

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



December 11, 2002

CSS LETTER: 02-25

ALL IV-D DIRECTORS  
 ALL COUNTY ADMINISTRATIVE OFFICERS  
 ALL BOARDS OF SUPERVISORS

SUBJECT: LOCATE REQUESTS TO OTHER STATES' PARENT LOCATOR  
 SERVICES

Several local child support agencies (LCSAs) have been submitting requests for 'quick locates' directly to other state parent locator services. A quick locate request is defined as any request for locate services made by one state's parent locator service to another state's parent locator service. As stated in FSD Letter 91-32 and again in FSDIN Letter I-52-98, all quick locates must be submitted to the California Parent Locator Service (CPLS) using the CR-60 process.

Please be aware, that other states are not performing these quick locates nor returning them to the LCSAs that submitted them. Instead, the requests are being forwarded to CPLS or the Department of Child Support Services (DCSS) noting that Federal procedures as outlined in Action Transmittal 91-09 are not being followed in these requests that come directly from LCSA. In requiring that quick locates only be requested from one state's parent locator service to another, the Federal Office of Child Support Enforcement (OCSE) strives to maintain process uniformity and provide an efficient means of communication between states through single points of contact.

CR-60 requests may be submitted via hardcopy request, tape, disk, file transfer protocol (FTP), or CD-ROM. Please contact your LCSA's Locate Coordinator for details on what submission media your LCSA utilizes to submit requests to CPLS. At a minimum, each request should have the non-custodial parent's (NCP) full name and date of birth. Additionally, the NCP's Social Security Number (SSN), California Driver's License number (if available), and any aliases would be helpful information for locate requests.

DCSS-SY-2002-CTY-0469

<u>Reason for this Transmittal</u>	
<input type="checkbox"/>	State Law or Regulation Change
<input type="checkbox"/>	Federal Law or Regulation Change
<input type="checkbox"/>	Court Order or Settlement Change
<input type="checkbox"/>	Clarification requested by One or More Counties
<input checked="" type="checkbox"/>	Initiated by DCSS



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[www.childsup.cahwnet.gov](http://www.childsup.cahwnet.gov)

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Should you have any questions or concerns regarding this matter please contact Wes Higashi of the Child Support Intercept Branch at (916) 464-5364. For technical assistance regarding the quick locate (CR-60) submission process, please contact the California Parent Locator Service (CPLS) at (916) 323-5628.

Sincerely,

JOAN OBERT  
Deputy Director  
Technology Services Division