



Division of Children and Family Services Protection and Safety Procedure #21-2016	
Regarding:	Non-Custodial Parent Identification and Engagement
Rescinds:	#20-2015 Genetic Testing #2-2013 Non-Custodial Parent Care of Child Who is a Ward or Non-ward. #2-2014 Protocol for Placement of children with Non-Custodial Parent PM #1-2005 Diligent Efforts to Locate and Assess Non-Custodial Parents and Relatives. #10-2016 Non-Custodial Parent Identification and Engagement
Date Effective:	08/11/2016
Contact:	Connie Pfeifer at 402-471-9245 or connie.pfeifer@nebraska.gov
Issue by:	Douglas J. Weinberg, Director, Division of Children and Family Services

Philosophy:

The Division of Children and Family Services (DCFS) believes that when a child becomes involved with DCFS and needs to be removed from their home because of a safety concern, the non-custodial parent will be the first person contacted. Keeping children with their parents, relatives and people who know and care about them, reduces trauma and will have a positive impact on the child's well-being.

Definitions:

Legal Mother or Father: a person whom is established as the mother or father by marriage, adoption, written paternity acknowledgement, or as determined by a court with jurisdictional basis.

Non-Custodial Parent is the parent with whom the child does not reside on a permanent basis. Although this parent may have visitation, the primary living arrangement for the child is with the custodial parent. The non-custodial parent is *not* the non-offending parent living in the same household at the time of the report that resulted in DHHS involvement.

Putative Father: a person alleged to be the biological father with no legal establishment of paternity. Also referred to as the alleged parent.

Examples of Legal Parents	
Parents were married to each other at the time of the child's conception or birth.	Individual was established as a parent 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).

Procedures:

I. Identifying Legal Parents

- A. The CFS Specialist will take all steps necessary to identify, locate and engage the non-custodial parent. If there is no legal father identified the CFS Specialist will take necessary steps to identify the putative father. When a putative father is identified, the CFS Specialist will encourage the putative father to contact an attorney to discuss establishing paternity.
- B. A request for genetic testing may be appropriate when the child is born out-of-wedlock AND there is no legal father. *See section XII Genetic Testing.*
 1. If the putative father is identified and his whereabouts are known the CFS Specialist will consult with their supervisor whether to pursue a court order for genetic testing.
 2. If the putative father's whereabouts are not known the CFS Specialist will conduct due diligence to locate him.
 3. DHHS will not seek a court order for genetic testing when there is an established legal father.
 - a. If there is an established legal father and the court orders genetic testing, contact DHHS Legal and the Service Area Administrator, who will then contact the Protection and Safety Field Operations Administrator.

II. Diligent Efforts to Identify and Locate the Non-custodial Parent or Putative Father:

Diligent efforts include, but are not limited to, the following:

A. Intake

1. The Intake (Hotline) CFS Specialist will attempt to gather information to identify parents during the initial contact with the reporter.
2. The Intake CFS Specialist will:
 - a. Ask the individual contacting the hotline if they know the identity and whereabouts of any parent not currently residing in the home; and
 - b. Utilize secondary resources to identify legal or putative parents and other family members. These resources include but are not limited to:
 - i. N-FOCUS;
 - ii. Nebraska Data Exchange Network (NDEN); and
 - iii. Child Support Enforcement (CSE) through Children Have a Right to Support (CHARTS).
3. All information gathered during this phase will be documented in the intake.

B. Initial Assessment

1. Diligent efforts to identify, locate, contact and engage the non-custodial or putative father must begin as soon as DCFS becomes aware that a child is determined unsafe or conditionally safe, is in danger of being removed from the home or has been removed. Efforts to identify, locate and contact the non-custodial parent or putative father will continue until all relevant persons have been contacted and all avenues of contact have been explored.
2. Identification of the non-custodial or putative father will continue during Initial Assessment and through Ongoing Case Management until the non-custodial or putative father is identified or a court orders that no additional searches need to be completed.
3. The CFS Specialist may have some resistance from the custodial parent and/or relatives regarding the need to identify, locate, contact and involve the non-custodial or putative parent. The custodial parent or relatives may have real or perceived fears and strong emotions. The CFS Specialist will:

- a. Explore with the custodial parent and child (ren), when age appropriate, any issues regarding the non-custodial or putative parent's involvement. Discuss the fears, barriers and benefits of involving the non-custodial or putative parent in the child's life.
- b. Assess for domestic or family violence that would compromise the safety of a child.
- c. When complete information is gathered, the CFS Specialist will discuss the concerns presented by the custodial parent and work on strategies to mitigate any concerns regarding the child's safety and well-being.
- d. The CFS Specialist will contact the non-custodial parent unless an exception to contacting the non-custodial parent is identified as described in *Section V.A Contacting the Non-custodial Parent*.

