

# **Completing the Federal Parent Locator Service (FPLS) Form**



**Knowledge Base Article**

# Completing the Federal Parent Locator Service (FPLS) Form

## Overview

The Federal Parent Locator Service is designed for you to find information on:

- Parents and relatives of children in your child welfare caseload.
- Former foster care youth who must be located for the National Youth in Transition Database (NYTD).

Accessing the FPLS will allow agencies to search two (2) databases:

- **National Directory of New Hires (NDNH)** - a central repository of employment, unemployment insurance (UI) and quarterly wage (QW) data from State Directories of New Hires, state workforce agencies and federal agencies.
- **Federal Case Registry (FCR)** - a national database of child support cases that includes information on individuals in those cases and helps locate them across state lines.

## Completing the Form

Instructions for entering required information in the FPLS form:

- **Line 1:** Information Request Date (automatically generated).
- **Line 2:** Enter requestor's first and last name.
- **Line 3:** Select court name from drop-down list.
- **Line 4:** Enter requestor's email address.
- **Line 5:** Enter requestor's 10-digit telephone number (e.g., 1234567890; exclude dashes).
- **Line 6:** Enter the SACWIS Case ID of the child in your court's case load if applicable.
- **Line 7:** Enter individual's Social Security Number (SSN) if available.
- **Line 8:** Enter first name (needed if SSN not available).
- **Line 9:** Enter middle name.
- **Line 10:** Enter last name (needed if SSN not available).
- **Line 11:** Enter date of birth as MM-DD-YYYY (include dashes; needed if SSN not available).
- **Line 12:** Enter gender (needed if SSN not available).
- **Line 13:** Select participant type from drop-down list.

Submit completed form via email to [Juvenile-Court-Mailbox@jfs.ohio.gov](mailto:Juvenile-Court-Mailbox@jfs.ohio.gov).

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.