

PIP Benchmark: 1A.1 Improve Identification and location of family members

Action Step: 1A.1.2 Revise standards of practice to reflect process.

Action Step: 1A.1.3 Develop practice guides and resources to assist field staff.

Revisions were made to resources as well the agency's Standards of Practice (SOP) after findings from the most recent CFSR as well as requirements of the Fostering Connections to Success and Increasing Adoptions Act (P.L. 110-351). The summary of revisions and additions to the process includes, but is not limited to:

- Requires the "exercise of due diligence" in contacting the child's parents, grandparents, aunts or uncles and adult siblings within 30 days of removal from the home. Diligent attempts will be made to identify and notify adult family members within thirty (30) days of the removal of a child.
- Provide agency access to the Federal Parent Locator Service.
- The Absent Parent Search Form and other search mechanisms are utilized to complete the relative search.
- The relative search will extend beyond the thirty (30) days if previous search attempts are unsuccessful.
- When a non-parental relative placement is being considered, information concerning

becoming a potential placement option for the child will be shared with the relative Notice to state child removed from custody of parent, all options available to the relative, foster parent requirements and supports, kinship guardianship (if available).

Revisions were made to reflect these changes in SOP 7E.1.3 Relative Search and Placement, SOP 7E.1.3(A), Relative Search (provided below).

Resources and forms which were created to aid staff in fulfilling these requirements and include:

- DPP-1275(A) Notice to Relative of Removal of a Child (New)
- Absent Parent and Relative Handbook (New)
- DPP-1275 Relative Exploration Form (Revised)

SOP 7E.1.3

R. 11/15/09

RELATIVE SEARCH AND PLACEMENT

INTRODUCTION:

When a child enters out of home care, exploration of possible [Relative Placement](#), [Kinship Care](#), or [Relative Foster Care](#) is an extremely important process. In order for states to receive Federal payments for foster care and adoption assistance, Federal law (42 USC 617(a)(19)) requires that "consider giving preference to an adult relative over a non-related caregiver when determining placement for a child, provided that the relative caregiver meets all relevant state child protection standards." P.L. 110.351 requires due diligence to identify and notify all adult relatives of a child within thirty (30) days of the child's removal and of the relative's option to become a placement resource for the child. More importantly, the child(ren) being placed are much more likely to have a significant attachment to the caregiver and other familial support as a result of being placed with a relative. The following SOP outlines the process used to explore relatives as a possible placement.

SOP 7E.1.3 (A)

R. 11/15/09

RELATIVE SEARCH

COA STANDARDS:

- S21.1.04

LEGAL AUTHORITY:

- P.L. 110.351
- [KRS 605.090 Alternative treatment for committee children; notice of inappropriate behavior of child; procedures for removal of child committed as dependent, neglected, or abused; reports; written transfer summary; placement of public offenders](#)
- [CFR Title 45, Chapter XIII, Part 1356.21, Foster care maintenance payments program implementation requirements](#)

PROCEDURE:

1. The SSW attempts to identify and notify all adult relatives by utilizing the [DPP-1275A Notice to Relative of Removal of a Child](#) form within thirty (30) days of the temporary removal hearing and of the relatives' options to become a placement resource for the child. The relative search and notification includes

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the child's:

- (a) Parents;
- (b) Grandparents;
- (c) Adult aunts and uncles; and
- (d) Adult siblings.

Parental preference is considered when assessing possible relatives but does not relieve DCBS from the responsibility of exploring all relatives. Sending the notification letter informs the relative of the child's removal, but does not imply or guarantee that DCBS has the intent to place. Diligent attempts are made to identify and notify all adult relatives of a child within thirty (30) days of the temporary removal hearing and of the relatives' options to become a placement resource for the child *unless there is evidence that disclosure of such information could be harmful to the parent or the child.*

