

**City of New York  
Administration for Children's Services**

**Procedure 2009/05**

**SUBJECT: Federal Parent Locator Service**

**APPROVED:** John B. Mattingly

**Page 1 of 5 (6 Attachments)**

**DATE:** October 19, 2009

**IMPLEMENTATION RESPONSIBILITY:  
Children's Services Divisions of Child  
Protection, Family Support Services,  
Family Permanency Services and Family  
Court Legal Services and Foster Care  
Provider Agencies**

**PURPOSE:** Children's Services and provider agency staff are advised to use the Federal Parent Locator Search (FPLS) to support their diligent efforts to locate missing parents, and to use this to inform permanency planning for children.

**SCOPE:** This procedure applies to all Children's Services Divisions of Child Protection (DCP), Family Support Services (FSS), Family Permanency Services (FPS), Family Court Legal Services (FCLS) and provider agency staff. It is to be used to find missing parents for all children in child welfare protective, preventive, foster care and adoption services cases. This procedure is effective immediately.

**POLICY:** Children's Services requires that DCP, FSS, FPS, FCLS and provider agencies explore and evaluate all possible options in locating missing parents, in order to achieve permanency plans for children. In support of this goal, they should make requests for information about missing parents to the Human Resources Administration's Office of Child Support Enforcement (HRA/OCSE) via use of the FPLS.

The FPLS is a computerized network of information on individuals, including their social security numbers, most recent home address, wage and benefit information, and employment data. The FPLS obtains such information from federal agencies, including the Internal Revenue Service, the Department of Defense, the National Personnel Records Center, the Social Security Administration, the Department of Veteran's Affairs and State Employment Security Agencies. In addition, states report newly hired employees to a National Directory of New Hires, which is also part of FPLS. The FPLS also has a direct link to the State Parent Locator Service (SPLS).<sup>1</sup>

When requested, HRA/OCSE will utilize the FPLS to:

- a. locate missing parents, and
- b. assist Children's Services or provider agencies in reporting to the court all diligent efforts to encourage a meaningful relationship between the missing parent and the child.

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<sup>1</sup> 07-OCFS-ADM-09 Access to the Federal Parent Locator Service (FPLS), State Parent Locator Service (SPLS), and

Once the missing parent is located, the child's case planner should contact the parent with regard to their custodial availability, interest, and/or capability as part of developing a permanent placement plan for the child.

***Program Implications When Conducting an FPLS Inquiry***

It is important to note that a Family Violence Indicator (FVI) is used to identify cases in Child Support Management Systems [(CSMS) known as OCSE in New York State] in which there is reasonable evidence that domestic violence or child abuse exists and disclosure of identifying information could be harmful to either the custodial parent, noncustodial parent or the child. An FVI is linked to a person or persons that may be threatened, not to the perpetrator of the violence. **No information on a person or persons (including children) where an FVI has been established will be transmitted to the Federal Case Registry (FCR), and consequently an FPLS request will not be processed.** Likewise, no SPLS or financial information will be released to child welfare personnel on individuals with an FVI. However, if an FVI does not exist for the person that may be threatened, then location information from FPLS and SPLS will be available for the missing parent.<sup>2</sup>

**PROCEDURE:** Each DCP, FSS, FPS, and FCLS Borough Commissioner or Director is required to delegate one FPLS coordinator (only one regardless of multiple site locations) to represent that borough or division for the purpose of conducting FPLS inquiries. Similarly each provider agency is required to designate only one FPLS coordinator (regardless of multiple site locations) to represent the provider agency for the purpose of conducting FPLS inquiries to HRA/OCSE. The FPLS coordinator will be responsible for forwarding or transmitting all FPLS requests directly to the HRA/Child Support Enforcement FPLS Liaison both by email and mail, and by fax if requested by HRA. In the event that the ACS or provider agency coordinator is absent, the supervisor of the coordinator should contact the HRA liaison with the name of the temporary or new designee.