C. Ongoing Case Management

- 1. The CFS Specialist will continue the search for the non-custodial or putative father when the case is transferred for ongoing case management. The CFS Specialist will review information from previous searches or interviews to determine if any new information can be or has been identified and take any necessary action to identify or locate the non-custodial or putative father.
- 2. Resources available to the CFS Specialist to obtain information to identify or locate a non-custodial or putative parent includes but is not limited to the following:
 - a. The child's and any siblings birth certificates to determine who is listed as the parent(s);
 - b. Interviews with the child, child's custodial parent, legal guardian, caretaker, and/or extended family members;
 - c. A search of agency resources including, but not limited to:
 - i. N-FOCUS;
 - ii. NDEN;
 - iii. CHARTS/CSE;
 - iv. Family Parent Locator Service (FPLS) (through Child Support-see attachment);
 - v. Biological father registry administered by the Division of Public Health, Vital Records-Paternity Registry (NE Rev. Stat. 43-104.01).
- 3. Additional resources such as:
 - a. Schools & Child Care agencies/providers;
 - b. Neighbors & Family Friends;
 - c. Relatives;
 - d. Community Resources, such as law enforcement agencies; utility companies; Post Office;
 - e. Refugee and Tribal associations; and
 - f. Coaches, mentors, clergy or other adults who supervise the child/ren's extra-curricular activities.
- 4. Social Media: The CFS Specialist may communicate with the non-custodial or putative parent through the DHHS/DCFS Facebook page. The Roles and Responsibilities of Finding Family through Social Media (See attachment on Social Media) will be followed when making family contact through social media platforms.

III. Concurrent Planning and Adoption: When pursuing concurrent planning for adoption, see *Program Guidance on Permanency and Case Planning*.

IV. Putative Father – The CFS Specialist will take steps to identify the putative father when no legal father has been identified. The CFS Specialist must inform the putative father that they should contact an attorney to help them establish paternity. Putative fathers will be considered Kinship

for purposes of placement when the putative father has a pre-existing significant relationship with the child or the child's sibling(s).

V. **Diligent Efforts to Contact and Engage the Non-Custodial Parent:** Diligent efforts include, but are not limited to, the following:

A. Contacting the Non-Custodial Parent

1. The CFS Specialist will contact the non-custodial parent as soon as he or she is located. Initial attempts to engage the non-custodial should be made by telephone to inform the parent of DCFS involvement and, if needed, schedule a time to have further discussion with the non-custodial parent. When the CFS Specialist is unable to contact the non-custodial parent by phone, alternative means of contact may include but is not limited to:
 - a. United States Postal Service (USPS) mail;
 - b. Email. State email accounts will be used for contact with non-custodial parent.
2. An exception that would prevent the CFS Specialist from contacting the non-custodial parent, is a confirmed history of domestic or family violence that would compromise the child or another family member's safety. The CFS Specialist will ask the custodial parent, family, friends and others about any history of family or domestic violence.
3. The CFS Specialist will make efforts to obtain any collateral information from law enforcement and court records regarding the violence.
4. The CFS Specialist must obtain CFS Supervisor and CFS Administrator approval when recommending the non-custodial parent not be contacted by DCFS. The CFS Specialist will consult with the CFS Supervisor and CFS Administrator to determine whether notification of the family member would be inappropriate.
 - a. The decision to contact or not to contact the non-custodial parent must be based on the history of family or domestic violence and supporting evidence will be documented in the N-FOCUS Consultation Point narrative.