2. The SSW completes the [DPP-1275, Relative Exploration form](#), with the family at the five (5) day conference. ([Five Day Conference Checklist](#))
3. The SSW utilizes the [Absent Parent Search Form](#) and/or other available search mechanisms to complete the relative search. When attempts have been unsuccessful, the responsibility continues beyond the thirty (30) day period and exploration should occur on an ongoing basis and/or at regularly scheduled case planning conferences to promote permanency for the child.
4. The SSW provides information about becoming a potential placement option for the child when a relative is located. (Link to [SOP 7E.1.3\(B\) Relative Placement](#)).
5. When a father in the case is not known, the SSW requests the mother complete the [Voluntary Affidavit of Paternity](#) and have the form notarized. If a notary is not available in the local office, the mother may make arrangements to obtain a notarized copy and provide it to the SSW. If the mother refuses to disclose or doesn't know the father, write "refused to name" and have the material signed and notarized. Note: An individual may revoke a Voluntary Affidavit of Paternity upon request.
6. The SSW completes and sends the [Letter To Father](#) when a potential (unknown) father has been named.
7. The SSW, upon being contacted by a named potential father, files a petition with the court to compel a paternity test.
8. The SSW completes additional relative searches after every Case Planning conference and as new relatives may be identified during the case.
9. The SSW consults with the Family Services Office Supervisor (FSOS) and uses the [Relative Placement Matrix](#) as a guide when considering a change of placement from a non-relative caregiver to a relative caregiver.

RELATIVE EXPLORATION FORM

Date _____

Child's name _____ Case Number _____

Mother's name _____ Father's name _____

Was the mother married at the time of the child's birth and to whom? _____

Child's maternal grandparents (mother's parents):

Maternal Grandmother _____

Address _____

Phone number _____

Maternal Grandfather _____

Address _____

Phone number _____

Child's paternal grandparents (father's parents):

Paternal Grandmother _____

Address _____

Phone number _____

Paternal Grandfather _____

Address _____

Phone number _____

Child's maternal aunts and uncles (mother's siblings) Attach additional pages if necessary.

Maternal Aunt _____

Address _____

Phone number _____

Maternal Uncle _____

Address _____

Phone number _____

Child's paternal aunt and uncle (father's siblings) Attach additional pages if necessary.

Paternal Aunt _____

Address _____

Phone number _____

Paternal Uncle _____

Address _____

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KentuckyUnbridledSpirit.com



Notice to Relative of Removal of a Child

Method of Delivery: Mail Hand Delivered Case Number: _____

To: _____
First Name M.I Last Name

Address Apt. # City State Zip Code

From: _____
Name of DCBS Office Phone Number of DCBS Office

Regarding: _____ (Child's Name, DOB)

You have been named as a relative of the above named child. This child has been removed from the custody of the parent(s) and the child is now in the custody of the Cabinet for Health and Family Services. As a potential relative, you may be considered as a possible placement resource for this child. As a potential relative placement, we are requesting that you contact the Cabinet **within 7 days** of receipt of this letter to explore placement options with you and/or locate other relatives. At the time of your contact with us, possible options to participate in the care and placement of the child will be explored with you. Should you choose to become a relative placement option, a relative home evaluation must be conducted prior to placement and the following supports are examples of resources that may be available:

- o Kinship Care: The Kentucky Kinship Care Program was established as an alternative to foster care for children when the Cabinet has substantiated abuse or neglect against their parents (dependency if both parents are deceased) and who would otherwise be removed from the home of their parents. Monthly stipends or startup funds may be available to assist relatives with initial placement needs such as clothing, school supplies, transitioning to a larger living space, and bedding are based on need and are determined during the home evaluation.
- o Relative Foster Care: Although typically most relatives are not required to be an approved foster parent, there are child specific occasions in which foster care may offer additional benefits. Requirements of the foster care program can be provided by the local foster care program.
- o Family Assistance: The Division of Family Support is responsible for administering several programs including Electronic Benefit Transfer (EBT) cards/Food Stamps, Kentucky Temporary Assistance (KTAP) and/or Medicaid Programs.
- o Special Supplemental Nutrition Program for Women, Infants and Children (WIC): Most applicants are eligible for WIC who receive KTAP, food stamps or Medicaid, or who are pregnant and have a pregnant woman or infant in the family who receives Medicaid, or has a family member who receives KTAP, or has a household income at or below 185 percent of the poverty level
- o Child Care: The Division of Child Care administers the Child Care Assistance Program (CCAP) to help Kentucky's low income families find affordable quality child care.
- o Other Supports: A variety of other resources may be available in your area through the Kentucky Family Caregiver Program or other local groups/agencies to help function in the caregiver role.