The following procedures describe the steps to be taken by FPLS coordinators when a DCP, FSS, FPS or provider agency staff initiates a request to use the FPLS to conduct a diligent search for a missing parent.

**I. When FPLS Coordinator is Requesting Information Regarding a Missing Parent via the FPLS:**

- A. The FPLS coordinator must:
- i. Retrieve an FPLS OCFS-LDSS-7031 *Transmittal for Federal Parent Locator Service Search* form template (see Attachment 1 for sample) from the OCFS website at either  
[http://www.ocfs.state.ny.us/main/forms/foster\\_care/](http://www.ocfs.state.ny.us/main/forms/foster_care/) or  
<http://www.ocfs.state.ny.us/main/forms/adoption/>;
  - ii. Complete applicable fields on OCFS-7031 search form;  
Note: This form can be saved on your computer, however, please check the site periodically for revisions that might be made to the form before using any versions that were previously saved.

<sup>2</sup> 07-OCFS-ADM-09 Access to the Federal Parent Locator Service (FPLS), State Parent Locator Service (SPLS), and Additional Financial Information in Child Welfare Cases for the Purposes of Permanency - pg 4.

- B. When completing the FPLS OCFS-7031 search form, the FPLS coordinator must:
- i. Enter the child(ren)'s name and case number;
  - ii. Enter the complete name (last, first, middle) of the missing parent for whom the location information is requested;
  - iii. Enter the missing parent's social security number (if known);
  - iv. Enter the missing parent's date of birth (if known).
- C. If the missing parent's social security number and date of birth are not known, the FLPS coordinator must include at least two of the following three data elements:
- i. the last name of the missing parent's father and/or
  - ii. the maiden name of the missing parent's mother and/or
  - iii. the missing parent's city and state of birth.
- Note: A successful search cannot be conducted without providing B or C above.**
- D. The FPLS coordinator must remember to provide his/her name, address and telephone number at the bottom of the FPLS OCFS-7031 search form, to ensure a response from the FPLS liaison.

## II. Submission of FPLS Request to HRA:

- A. The FPLS coordinator must both email (see II C below) and mail the transmittal form to the FPLS liaison at:  
HRA/ Office of Child Support Enforcement  
Attention: Paulette Daniels  
Administrative Assistant  
2 Washington Street, 22<sup>nd</sup> Floor  
New York, NY 10004  
**Paulette.Daniels@DFA.State.NY.US**
- B. The FPLS liaison may also request a faxed signed copy if necessary to expedite the process. When submitting the FPLS OCFS-7031 search form **via fax** the FPLS Coordinator must:
- i. Place a telephone call to Paulette Daniels at (212) 480-5851 to notify her that the signed FPLS search form is being sent before it is faxed;
  - ii. Fax the completed FPLS OCFS-7031 search form to (212) 480-5634;
  - iii. Confirm that the information was received by the intended individual.<sup>3</sup>
- C. When sending the FPLS OCFS-7031 search form to the FPLS liaison **via e-mail** the FPLS Coordinator is required to:
- i. First save the completed form as a WORD document in an unprotected format (no password);
  - ii. Then save the completed form as a password protected format. ***Please note that if you forget the password, you cannot open or gain access to***

<sup>3</sup> Refer to 05-OCFS-ADM-02, Case Management Changes Associated with CONNECTIONS Build 18 (February 2005) - P.13 for guidelines on transmitting electronic information.

