

DOCUMENTATION OF EFFORTS ATTEMPTED TO LOCATE ABSENT/NON-CUSTODIAL PARENT

Referral number:

- Supervisors will use this form to guide their conversation with caseworkers regarding locating both parents for all identified children.

_____ All parents are identified for children and contact information is known. **

_____ Information is in Trails under Contacts with at least one of the contact purposes being Family Search and Engagement.

****If this is checked, do not proceed with the rest of the form.**

Name any other information known (i.e. last known address, phone number, relatives, etc) about Client(s) or unable to Locate:

Name(s) of known Clients:

The following areas have been completed by assigned caseworker:

_____ Contact child's school to inquire name/contact info for absent/non-custodial parent

_____ Conduct a TRAILS search for addresses and phone numbers of absent parent/call all numbers

_____ Request police reports related to the incident of concern through Field Investigator

_____ Spoke with current custodian for name/contact info of absent parent

_____ Spoke with child(ren) re: name/contact info of absent parent

_____ Co courts search of child(ren) name to see if DR/custody/APR orders exist that would list absent Parent info./call all phone numbers

_____ CJC and DOC inmate search

_____ If caseworker is able to identify the absent parent, but has not been able to locate contact information, submit for diligent search.

*** If above searches fail to locate the absent parent, Caseworker will email this form to the Field Investigator and CC their supervisor, requesting a COVIS and CBMS search.**

Field Investigator Use Only – add information found

COVIS

CBMS

*If above searches fail to locate the absent parent and there is possible military affiliation with the absent parent, please email Sydney Forga with the absent parent's name: Sydneyforga@elpasoco.com

***If caseworker follows up with leads provided from COVIS/CBMS search and still fails to locate absent parent, caseworker will email this form to Center on Fathering to request a child support search. Email form to DHSCenterOnFathering@elpasoco.com**

Center on Fathering Use Only- add information found

Child Support