Please contact us at the number provided above to further discuss this case. Thank you.

Signature of Person Authorizing Action

Date (Mailed or Hand Delivered)

[Type text]

ABSENT PARENT AND RELATIVE SEARCH HANDBOOK



A GUIDE FOR SOCIAL WORKERS

Kentucky Cabinet for Health and Family Services
Department for Community Based Services

chfs.ky.gov



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WHY IS AN ABSENT PARENT SEARCH IMPORTANT?

- Failure to conduct an absent parent search and relative search upon entry into care can result in unnecessary and painful delays in finding a permanent placement for a child.
- A common scenario would be that a child is in out-of-home care for six months to a year before treatment options to a parent are exhausted, and termination of parental rights is identified as the permanent plan. If a search is not conducted prior to this time, a thorough parent search would need to be completed prior to filing a TPR petition. This could result in an additional sixty to ninety day delay.
- If, through the search, an interested parent is located, the Department is required to provide reunification services to that newly located parent in an effort to develop them into a placement resource.
- Services to this parent would probably result in a further delay of at least six to nine months. If the parent eventually proved unable to meet the child's needs, they would have to be added to the TPR petition.
- If an absent parent search is not completed when a child enters care, a paternal relative cannot be considered for placement until paternity is established.

WHY IS A RELATIVE SEARCH IMPORTANT?

- As mandated by the Fostering Connections to Success and Increasing Adoptions Act of 2008, H.R. 6893 (Public Law 110-351), a thorough relative search must be conducted within thirty days of a child entering care. When children have a meaningful connection with their family:
 - The child's behavior stabilizes;
 - There is an observable decrease in symptoms and behavior problems;
 - Both teachers and caregivers tend to rate children in kinship care as having fewer behavioral problems than do their peers in other out-of-home placement settings;
 - There is an observable increase in hope, optimism and motivation; and
 - Family resources are the most culturally appropriate and available resources.
- Engaging the family during the initial case planning conference and ongoing conferences in the development of a genogram is a critical step in identifying relative resources. It also aids in obtaining vital information about relatives, such as employment, medical and educational history as well as places of birth and possible Native American heritage. Additionally, in the event that it becomes necessary to complete the Child's Presentation Summary, all of this information will be needed to develop a comprehensive Presentation Summary.

Guidelines to Follow When Completing Absent Parent and Relative Searches

- As outlined in SOP 7D.30.1, an absent parent search is appropriately initiated at the time the child enters OOHC or soon thereafter. The case record documents the Social Services Worker's (SSW) attempts to locate the parent whose whereabouts are unknown to include:
 - (a) Obtaining as much information as possible regarding the absent parent following the procedures as outlined in [7D.30.1 Determining who has Legal Right to the Child](#) and [7E.1.13 Absent Parent Search SOP](#);
 - (b) Using this information the SSW or Children's Benefits Worker (CBW) makes a referral to the State Parent Locator Section of the local Division of Child Support using the [Absent Parent Search Form](#). The SSW may also send letters or make telephone contacts to locate the absent parent; and
 - (c) Documenting all attempts, written or verbal, to locate the absent parent.
- If an absent parent has not been located, the SSW renews the search at each case planning conference.
- It is also crucial to pursue a relative search upon a child's entry into out of home care as directed in SOP 7E.1.3 (A). The child's Social Service Worker completes the [DPP-1275, Relative Exploration form](#), with the family at the five (5) day conference. ([Five Day Conference Checklist](#))
- The SSW completes a Relative Search within thirty (30) calendar days of the five (5) day conference.
- When a father in the case is not known, the SSW requests the mother complete the [Voluntary Affidavit of Paternity](#) and have the form notarized. If a notary is not available in the local office, the mother may make arrangements to obtain a notarized copy and provide it to the SSW. If the mother refuses to disclose or does not know the father, write "refused to name" and have the material signed and notarized.
Note: An individual may revoke a Voluntary Affidavit of Paternity upon request.
- The SSW completes and sends a letter when a potential (unknown) father has been named. (please see appendix)
- The SSW, upon being contacted by a named potential father, files a petition with the court to compel a paternity test.
- The SSW completes additional relative searches after every Case Planning conference and as new relatives may be identified during the case.
- The SSW consults with the Family Services Office Supervisor (FSOS) and uses the [Relative Placement Matrix](#) as a guide when considering a change of

placement from a non-relative caregiver to a relative caregiver.