*the password-protected document.*

To save documents as password protected:

1. On the **File** menu, click **Save As**.
  2. On the **Tools** menu in the **Save As** dialog box, click **General Options** or **Security Options** depending on your version of WORD;
  3. In the **Password to open** box, type a password, and then click **OK**;
  4. In the **Reenter password to open** box, type the password again, and then click **OK** then click **Save**;
- D. Place a telephone call to Paulette Daniels at (212) 480-5851 to notify her of the password;<sup>4</sup>
- E. Then e-mail the completed FPLS OCFS-7031 search form as an attachment to **Paulette.Daniels@dfa.state.ny.us**
- F. Mail a signed original of the FPLS OCFS-7031 search form within 24 hours of the request that was submitted by email.<sup>5</sup>

*Timeframes*

Since it is standard procedure for a the FPLS database to process requests within a 75 day time frame, **the HRA/OCSE FLPS Liaison must return all FPLS search requests to the FPLS coordinator within 75 days of submission.**

The FPLS coordinator will convey any information acquired from the search to the DCP, FSS, FPS, FCLS staff or the provider agency case planner who originated the request.

**Note:** DCP investigations are required to be completed within 60 days. All DCP coordinators must indicate in their communication (by telephone or by e-mail) to the FPLS Liaison that their request is from the DCP and is urgent. This will help to expedite the request. However, HRA cannot guarantee a response prior to the end of the investigation, as the results derive from multiple sources.

**III. HRA/OCSE FPLS Liaison Response:**

- A. If a family violence indicator **is not** present, the FPLS liaison will:
- i. Check (✓) the response box on the FPLS OCFS-7031 search form labeled, ***“Address and/or employment information was obtained. The information is on the attached page(s)”***;
  - ii. Attach any appropriate screen prints to the transmittal form (Attachments 2, 3, 4, and 5 provide examples of the various screen prints and explanations for the relevant data that the case planner will need to review on each screen print);
  - iii. Return the transmittal and attachment to the FPLS coordinator;
  - iv. Return the information to the FPLS coordinator.

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<sup>4</sup> It is acceptable to leave a voicemail if there is no response when placing the call however a separate e-mail to confirm the password is recommended in these instances.

<sup>5</sup> It is mandatory that the original signed version be mailed to HRA/CSEU within 24 hours of FPLS e-mail inquiry, as the results will not be returned to DCP, FSS, FPS, FCLS or provider agency coordinator until HRA receives the signed copy. The

HRA/CSEU liaison will only process of the unsigned emailed version of the request after establishing rapport or becoming familiar with the DCP, FSS, FPS, FCLS or provider agency coordinator.

**OR**

- B. If a family violence indicator (see Program Implications on page 2) **is** present, the FPLS liaison will:
- i. Check (✓) the response box on the transmittal form labeled, ***“Information may not be disclosed due to a safety concern and, under such circumstances, may only be disclosed to a court or to an agent of the court”*** if such an indicator was found;
  - ii. Return the FPLS OCFS-7031 search form to the FPLS coordinator.

**IV. FPLS Coordinator Next Steps:**

Upon receipt of response from FPLS liaison, the FPLS coordinator should forward the response to their child protective specialist or provider agency case planner for use in planning for the child’s permanency or in proving diligent efforts in locating the missing parent to the court.

**Reminder: Information obtained from an FPLS should only be used to inform decisions regarding permanency for a child, and does not replace the use of other diligent efforts that can be used to locate the missing parent.**

For additional information on this procedure please contact Glen Anthony Henry, Procedures Writer, Policy and Procedures Unit at (212) 341-3192.

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**TRANSMITTAL FOR PARENT LOCATOR SERVICE SEARCH**

This transmittal form is a request for access to the Federal and State Parent Locator Services (FPLS and SPLS, respectively) to search for/locate information contained in the FPLS and SPLS regarding the absent parent identified below who is or may be the parent of the child named below and for additional support information if available on CSMS. This request is being made by a person authorized to make such a request and such request is being made for the express purpose of locating such parent for child welfare permanency purposes pursuant to Title IV-B or Title IV-E of the federal Social Security Act.