B. Engaging the Non-Custodial Parent

1. When the CFS Specialist has been able to make contact with the non-custodial parent they must make concerted efforts to include him or her in all facets of the case including the court case. The CFS Specialist must continually include the non-custodial parent in the child's case from assessment to case closure unless it is contrary to the safety and well-being of the child.
2. When communicating with the non-custodial parent the following information should be provided and/or collected. The CFS Specialist will:
 - a. Provide the non-custodial parent with the information they need in order to support the plan to keep his/her child safe. This includes discussion with the non-custodial parent about their role; the expectations and requirements of the CFS Specialist; and the role and expectations of other providers, including any court ordered requirements or services. Reassure the non-custodial parent that the CFS Specialist will assist the non-custodial parent in maintaining and/or strengthening their relationship with his/her child(ren);
 - b. Assess the non-custodial parent's ability to provide a safe environment for his or her child (ren) to reside and/or visit. Discuss previous, current and future involvement with the child (ren). Assess reasons for non-involvement and identify any barriers to parental involvement (if applicable). Identify activities that may enhance the non-custodial parent's relationship with the child (ren).
 - c. Obtain information from the non-custodial parent about their relatives, friends and social groups who provide support to the non-custodial parent once paternity has been established. Prepare a genogram and ecomap with the non-custodial parent to include all identified relatives and family supports.
 - d. Provide the non-custodial parent with information on any upcoming court hearings.

VI. Documentation on Identifying, Locating and Engaging:

- A. The CFS Specialist will document all activities related to identifying, locating and engaging the non-custodial parent at least monthly in the N-FOCUS Required Contacts narrative.
 - 1. There may be situations where the CFS Specialist has exhausted all efforts to locate and identify the non-custodial or putative parent or the non-custodial or putative parent has provided a written document that they do not want any involvement with the child. When these situations are identified, the CFS Specialist will consult with the CFS Supervisor to discuss next steps.
 - a. Documentation is required a minimum of every six months from the determination that the non-custodial parent cannot be identified, located or decided they did not want to be involved with their child. Documentation will include an informal assessment of case circumstances to determine if additional information gathered may lead to identifying or locating the non-custodial or putative parent or whether the parent who did not want to be involved may change their decision to be involved with their child.
- B. When the CFS Specialist is unable to locate contact information for an identified non-custodial or putative parent the CFS Specialist shall document efforts to obtain contact information in the N-FOCUS, Required Contacts narrative.

VII. SDM Assessments: The following SDM assessments are needed for the involvement of the non-custodial parent:

- A. If both the custodial and the non-custodial or putative parent have allegations of abuse or neglect-open separate households, complete the safety and risk assessment for each home and provide services as necessary.
- B. If the non-custodial has no allegations of abuse or neglect-no SDM assessments are done on that parent.
- C. Complete the Suitability of Safety Participants if the non-custodial or a putative parent will be part of the safety plan.

VIII. Approval and Placement with the Non-Custodial Parent

- A. When there is a **putative parent**, the CFS Specialist will consult with their supervisor to determine next steps in determining placement until paternity is established. When the putative parent is considered for placement, they must be assessed for Kinship Placement as opposed to a Parent Placement.
- B. The CFS Specialist will request a copy of any District Court Order regarding custody and/or visitation. This information will be used to inform the CFS Specialist of any issues or concerns related to the District Court's position on custody and visitation.
- C. When a child is removed from the custodial parent due to unsafe conditions, the non-custodial parent must be the first placement option considered for care of the child unless one of the following applies:
 - 1. The parent has subjected the child to aggravated circumstances which include:
 - a. The parent has committed murder of another child of the parent;
 - b. The parent has committed voluntary manslaughter of another child of the parent;
 - c. The parent has aided or abetted, attempted, conspired, or solicited to commit murder;
or
 - d. The parent has aided or abetted voluntary manslaughter of the juvenile; or
 - e. The parent has committed a felony assault that has resulted in serious bodily injury to the juvenile or another minor child of the parent.