LOCATING BIRTH FATHER AND OTHER RELATIVES

(The Absent Parent Search form and the DSS 1260, Title IV E and Child Support Referral Form on page 6 must be completed by the SSW)

The SSW contacts the state Parent Locator Section of the Division of Child Support using the **Absent Parent Search Form** below and requests a search on the person in question. For requests in which only a name is available, the SSW includes a state of birth and the names of the individual's parents on the Absent Parent Search Form.

State Child Support Enforcement (CSE) agencies often have access to valuable information about non-custodial parents through the **Federal Parent Locator Service (FPLS)**. Child welfare agencies may go to the CSE agency in their state to request information from the FPLS to locate or facilitate the discovery of a child's parent¹

The FPLS is a national location system includes two data bases:

- *The National Directory of New Hires (NDNH)*: a central repository of employment, unemployment insurance, and wage data from State Directories of New Hires, State Workforce Agencies, and Federal Agencies. The NDNH has been operational since October 1, 1997.
- *The Federal Case Registry (FCR)*: a national database of child support cases that includes information on individuals involved in those cases. The FCR has been operational since October 1, 1998.

Additionally, the FPLS has access to external locate sources such as the Internal Revenue Service (IRS), the Social Security Administration (SSA), Veterans Affairs (VA), the Department of Defense (DOD), the Federal Bureau of Investigation (FBI), and the National Security Administration (NSA).

Child welfare agencies may request that the state CSE agency get information from the FPLS in order to locate individuals who have or may have parental rights to a child receiving services from the child welfare agency. However, the FPLS may not be used to locate any other relative of the child.

The SSW must be specific when requesting information from the state Child Support Enforcement agency. For example, the CSE agency will not do a wage search if the SSW does not request the search.

¹ More information about the FPLS can be found at §453(c)(4) of the Social Security Act. (Title IV-D, Child Support and Establishment of Paternity.)

COMMONWEALTH OF KENTUCKY
 CABINET FOR HEALTH AND FAMILY SERVICES
 DEPARTMENT FOR INCOME SUPPORT
 CHILD SUPPORT ENFORCEMENT

LOCATOR SERVICES REQUESTED FOR EMPLOYER AND ADDRESSES

ABSENT PARENT SEARCH FORM

LEGAL NAME OF PARENT:

OTHER NAMES PARENT USES:

DATE OF BIRTH:

SOCIAL SECURITY NUMBER:

NAME(S) OF CHILD(REN) OF THIS PARENT INVOLVED IN CURRENT PROCEEDING:
(Name, Date of Birth)

What is the parent's legal relationship to child(ren)?

- Mother
- Legal and biological father
- Presumed legal father
- Putative father

PARENT'S LAST KNOWN WHEREABOUTS:

As of what date:

ALL KNOWN MAILING ADDRESSES FOR PARENT IN PAST YEAR.

Address	Date From	Date To

NAME AND ADDRESSES OF ALL KNOWN EMPLOYERS OF PARENT IN THE PAST.

Name	Address

ALL KNOWN NAMES AND ADDRESSES FOR RELATIVES OF PARENT:

Name	Address	Relationship to Child

Does parent receive any kind of financial benefits, e.g., S.S.I., Veterans, Food Stamps?

Does parent have a criminal record? List state, county, and/or city of any record.

Is parent member of an Indian tribe? If yes, name of tribe:
(Federal law requires notification of tribe in any TPR or adoption involving a native American.)

List names and addresses of anyone else who might know parent's whereabouts (e.g., friends, former spouse, landlords, other social service agencies, parole officer, etc.) :

Name	Address	Relationship to Parent

List any court actions which may give information regarding the child such as paternity suits, divorce actions, child support orders, etc.