**CHILD WELFARE REQUEST FOR INFORMATION**

**Child(ren) Information:**

CASE NUMBER:	CHILD'S NAME: (LAST, FIRST, MI):
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**Additional Child(ren) on Case:**

NAME: (LAST, FIRST, MI):	NAME: (LAST, FIRST, MI):
NAME: (LAST, FIRST, MI):	NAME: (LAST, FIRST, MI):

**ABSENT PARENT INFORMATION**

NAME: (LAST, FIRST, MI):	
★ SOCIAL SECURITY NUMBER:	DATE OF BIRTH:
★ The following absent parent information is required only if the Social Security Number of the Absent Parent is unknown:	
ABSENT PARENT'S FATHER'S NAME (LAST, FIRST, MI):	
ABSENT PARENT'S MOTHER'S MAIDEN NAME (LAST, FIRST, MI):	
ABSENT PARENT'S CITY OF BIRTH:	ABSENT PARENT'S STATE OF BIRTH:

I hereby certify that this request is being made exclusively for the authorized purpose of locating the foregoing parent for child welfare permanency planning purposes and that any information obtained through the SPLS and FPLS shall be treated as confidential and shall be safeguarded. Such information may only be re-disclosed when authorized by both federal and state law.

CHILD WELFARE/DJJOY WORKER SIGNATURE: X	DATE:
WORKER NAME:	TELEPHONE NUMBER:
AGENCY NAME AND ADDRESS:	

**CSEU RESPONSE TO REQUEST**

A search of appropriate records was conducted through the FPLS and SPLS to determine the whereabouts of the person identified above and CSMS was searched for financial information regarding the absent parent.

- Information may not be disclosed due to a safety concern and, under such circumstances, may only be disclosed to a court or to an agency of the court.
- No address and/or employment information was obtained or is otherwise available in CSMS for the absent parent.
- Address and/or employment information was obtained. The information is on the attached page(s).
- Financial information is available and the information is on the attached page(s).

CSEU WORKER SIGNATURE: X	DATE:
WORKER NAME:	TELEPHONE NUMBER:
AGENCY NAME AND ADDRESS:	

## IVDJRA [RA]

## RESPONDENT ADDRESS INFORMATION SCREEN

<input type="checkbox"/> IVDRA1 CHILD SUPPORT MANAGEMENT SYSTEM*RESP ADDRESS INFO 11/19/01 10:15:14 ANY COUNTY CASE-ID A:AE53946Z1 TOT-ADDR 04 LAST-ADDR-NO 06 RESP NAME SMITH, JOHN NO UPD-IND VER-IND VER-DATE SRC-CD DATE-ADDED DATE-CHANGED C/O NAME STREET CITY STATE ZIP	
01 V 123185 L	03 N 123185 L
1100 PENNSYLVANIA AVE WASHINGTON DC 11111 FPLS-EX-CD 00 INS-CD	10 WATER ST ALBANY NY 12222 FPLS-EX-CD 00 INS-CD
02 N 123185 L	06 000000 UIB 123188 123188
123 SECOND STREET ALBANY NY 12202 FPLS-EX-CD 00 INS-CD	CREEK RD POUGHKEEPSIE NY 12601 FPLS-EX-CD 00 INS-CD
RESPONDENT ADDRESS NO. _____	_____
KEY _____	PAGE 01 OF 01 XMT/PASSOFF -> _____ <-

## RESPONDENT ADDRESS INFORMATION (IVDJRA / IVDRA1)

PASSOFF CODE "RA"

**Purpose**

Displays the respondent's current and/or historical address, address verification and the source of the address. Can be used to quickly find the respondent address when mailing correspondence.

**Displays**

- Update indicator
- Respondent address verification indicator
- Source where the address was obtained
- FPLS respondent address exception code

**UPD-IND** Update indicator. ADD = add new address. \*\*\* = delete an entire address.

**VER-IND**

Respondent lead address verification indicator.

V= verified mailing and residential.

M = verified mailing.

R = verified residential.

N = reviewed; not a current address.

Blank = no verification action taken.

I = verification being investigated.

X = name and Social Security number discrepancy at reported source.

**SRC-CD**

Source of the potential/actual respondent address lead. (Refer to Respondent Information Codes.) If an asterisk (\*) appears with the source code, it indicates the SSN matches, but the name does not.