2. The parent's history of family or domestic violence would compromise the safety of the child.
- D. When the child is removed from the custodial parent or caregiver, the CFS Specialist will determine the suitability of the placement of the child with the non-custodial parent.
 - E. The CFS Specialist will send written notice to the non-custodial parent and all relatives within thirty (30) calendar days of a child's removal from their home. (*See Program Guidance on Notification to Non-Custodial Parent and Relatives.*)
 - F. When considering the non-custodial parent for placement, the following will be completed prior to placement of the child and documented in the program case-consultation points within three calendar days of placement.
 1. The CFS Specialist will contact the non-custodial parent and discuss (face to face if possible) the non-custodial parent's responsibility and ability to care for their child. Discuss any known special needs of the child (behavior concerns, school issues, etc.) and regular activities/appointments the child may have (sports practices/games, therapy, doctor appointments, etc.). Also discuss any supports the non-custodial parent may need in order to meet the needs of the child (transportation, daycare, etc.). Discuss any known physical or mental health needs of the non-custodial parent and other caretakers to identify any supports the family may need.
 2. If the non-custodial parent lives in another state the Interstate Compact for Placement of Children (ICPC) requirements must be followed. (*See Program Guidance on ICPC*)
 3. The CFS Specialist or designee will complete the following background checks on adult members of the household (age 18 and older unless specified) after obtaining a signed release from each individual:
 - a. CPS Central Registry Check (for all household members aged 12 and older);
 - b. Sex Offender Registry Check;
 - c. APS Central Registry Check; and
 - d. Local Law Enforcement Check (to include the communities they have lived in for the last two years).
 - e. If the parent or other adult members of the household have lived in another state within the last two years, these checks will also be requested for the state(s) in which they have lived.
 4. When it is determined that a household member has an identified concern based on the background check the CFS Specialist will consult with their supervisor prior to sharing the information with the non-custodial parent. When the CFS Specialist, with approval from the CFS Supervisor, is recommending that placement with the non-custodial parent should not be approved based on concern identified in the background checks, final approval must be provided based on the Consultation Point Program Guidance.
 - a. The CFS Specialist will work with the non-custodial parent to establish a plan to ensure child safety in the home.
 - b. If a safety plan cannot be established, the CFS Specialist will consult with their supervisor to determine next steps.
 5. Conduct a home visit/assessment at the non-custodial parent's home: The CFS Specialist will conduct a home visit and walk-through the home. All household members should be present. The purpose of the non-custodial parent home visit is to assess the safety of the living environment utilizing the Suitability Checklist. A home study is not necessary for a non-custodial parent living in Nebraska.

IX. Case Closure when child resides with Non-Custodial Parent:

Prior to closing the case when the child resides with the non-custodial parent the following steps must be completed. The CFS Specialist will:

- A. Complete the Reunification Assessment with the custodial parent. *See Program Guidance on Ongoing Case Management*
- B. When it is determined that the children cannot be reunified with the custodial parent the CFS Specialist will change the permanency goal from Reunification to Family Preservation Review.
- C. Review a copy of the custody and visitation order to determine what action is necessary to determine what actions are necessary for the non-custodial parent to obtain custody of their child(ren);
- D. Assist the non-custodial parent, as needed, in providing safe visitation between the children and the custodial parent until there is an order of visitation sufficient to protect the children;
- E. Assist the non-custodial parent in changing the custody and visitation order either in Juvenile Court or the District Court that issued the original order; and
- F. Keep the case open with CFS until there is an order changing custody to the non-custodial parent, and a visitation order sufficient to assure safety. Include a copy of the order in the file.
- G. The CFS Specialist may request financial assistance for a family with limited financial resources when there is a need to change or establish parental custody in order to achieve safe permanency that is in the best interest of the child. Prior to submitting a request for financial assistance the CFS Specialist must provide the following information to the Service Area Administrator:
 - 1. Custody is contested or custody is not contested; and
 - 2. If the parent's attorney in the juvenile case will or will not agree to be the attorney involved in the custody case.
 - a. The Service Area Administrator may approve financial assistance to change or establish parental custody when custody is not contested and the parent's attorney in the juvenile case has agreed to be the attorney involved in the custody case.
 - b. The Service Area Administrator will consult with DHHS Legal prior to approving financial assistance to change or establish parental custody when custody will be contested or the parent's attorney in the juvenile case has not agreed to be the attorney involved in the custody case.
 - i. If custody is contested, the use of other options may need to be considered, such as Family Group Conferencing or termination of parental rights of the unsafe parent in order to achieve safe permanency for the child.