Legal Action	Date of Action	County/State

CONDUCTING SEARCHES

There are four major components of a search:

1. Gathering all identifying information (parent's full name, date of birth and/or social security number) prior to the search. This information should also include any aliases the parent has been known to have used. Most agencies, institutions and businesses will be unable to assist you or will not process your request without the identifying information;
2. Obtaining enough information about the parent to focus search efforts in the most productive areas (utilize the Federal Parent Locator Service);
3. Preparing and sending a variety of search letters and/or searching Kentucky Information Maintenance System; and
4. Maintaining written documentation of all attempts to locate the parent and the outcomes.

DATABASES AND OTHER RESOURCES FOR CONDUCTING SEARCHES

1. There are several free internet search services, such as: www.switchboard.com, www.rootsweb.com, www.anywho.com, www.google.com, www.dogpile.com, www.whitepages.com, www.mama.com, www.zabasearch.com, and www.reversephonedirectory.com.
2. Check with local school records, graduating classes, yearbooks, alumni, or www.classmates.com
3. Search archived newspapers for the name and any related information (i.e., obituaries, marriage announcements, property taxes, awards, community activities, other births, etc.).
4. Postal services (Send a vague note--something just simply stating that you are trying to contact the person named and would they call you--no specifics because of confidentiality--on the envelope, write FORWARDING ADDRESS REQUESTED. The Post Office would then need to return the letter to you with a forwarding address if they have a record of it.)
5. Check Family Support and Protection and Permanency records to see if there is a match.

6. Check the local neighborhood of last known residence and see if there is anyone who knows the name or any relatives (do not disclose any confidential information.) Often the maternal grandparents are still in the same neighborhood, even at the same address.
7. Use DCBS absent parent search procedures through the Division of Child Support and the Absent Parent Search form provided in this handbook.
8. Check County Courts in your area and nearby areas to see if there is a record of court activity (even other children of the named person may be listed and provide leads).
9. Check with the Local County Recorder, or Property Valuation Administrator.

The Children's Bureau and the Office of Child Support Enforcement have been working together for over three (3) years to increase collaboration between child support agencies and state and county child welfare systems. In support of this effort, we have jointly prepared the attached handout to educate frontline child welfare staff members about how they may access the Federal Parent Locator Service (FPLS) via their State Parent Locator Service. We encourage child welfare training programs to make this information available to both new and experienced frontline staff and supervisors.

ABSENT PARENT SEARCH CHECKLIST

The SSW must confirm the results of the following procedures, which are the standard procedures used in absent parent searches for the Cabinet. If you have utilized one or more of these procedures in the past, please conduct an updated search to assure that we have the latest information from each source. Please indicate the result of each search. If nothing is found, that fact is often as important as information found. Note: If you have a date of birth and/or a Social Security number, they are helpful in conducting the search.

When the form is completed send it to DCBS Office of Legal Services in your region.

✓ **Child Support Records**

Address(es)

As of (date)

✓ **Kentucky Driver's Information Network**
(Driver's Inquiry Screen)

Address(es)

As of (date)

✓ **Kentucky Information Network Wage File**
(Employment records/addresses)

Address(es)

As of (date)

✓ **Health and Family Services KAMES-IM**
(Food Stamps Inquiry Screen)
(Case names as well as case members—noting those in the household are relevant)

Address(es)

As of (date)

✓ **Motor Vehicle Registration**
(Vehicle registration records can be searched by name only. Each record will contain the person's name, address at time of registration, and Social Security Number.)

Address(es)

As of (date)

✓ **Kentucky Information Network IV-A and IV-D cases**
(Child Support Inquiry Screen)
(Whenever a custodian receives benefits on behalf of a child, the custodian is assigned a IV-A number and any custodial parent receives a IV-D number. The purpose of this is to pursue child support against the non-custodial parent to recoup benefits paid to the custodian. Along with a IV-A/IV-D number will be listed all vital

information, including the most current address on record. This screen can be searched by name only.)

Address(es)

As of (date)

- ✓ **Kentucky Information Network Integrated Client Services Systems**
(Master Screen)
(The Kentucky Integrated Client Services System cross references services provided by the Commonwealth of Kentucky including Social Insurance, Medical Assistance, Title 4-D, Unemployment Insurance, Wage Records, and Job Applications.)

