

Division of Children and Family Services Protection and Safety Procedure #20-2015	
Regarding:	Genetic Testing
Rescinds:	AM #10-11
Date Effective:	06/30/2015
Contact:	Katie Weidner at 402-471-9700 or katie.weidner@nebraska.gov
Issue by:	Tony Green, Acting Director, Division of Children and Family Services



Philosophy:

The identification of both parents is important to achieving safety, permanency, and well-being for the children in our care. Genetic testing is an important piece of evidence regarding identification of parents. Genetic testing results may determine who the biological father is, but they do not legally establish paternity.

Procedure:

Definitions:

- Legal Father: a person whom is established as the father by marriage, adoption, written paternity acknowledgement, or as determined by a court with jurisdictional basis.
- Putative Father: a person alleged to be the biological father with no legal establishment of paternity.

Examples of Legal Fathers:	
Father was married to mother of the child at the time of the child's conception or birth.	Father was established as a father in an adoption decree.
The father signed a notarized Acknowledgement of Paternity.	A court with jurisdictional basis established paternity via an order of that Court (including paternity established under Tribal law)

In order to assure that genetic testing is done properly, the following procedure must be followed. The procedure is outlined and a flow chart is attached.

First, determine whether a request for genetic testing is appropriate.

- A request for genetic testing is appropriate if a person (or persons) has been identified as a putative father and his whereabouts are known. If the putative father's whereabouts are not known, conduct due diligence.
- Genetic testing must not be requested or used if there is an established legal father.

If there is an established legal father and the court orders genetic testing, contact legal services. If there is a putative father and a legal father and the court orders genetic testing, contact legal services and the Service Area Administrator, who will then contact the Protection and Safety Field Operations Administrator.

Once it is determined that a genetic test will be necessary, the following steps should be taken:

1. The Children and Family Services Specialist must provide a copy of the court order to the appropriate Department of Health and Human Services Child Support Enforcement (CSE) office by fax or email to initiate the appointment(s).

Below is a list of CSE offices and contact numbers to call when scheduling a test for individuals residing in these locations or the surrounding area.

City	Phone Number	Fax Number
Fremont, Norfolk	(402) 370-3427	(402) 742-2362
Broken Bow, Grand Island, Hastings	(402) 462-1840	(402) 742-2383
Beatrice, Lincoln	(402) 471-5267	(402) 471-5266
Gering, North Platte	(308) 535-6621	(308) 742-2367
Omaha-Child Support Services	(402) 633-4150	(402) 341-2282

The CFS Specialist must indicate the city and county the mother, father(s) and child(ren) reside. Testing cannot be performed without this information. If the individual being tested is incarcerated, this information must also be provided.

2. CSE staff will determine available testing dates and locations. CSE will provide this information to the CFS Specialist making the request. Test dates vary by location and the availability of a genetic testing technician.
3. The CFS Specialist will inform the individuals(s) being tested of the appointment time and location. Father and mother/child are generally scheduled at different times to avoid any confrontations at the testing location. If the family is residing together then the CFS Specialist may choose to schedule the family for the same location and time. If the scheduled time is not convenient for the individual(s), the CFS Specialist will contact CSE staff immediately to obtain a new appointment date and time.
4. The CFS Specialist must verify with the local CSE office whether walk-in appointments are allowed. If walk-in appointments are not allowed, the CFS Specialist should notify the individual being tested of the importance of keeping the scheduled appointment.
5. CSE staff will notify CSE - Finance unit via email that the test should be billed to CFS Division when the invoice is received. CSE - Finance will forward the bill for genetic testing to the CFS Division for payment.
6. Test results will be sent to the assigned CFS Specialist.
7. CFS Specialist will share results ONLY with the court unless the court orders otherwise. No genetic testing results (verbal or written) shall be shared with any other party unless the court orders otherwise.