X. Adoption: When the permanency plan changes to Adoption, the CFS Specialist will follow the instructions in the *Program Guidance AM# 4-2008 Changes in Adoption Law*.

XI. Legal Fathers vs. Biological Fathers: When a legal father is identified, and a county attorney files a petition to establish paternity on another individual, contact DHHS Legal.

XII. Genetic Testing: Once it is determined that a genetic test is necessary, the following steps will be taken:

- A. The CFS Specialist will provide a copy of the court order to the appropriate Department of Health and Human Services Child Support Enforcement (CSE) office by fax or mail to initiate the appointment(s). Below is a list of CSE offices and contact numbers to use when scheduling an appointment. The CFS Specialist must indicate the city and county the mother, father(s) and child (ren) reside, including individuals who are incarcerated. Testing cannot be completed without this information.

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	402-633-4150	402-341-2282

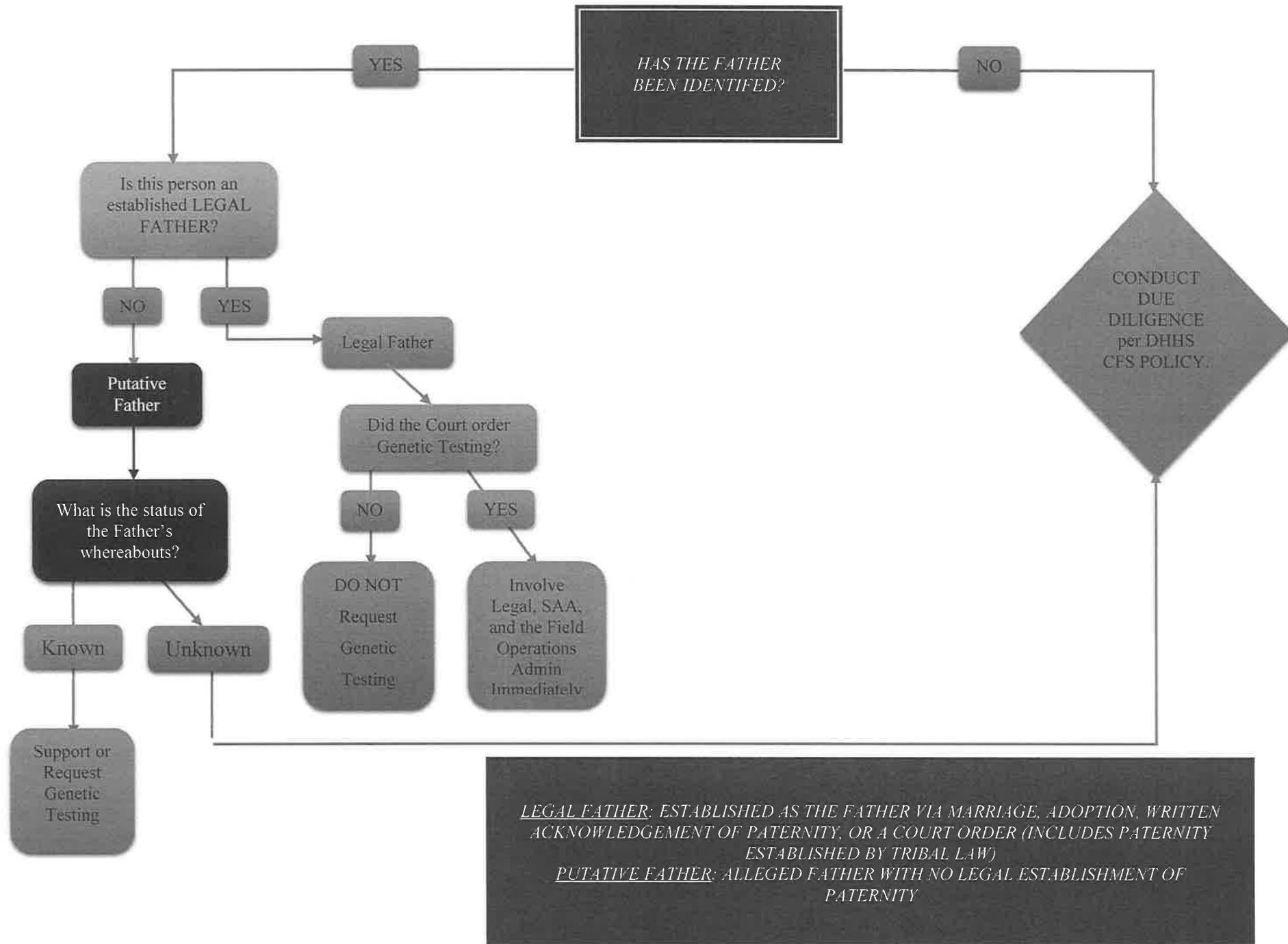
- B. The CFS Specialist will obtain testing dates and locations from the CSE staff. Test dates vary by location and the availability of a genetic testing technician.
- C. The CFS Specialist will inform the individual(s) being tested of the appointment time and location. The father and mother/child are generally scheduled at different times to avoid any confrontations at the testing location. If the family is residing together, 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.
- D. 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.
- E. Test results will be sent to the assigned CFS Specialist.
- F. All efforts to obtain genetic testing will 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 results and the date results were received.
- G. The CFS Specialist will not share the genetic testing results with any party except the Court. No genetic testing results (verbal or written) will be shared with any other party unless the court orders the release of the information.
 - 1. The juvenile court can order the release the results of genetic testing to the Adoption Attorney.
- H. Upon receiving a court order that determines an individual is the legal father, the CFS Specialist will document this information into N-FOCUS in Family Relationships and scan the order into N-FOCUS in the Court category.
 - 1. An individual identified as a putative father will not be identified in N-FOCUS as the legal parent until a court makes a determination and the CFS Specialist has a copy of the court order.