Address(es)

As of (date)

- ✓ **VINELink Online Offender Search**
(Victim Information & Notification Everyday)
(To search prison records for incarcerated person nationwide. Go to state, Kentucky, you will then get a choice of state, department of corrections, or county facility, for Louisville you need to click on County and scroll down to "Metropolitan Department of Corrections".) www.vinelink.com 1-800-51-1670

Address(es)

As of (date)

- ✓ **Kentucky Offender Online Lookup System (KOOL)**
(To search criminal records for incarcerated persons currently housed in a state institution, or who are Class D Felons housed for the state in a county jail. It does not include former inmates or for those on parole. Search by name or partial name to find inmate number, physical description, photograph, name, aliases, and criminal offenses—up to a maximum of 10. No date of birth or Social Security number is given.) www.corrections.ky.gov (click on "inmate search")

Address(es)

As of (date)

- ✓ **Federal Bureau of Prisons Inmate Locator**
(To search Federal prisons for incarcerated persons)
www.bop.gov

Address(es)

As of (date)

- ✓ **Kentucky Sex Offender Registry**
<http://kspsor.state.ky.us>

Address(es)

As of (date)

- ✓ **Yahoo! People Search-Telephone listings**
(To search for persons by name through the U.S. Also, do not discount a quick check of the hard copy white pages.)

www.yahoo.com

Address(es)

As of (date)

- ✓ **Reverse Telephone Directory**
(Telephone numbers indexed to addresses)
www.reversephonedirectory.com

Address(es)

As of (date)

- ✓ **Grandparents and other relatives for whom we have contact information**
(At a minimum, make an attempt to elicit addresses or other identifying information.)

Address(es)

As of (date)

- ✓ **Therapists and others to whom you may have referred the person for services**

Address(es)

As of (date)

- ✓ **Neighbors and known friends of the person.**

Address(es)

As of (date)

Notes:

- Be cautious with regard to nicknames, initials, and maiden names.
- The validity of an address can be confirmed via the internet at www.ups.com/zip4/. If an address is not a "real" address, this site will advise that it is not a valid address and mail cannot be delivered there.

Please list all addresses discovered and the date of origin for all addresses obtained as a result of each search method. This information will allow us to prepare the Affidavit of Efforts form to be filed with the Court in this action. As soon as you are able to conduct and confirm the results, please send this memorandum back to your regional attorney, and the Office of Legal Services will prepare the affidavit for signature.

Thank you for your assistance. This process assures that we do not have delays in the court process and will help to move the case forward to gain permanency for the child(ren).

Search conducted by _____ and finalized on _____, 200__.

Signature

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH

KENTUCKY RESOURCES

Department of Corrections
Health Services Building
275 East Main Street
P.O. Box 2400
Frankfort, KY 40602-2400
502-564-4726

Kentucky State Police
Records Branch
1250 Louisville Road
Frankfort, KY 40601
502-227-8700

Department of Corrections
Office of Adult Institutions
Health Services Building
275 East Main Street
PO Box 2400
Frankfort, KY 40602-2400
502-564-2220

Department of Corrections
Division of Probation and Parole
Health Services Building
275 East Main Street
PO Box 2400
Frankfort, KY 40602-2400
502-564-4221

Department of Vehicle Regulation
Division of Motor Vehicle Licensing
200 Mero Street
Frankfort, KY 40622
502-564-5301

Justice & Public Safety Cabinet
125 Holmes Street
Frankfort, KY 40601-2108
502-564-7554

Department for Income Support
Child Support Enforcement
730 Schenkel Lane
PO Box 2150
Frankfort, KY 40602-2150
502-564-2285 (Jacob Vanderoot ext. 4412)

Division of Family Support
275 East Main St. 3E-I
Frankfort, KY 40621
502-564-3440

Department for Public Health
Office of Vital Statistics
275 East Main Street, 1E-A
Frankfort, KY 40621
502-564-4212

Department for Medicaid Services
275 East Main Street 6W-A
Frankfort, KY 40621
502-564-4321

Department of Workforce Investment
Office of Employment & Training
275 East Main Street, 2nd floor
Frankfort, KY 40621
502-564-7456