**FPLS-EX-CD**

Respondent address exception code obtained by CSMS from the (Federal Parent Locator Service) FPLS database.

## IVDJRE [RE]

## RESPONDENT EMPLOYER INFORMATION SCREEN

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□ IVDRE1 CHILD SUPPORT MANAGEMENT SYSTEM * RESP EMPLOYER INFO 11/26/01 12:58:49
  O. C. S. E.      RESP-ID AE53946 TOT-EMP-ADDR 03 LAST-EMP-NO 04
  RSP: SMITH, JOHN      **NAME** EMPLOY AS:
  CSMS SSN: 369636396  **SSN** SSN AT EMPLOYER: 000000000
  ADDRESS-NO          04      ** WAGES INFO **
  EMPLOYER-CODE      _____ DATE          AMOUNT
  EMPLOYER-NAME      CARL_S_CIRCLE_____ 0/00      $      0.00
  EMPLOYER-ADDRESS   18_NOXON_RD_____ 0/00      $      0.00
                   POUGHKEEPSIE_____ NY 12603_____ 0/00      $      0.00
  EMPLOYER-PHONE     0000000000
  EMPLOYER-ID-NO     _____      ** UIB INFO **
  OCCUPATION         _____ BENEFIT RATE      $ 109.00
  SOURCE-CODE        UIB_          BENEFIT DAYS USED      012
  DATE-ADDED         123188        BENEFIT DAYS REM       092
  DATE-CHANGED       022889        LOCAL OFFICE CODE      086
  VER-IND            V              EXP DATE                8942
  VER-DATE           022889        FPLS-RE-EX-CD         00
  IEX-IND            _____     YEAR                    0000
  IEX-DATE           000000        ANNUAL WAGES $        0.00
  EM-IND            _____
  EM-IND-DT         _____
  REMINDER-IND      _____
  KEY _____ PAGE 03 OF 03 XMT/PASSOFF -> _____ <-

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## RESPONDENT EMPLOYER INFORMATION (IVDJRE / IVDRE1)

PASSOFF CODE "RE"

**Purpose**

Displays the name and address of each employer where the respondent has been employed or is currently employed. Can be used to quickly obtain the name and address of the respondent's employer.

**Displays**

- Employer name and address
- Source of the information
- Date the address was added to IVDJRE
- Date the address (or other information) was changed
- Code indicating current status of employment data
- IEX- income execution data
- FPLS respondent/employer exception code (see IVDRA)
- Tracking information on medical support execution notices sent to an employer

**SOURCE-CODE**

Source of the potential/actual respondent employer address lead. (Refer to Respondent Information Codes.) If an asterisk (\*) appears with the source code, it indicates the SSN matches, but the name does not.

**VER-IND**

Denotes the current status of the respondent's employment verification.

V = verified employer address.

N = reviewed; not a current employer.

Blank = no verification action taken.

I = verification being investigated.

D = duplicate employer record.



Attachment 3

**IEX-IND**

Denotes the current status of the income execution to a particular employer or insurance carrier for income execution against a workers' compensation claim. (Refer to Income Execution Codes.)

**IEX-DATE**

Date of latest entry for IEX-IND.

**EM-IND**

Employer medical indicator code that tracks the status of medical support execution notices processed for the employer record.

**EM-IND-DT**

Date of medical support execution notice for an employer record. This is a protected field that is updated with today's date when an EM-IND is stored.

**REMINDER-IND**

Indicates if a payment reminder notice is sent to an employer for a respondent's income execution. Blank = notice is automatically sent as long as all edits are met. N = notice is not sent.

