



Ronald E. Richter  
Commissioner

## Memorandum

Lorraine Stephens  
Deputy Commissioner  
Division of Family  
Permanency Services

**To:** Foster Care Agency Providers  
Division of Child Protection Staff

Gilbert Taylor  
Executive Deputy  
Commissioner  
Division of Child Protection

**From:** Lorraine Stephens   
Deputy Commissioner Family Permanency Services

150 William Street  
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New York, NY 10038

Gilbert Taylor   
Executive Deputy Commissioner – Division of Child Protection

**Date:** February 15, 2012

**Re:** On-Line Diligent Search Requests with the Department of  
Corrections

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ACS and foster care providers are expected to pursue every possible avenue to identify a child's relatives as part of our efforts to ensure timely permanency for children in foster care. Diligent Searches are useful and necessary tools available to child welfare staff to locate relatives throughout the child welfare process.

The Department of Corrections (DOC) has recently informed us that they continue to receive a large number of written requests each day from both foster care agencies and DCP staff for information about parents or relatives who may be in their custody as a part of the Diligent Search process.

We are writing to inform you that child welfare staff can now use the on-line DOC Inmate Look-Up System (ILS) to perform their own electronic searches of the DOC's database to obtain inmate information. This system can be used in lieu of sending a formal written request. Using the on-line system will provide our staff with more timely responses to requests for information, will reduce postage costs, and will streamline this part of the diligent search process.

*Agencies can access the DOC Inmate Lookup Service (ILS) website at: <http://a072-web.nyc.gov/inmatelookup> to determine if a parent or other family members are incarcerated with the Department of Corrections.*

This system contains the most current information such as where the inmate is housed, the arrest date, the next scheduled court appearance, the location of the court, and information about the pending charges.

**Provider agency and DCP staff are strongly encouraged to use this online system instead of sending letters directly to DOCs.**

When a parent or relative is located in the ILS system, Jeffrey Jackson the Program Coordinator in the ACS visitation program, can assist staff with facilitating visitation as may be appropriate. Mr. Jackson can be reached at 718-546-0435 or [Jeffrey.Jackson@doc.nyc.gov](mailto:Jeffrey.Jackson@doc.nyc.gov).

Thanking you in advance for your attention to this matter.