References:

Nebraska Rev. Stat. 43-104.01, 43-283.01, 43-292.02(1)(b), 43-1311.01

Attachments:

Genetic Testing Flow Chart
 The Roles and Responsibility of Finding Family through Facebook/Social Media
 Family Parent Locator Service (FPLS) Instructions and Form



Roles & Responsibilities of Finding Family through Facebook/Social Media

1. The CFS Specialist will enter all known family information into the Family Information Summary in N-FOCUS.
2. The CFS Specialist will send an email to DHHS.FBConnections@nebraska.gov.
 - a. The subject line of email should read the first and last name of youth.
 - b. The email must include:
 - i. Youth's name; and
 - ii. Date of Birth; and
 - iii. Name of the youth's legal parents; and
 - iv. Names of persons alleged to be a relative and / or who have a significant in relationship (kinship) in the youth's life who have not been entered into Family Information Summary; and
 - v. Any known locations of legal parents, relatives, and persons who have a significant relationship with the youth.
 - c. If there is an immediate need and the search cannot wait, The CFS Specialist shall indicate this by flagging the email with the high priority red explanation point and courtesy copy (cc) the local Resource Development (RD) person in the service area.
3. Identified RD staff will review the referral and mark as received by placing a checkmark in the upper right hand corner of the email feed.
4. RD staff will begin searching relatives with the following databases:
 - a. N-FOCUS; and
 - b. White Pages; and
 - c. DMV; and
 - d. Facebook; and
 - e. Other.
5. RD staff will share the results of the search and any information discovered with CFS Specialist, to include:
 - a. Name; and
 - b. Date of Birth; and
 - c. Source of Information; and
 - d. Relation to Child; and
 - e. Address; and
 - f. Phone number; and
 - g. Email address; and
 - h. Facebook page name.
6. After the search has been completed, RD staff will move the email into the "completed searches" inbox sub-folder.
7. The CFS Specialist will follow up with potential family members and anyone identified as having a significant relationship with the youth.
8. If additional communication is needed using a personal message through Facebook, the following outline will be used:
 - a. Dear Mr./Mrs. _____. We have reason to believe your _____ (nephew, niece, grandchild, cousin, relative, someone you know) has been placed into the custody of the Department of Health and Human Services. The child's case manager _____ would like to speak with you as soon as possible. You can reach Mr./Mrs. _____ at _____ (phone) or _____ email. Thank you for your response.
9. RD staff will send an email to the CFS Specialist to confirm a Facebook message was sent to the relative or kinship connection.