## IVDQFS [FS]

## FISCAL SUMMARY SCREEN

IVDQFS O. C. S. E. ASCU FISCAL SUMMARY SCREEN										DATE: 052202	
ASCU NO BH21564K1 COUNTY ACCT NO				FIPS CODE 130001 SA-IND							
RESPONDENT: TEST, A				CLIENT: TEST, CASE							
TO DATE: PD		0.00 DUE		200.00 APP		0.00 DISB				0.00	
DLNQ-SH	IEX/IDO	IEX-FREQ	IEX-OBLIG-AMT	IEX-ADD-AMT	IEX-PAST-DUE						
088			0.00	0.00	0.00						
DLNQ-SH-DT	UIB-IND	UIB-FREQ	UIB-OBLIG-AMT	UIB-ADD-AMT	NAFDC-FL						
03/29/02			0.00	0.00	0.00						
LST-PVMT		IEX-ALT-FREQ	IEX-ALT-AMT		ADC-FL						
00/00/00			00000		0.00						
REV/ADJ-IND		REV/ADJ-DT	03/11/2002								
PG	LDGR	ST	DT	OBLIG	OBLIG	LST-CHG	CRT-ORD	CO	PFT-DOC	ASAB	NET-DUE
NO	TYPE	SH	FREQ	AMT	DATE	DATE	IND	NUMBER			
01	11BW	01	1	D07	50.00	04/01/02	03/11/02			0.00	200.00
02	13CV	03	1	D07	25.20	00/00/00	00/00/00			0.00	0.00

KEY [ ] PAGE 01 OF 02 XMT/PASSOFF - > <

## FISCAL SUMMARY INFORMATION (IVDQFS)

PASSOFF CODE "FS"

**Purpose**

Provides a summary of the account and its status in the income execution (IEX) process and a summary of ledger information contained in each of the individual ledger pages of the IVDQRY screens.

**Displays**

- Respondent's delinquency status
- Income execution / deduction order status
- Income execution obligation amount, past due and frequency
- Amount of arrears at the time an income execution was sent
- Unemployment Insurance Benefits income execution indicator
- Ledger types and status
- Amount respondent owes for each ledger type

**IEX/IDO**

"Income Execution/Income Deduction Order" indicator. Indicates whether a respondent has been ordered to pay via IEX/IDO, and whether the account is in the default or immediate IEX process.

**IEX-FREQ**

Indicates the frequency of the account charges for IEX payments as required in the court order.

**IEX-OBLIG-AMT**

The IEX obligation amount is calculated by the system and is the sum of all active ledger obligation amounts plus any additional amount. This is the total amount the employer is instructed to withhold from wages.

**IEX-ADD-AMT**

IEX additional amount is the amount to be paid via income execution in addition to the ledger OBLIG AMT in order to satisfy the delinquency on an account.

Attachment 4

**IEX-PAST-DUE**

Amount of arrears calculated at the time IEX was sent out.

**LST-PMT**

Date when last payment was posted to the account.

**LDGR TYPE**

Indicates beneficiary, type of obligation and type of collection.  
(Refer to Ledger Type Information below.)

**Ledger Type Information**

**1<sup>st</sup> Position Code**

- 1 Court ordered current
- 2 Court ordered arrears
- 3 Voluntary agreement current
- 4 Voluntary agreement arrears

**2<sup>nd</sup> Position Code**

- 1 Court ordered current
- 2 Court ordered arrears
- 3 Voluntary agreement current
- 4 Voluntary agreement arrears

**3<sup>rd</sup> Position Code**

- A IV-D TANF
- B IV-D Non-TANF
- C Non IV-D

**4<sup>th</sup> Position Code**

- A Alimony
- B Child Care expenses
- C Foster care
- D Administrative expense (e.g., genetic test)
- E Title IV-E foster care
- F Food stamps
- G Refugees
- H Hospital
- I American Indian
- J Judgment
- K Correctional Schools
- L Mental Hygiene releases
- M Medical assistance
- N Nursing homes
- O Educational expenses
- P Pre-determination grant for Family Assistance
- Q Cuban-Haitian entrants
- R Home Relief
- S Supplemental Security Income
- T Training Schools
- U Future reasonable medical expenses
- V Child support out-of-wedlock
- W Child support in wedlock
- X Administrative collection of arrears amount
- Y State charges
- Z Fee for service

Attachment 4

5<sup>th</sup> Position Code

J Judgment  
I Interest on judgment

6<sup>th</sup> Position Code

1-9 numeric code to indicate the number of judgments

**ST**

Indicates status of ledger. 01=active; 02=suspended; 03= terminated; 04=arrears held in abeyance; 05=administratively closed.