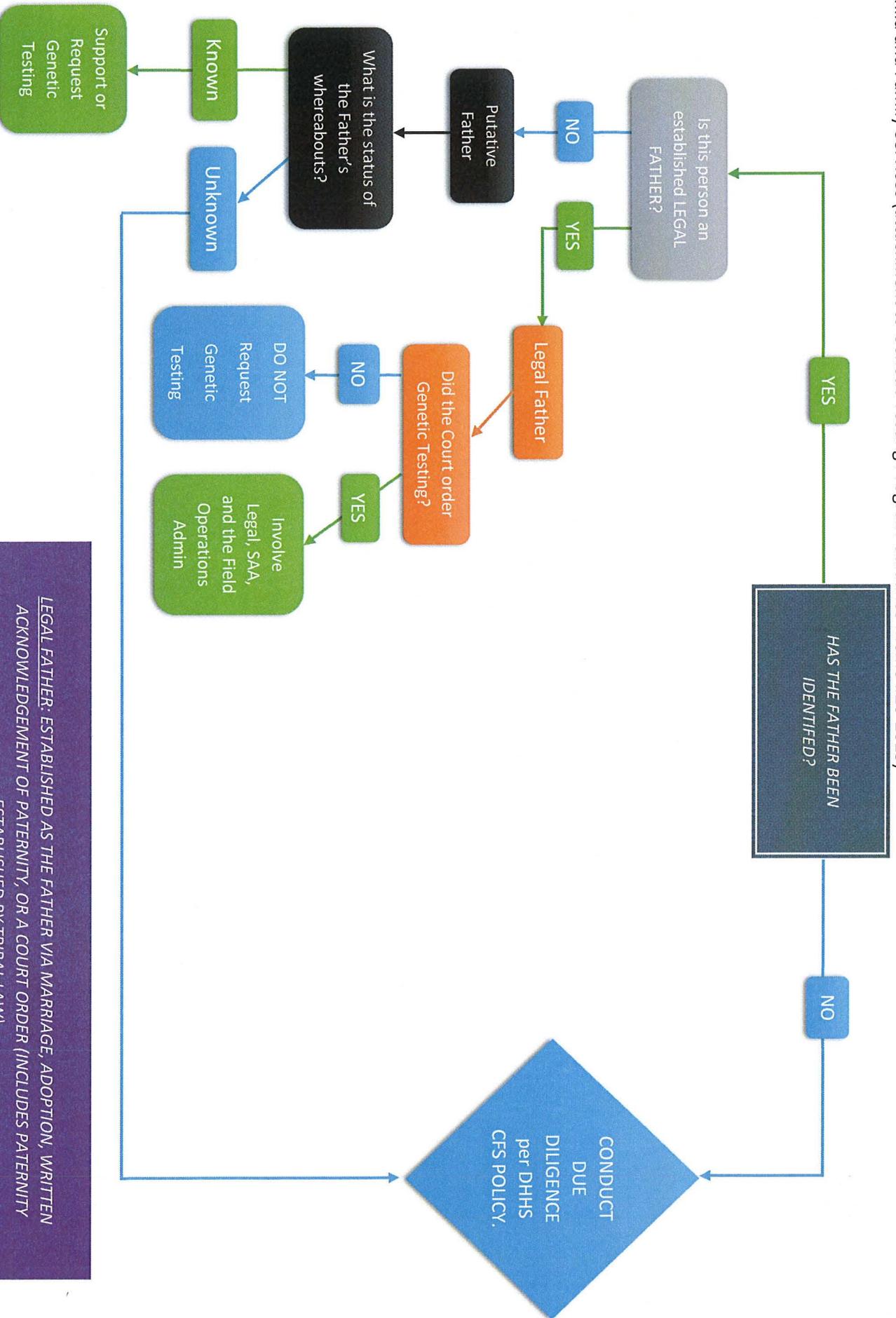
Documentation:

All efforts to obtain genetic testing must be documented in N-FOCUS (Program Person-Additional Detail-Establish Paternity). This documentation must include the date of the request to Child Support Enforcement, date of the genetic testing appointment, the date the testing was completed, the date the results were received, and any other efforts made to obtain the test. **The actual results of the testing must NOT be documented in this section; only document that they were received.**

Actual testing results must be scanned into document imaging on N-FOCUS under "P&S-Restricted".

References:

NONE



LEGAL FATHER: ESTABLISHED AS THE FATHER VIA MARRIAGE, ADOPTION, WRITTEN ACKNOWLEDGEMENT OF PATERNITY, OR A COURT ORDER (INCLUDES PATERNITY ESTABLISHED BY TRIBAL LAW)
PUTATIVE FATHER: ALLEGED FATHER WITH NO LEGAL ESTABLISHMENT OF PATERNITY