Family Parent Locator Service (FPLS)

How to Submit a Request

- Only written requests will be accepted. Use the Protection and Safety Location Request for FPLS Information form. Complete the form with as much information as possible i.e., name, SSN, last known address, date of birth, etc. If the SSN or date of birth is not known, an approximate age or date of birth should be provided.
- You may fax the request form to (402) 471-7311, Attn: PSW-CSE Location Unit.
- You may email the request form to DHHS.PSW-CSELocationRequests@nebraska.gov
- If mailing, address is PO Box 94728, Lincoln NE 68509; physical address is 1033 O Street, Suite 200, Lincoln NE 68508.
- Location requests will be processed within two business days of receipt.
- All requests will be mailed back as many of the screens will not fax legibly and also due to email security precautions.
- Do not fill in the lower portion of the form. That is to be completed by Child Support Enforcement (CSE) employees.

Type of Locate Information Provided

- When requesting to locate an individual who may be a parent for the child: FPLS and in state sources will be searched. Possible information returned can be name, SSN, address, employer name, employer address, employer identification number, wages, income, benefits of employment, including health care coverage.
- When locating a Non-Parent Relative of children removed from parental custody in order to identify potential placements for the child: FPLS and in state sources will be searched. Possible information returned is limited to name, SSN, address, employer's name, employer address, and employer identification number.
- CSE will only provide locate information and not verify information on a parent or non-parent relative.
- The search is a one-time search. If no locate information is found, the CFSS/Contract worker will be notified of same. Another request can be made to see if information becomes available at a later date.
- **If a case has active family violence, no locate information will be provided without a court order. CFSS/Contract Staff will be notified if a case has active family violence.

CFSS PROTECTION AND SAFETY LOCATION REQUEST FOR FPLS INFORMATION

Date of request:		CFSS Name:	
CFSS phone number:			
CFSS fax number:			
PARENT and/or ALLEGED FATHER TO BE LOCATED			
Name:		SSN:	
Last known Address:			
City:	State:	Zip Code:	
Date of Birth (If unknown, provide approximate age):			
Gender: <input type="checkbox"/> M <input type="checkbox"/> F			
If female, provide maiden name if known:			
OTHER PARENT			
Name:		SSN:	
Address:			
City:	State:	Zip Code:	
Date of Birth (If unknown, provide approximate age):		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
If female, provide maiden name if known:			
DEPENDENT CHILD(REN) INFORMATION			
Name:		Date of birth:	
SSN:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Parent's (to be located) relationship to child? <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> alleged father <input type="checkbox"/> relative <input type="checkbox"/> other (If other, please specify):			
Is father's name on birth certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name:		Date of birth:	
SSN:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Parent's (to be located) relationship to child? <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> alleged father <input type="checkbox"/> relative <input type="checkbox"/> other (If other, please specify):			
Is father's name on birth certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Name:		Date of birth:	
SSN:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
Parent's (to be located) relationship to child? <input type="checkbox"/> mother <input type="checkbox"/> father <input type="checkbox"/> alleged father <input type="checkbox"/> relative <input type="checkbox"/> other (If other, please specify):			
Is father's name on birth certificate? <input type="checkbox"/> YES <input type="checkbox"/> NO			
INFORMATION TO BE FILLED OUT BY CSE ONLY / INFORMATION ON LOCATED INDIVIDUAL			
Family Violence Indicated on CSE Case: <input type="checkbox"/> YES <input type="checkbox"/> NO		Is Paternity resolved: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Parent's Legal Name (If different than above):			
Date of Birth (if different than above):		SSN (If different than above) :	
Parent's Last known address:			
City:	State:	Zip Code:	
Address verified: <input type="checkbox"/> YES <input type="checkbox"/> NO		Phone number:	
Email address:			
Last known employer:			
Employer's address:			
City:	State:	Zip Code:	
Employment verified: <input type="checkbox"/> YES <input type="checkbox"/> NO		Employer's telephone number:	
Other information or comments:			

Instructions on how to submit locate request to CSE: Please e-mail form to the following email address: DHHS.PSW-CSELocationRequests@nebraska.gov, or fax request form to: (402) 471-7311, Child Support Enforcement, Attention: **PSW-CSE Location Unit**, or mail form to **PSW-CSE Location Unit**, 1033 O Street, Suite 200, PO Box 94728, Lincoln NE 68509. If you have any questions, please call (402) 471-1400.