**OBLIG FREQ**

Court ordered frequency at which the respondent must make payments. A=annually; Q=quarterly; S=semi-annually; M01=monthly (01=day of month); B=semi-monthly (1<sup>st</sup> and 15<sup>th</sup>); D14=bi-weekly and D07=weekly.

**OBLIG AMT**

Amount respondent is required to pay on the particular ledger.

**LST-CHG DATE**

Last charge date; the date when the last payment was due on the specific ledger.

**CRT-ORD DATE**

The date a court order was effective.

**ASAB**

Arrears Set at Balance – remaining unpaid balance left toward ASA (court ordered arrears amount).

**NET-DUE**

Amount of money respondent owes for each of the ledger types. (TO-DATE-DUE minus TO-DATE-APPLIED.)

**Note:** To quickly access the page of IVDQY1 for a specific ledger, enter "/00" (where 00 indicates the ledger number) in the KEY field and press the Transmit key. The page that corresponds to the indicated ledger will be displayed.

## IVDQRY [I]

## GENERAL INQUIRY SCREEN

IVDQY1	ASCU -	O. C. S. E.		05/16/02	14:41:18
ASCU-NO	AX79349D1	COUNTY-ACCT-NO		FIPS-CODE	136061
TEST, C		CCC	TEST, CASE		
C/O			C/O		
			40 N PEARL ST		
			ALBANY		
RESP-SSN	000-00-0000	TCK-DT	00/00/0000	CLI-ID	AV853875
RFSP-DOB	00/00/00	TCK-REAS		CLI-SSN	000-00-0000
CASE CONTROL		YEARLY	QUARTERLY	MONTHLY	TO DATE
PAID:	100.00	100.00	100.00	100.00	100.00
DUE:	600.00	600.00	600.00	600.00	600.00
APPL:	100.00	100.00	100.00	100.00	100.00
DISB:	100.00	100.00	100.00	100.00	100.00
NET-DUE	500.00	USDL		DCO	
LST-PYMT	04/04/02	INVTG-CD	LR	SA-IND	A01
DLNQ-SW-DT	02/07/01	BILL-SW	4	SUP-DEL	
DLNQ-SWITCH	07	SPEC-IND		STOP-CHG-DT	04/26/202
W/O-DLNQ	0.00				
R-TYPE	<input type="checkbox"/> CHNG			R1	R2
EV				PAGE 00 OF 07	XMT/PASSOFF -> <

GENERAL INQUIRY INFORMATION (IVDQRY/ IVDQY1{ XE "ASCU GENERAL INQUIRY SCREEN -  
IVDQRY / IVDQY1" }) PASSOFF CODE "I"

**Purpose**

Provides a cumulative total of all payments due, application and distribution history information on a yearly, quarterly and monthly basis for all ledger types on an account for the current calendar year, and displays the paid, due, applied and disbursed to date amounts since the account was built.

**Displays**

- Payments made in the current calendar year
  - Payments made since the account was established
- Amounts disbursed to the payee specified for the account

**FIPS-CODE**

"Federal Information Processing Standard Code." Six-digit code used to identify the jurisdiction from which collections are received or to which they are referred.

**PAID**

The yearly, quarterly, monthly and to date amount of support paid toward the account from all ledgers.

**Note:** The amount paid in the TO DATE field indicates the amount paid since the account was built.

**DUE**

The yearly, quarterly, monthly and to date amount of support which should have been paid to the account for all ledgers during the current calendar period. **Note:** The amount in the TO DATE field indicates the amount due since the account was built.

