L1037 – Locate Completed – NCP Not Located
- Added CAAL code L1006-Locate Request To Locator (generates worklist item L0021-NCP Needs Locate)

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.

- NCML       NCDE and NCSL (if applicable)       NCVL       NCAD       CAAL
- Identify and remove related NCP locate worklist codes from CAWT or CAWD

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>2</sup>TWN is used for employment verification when the employer contracts with TWN for employment verification services.