**APPL**

The yearly, quarterly, monthly and to date amount of support applied to the account during the current calendar period. **Note:** The amount in the TO DATE field indicates the amount applied to the account.

Attachment 5

**DISB**

The yearly, quarterly, monthly and to date amount of support disbursed (sent) to the payee (DSS, client, 3<sup>rd</sup> or 4<sup>th</sup> party, as specified by the ledger type) for the account during the current calendar period. **Note:** The amount in the TO DATE field indicates the total amount disbursed since the account was built.

**NET-DUE**

Difference between case level TO DATE PAID and case level TO DATE DUE.

**USDL**

Other jurisdiction's account number, if applicable.

**LST-PYMT**

Date the last payment was posted to the CSMS account

**SUP-DEL**

Support delinquency amount. Amount at which the account should stop charging for a S25 standards indicator poverty level order. Law prohibits accrual of arrears in excess of \$500 under a "poverty level" order.

**STOP-CHG-DATE**

Date account will stop charging on the current obligation when the youngest child reaches 21 years old (system set) or updated to a different date as indicated in the order.

**W/O-DLNQ**

Wage order delinquency - the dollar amount of delinquent support in a default income execution that triggers the income execution (IEX) process. Delinquency on an account must equal this figure in order for a default IEX to be sent to the employer/income payer.

<b>FEDERAL PARENT LOCATOR: ACS COORDINATORS CONTACT LIST</b>			
<b>DIVISION</b>	<b>CONTACT NAME</b>	<b>CONTACT #</b>	<b>LOCATION</b>
DCP Bronx	Melissa Watson	(718) 933-1075	2501 Grand Concourse, 5th floor
DCP Brooklyn	Marie Fenelon	(718) 623-4676	1274 Bedford Avenue 6th Floor
DCP Manhattan	Elizabeth De La Cruz	(212) 426-5591	55 W. 125th Street, 3rd floor
DCP Queens	Joyce Frederique	(718) 557-1792	165-15 Archer Ave, 2nd floor
DCP Staten Island	Michael L. Davis	(718) 720-2798	350 St. Marks Place, 5th floor
DCP ECS	Lorence Fernando	(646) 935-1423	492 1st Ave. Ground floor
DCP OSI	Roberto Chamorro	(212) 280-9775	127 W. 127th Street
FSS	Kellian Gould	(212) 227-3497	150 William St., 5 <sup>th</sup> Floor
FPS	Linda White	(212) 442-4194	150 William St., 8 <sup>th</sup> Floor
FCLS Bronx	Maria Mohiuddin, Legal Case Assistant Manager	(718) 664-1957	900 Sheridan Avenue Melrose Bldg. Bronx , NY 10451
FCLS Brooklyn	Alicia Walton, Legal Case Assistant Manager	(718) 802-2906	330 Jay Street 12 <sup>th</sup> Floor Brooklyn, NY 11201
FCLS Manhattan	Diana Morales, Legal Case Assistant Manager	(212) 676-1744	220 Church Street 6 <sup>th</sup> Floor New York, NY 10013 floor
FCLS Queens	Renee Kelly, Legal Case Assistant Manager	(718) 725-3072	151-20 Jamaica Avenue 3rd Floor Jamaica, NY 11432
FCLS Staten Island	Rodney Carroll, Legal Case Assistant Manager	(718) 720-6496	350 Saint Marks Place 3 <sup>RD</sup> floor Staten Island, NY 10301
FCLS Central Office:	Kelly Reinhart, Legal Case Assistant	(212) 341-2808	150 William Street. 15 <sup>TH</sup> Floor New York, NY 10038
ACS General Counsel	Arlene Fahie	(212) 341-9008	150 William Street. 15 <sup>TH</sup> Floor New York, NY 10038
ACS Title I-VE	Sherbreina Watson	(212) 788-2385	150 William Street. 17 <sup>TH</sup> Floor New York, NY 10038