Finance & Administration Cabinet
Administrative Support
702 Capitol Avenue, Room 195
Frankfort, KY 40602
502-564-8079

Division of Administration & Financial Management

Records Management Section
275 East Main Street
Frankfort, KY 40621
502-564-3834

DEFINING PATERNITY IN KENTUCKY

KENTUCKY REVISED STATUTES DEFINITIONS DOMESTIC RELATIONS

406.011 Obligations of father -- Presumption of paternity.

The father of a child which is or may be born out of wedlock is liable to the same extent as the father of a child born in wedlock, whether or not the child is born alive, for the reasonable expense of the mother's pregnancy and confinement and for the education, necessary support and funeral expenses of the child. A child born during lawful wedlock, or within ten (10) months thereafter, is presumed to be the child of the husband and wife. However, a child born out of wedlock includes a child born to a married woman by a man other than her husband where evidence shows that the marital relationship between the husband and wife ceased ten (10) months prior to the birth of the child.

History: Amended 1972 Ky. Acts ch. 159, sec. 1. -- Created 1964 Ky. Acts ch. 37, sec. 1.

406.005 Definitions for KRS 406.011 to 406.180.

As used in KRS 406.011 to 406.180:

- (1) "Genetic markers" means separate identifiable genes or complexes of genes generally isolated as a result of blood typing, at least seven (7) of which are normally tested in a paternity proceeding.
- (2) "Genetic tests" means blood or tissue typing tests including, but not limited to, tests of red cell antigens, red cell isoenzymes, human leukocyte antigens, serum proteins, electrofloresis, or deoxyribonucleic acid.
- (3) "Paternity index" means the commonly accepted indicator used for denoting the existence of paternity. It represents the mathematically computed probability that the putative father is the true father of the child, as opposed to any other man of similar ethnic background. The paternity index, computed using results of various paternity tests following accepted statistical principles for the computation of probability, shall be in accordance with the method of expression accepted by the American Association of Blood Banks.

Effective: July 14, 1992

History: Created 1992 Ky. Acts ch. 434, sec. 6, effective July 14, 1992.

625.065 Putative father party to proceedings.

(1) The putative father of a child shall be made a party and brought before the circuit court in the same manner as any other party to an involuntary termination action if one (1) of the following conditions exists:

- (a) He is known and voluntarily identified by the mother by affidavit;
- (b) Prior to the entry of a final order in a termination proceeding, he shall have acknowledged the child as his own by affirmatively asserting paternity in the action or to the custodial agency or the party bringing the action within sixty (60) days after the birth of the child;
- (c) He has caused his name to be affixed to the birth certificate of the child;
- (d) He has commenced a judicial proceeding claiming parental right;
- (e) He has contributed financially to the support of the child, either by paying the medical or hospital bills associated with the birth of the child or financially contributed to the child's support; or

(f) He has married the mother of the child or has lived openly or is living openly with the child or the person designated on the birth certificate as the biological mother of the child.
(2) Any person to whom none of the above conditions apply shall be deemed to have no parental rights to the child in question.

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH HANDBOOK

Social Security

The first three digits indicate the state a social security number was assigned.

001-003	New Hampshire	486-500	Missouri
004-007	Maine	501-502	North Dakota
008-009	Vermont	503-504	South Dakota
010-034	Massachusetts	505-508	Nebraska
035-039	Rhode Island	509-515	Kansas
040-049	Connecticut	516-517	Montana
050-134	New York	518	Idaho
135-158	New Jersey	520	Wyoming
159-211	Pennsylvania	521-524	Colorado
212-220	Maryland	525	New Mexico (also 585)
221-222	Delaware	526-527	Arizona (also 600-601)
223-231	West Virginia	528-529	Utah
237-246	North Carolina (also 232)	530	Nevada
247-251	South Carolina	531-539	Washington
252-560	Georgia	540-544	Oregon
261-267	Florida (also 589-595)	545-573	California (also 602-620)
268-302	Ohio	547	Alaska
303-317	Indiana	575-579	Hawaii
318-361	Illinois	577-579	Dist. Of Columbia
362-386	Michigan	580	Virgin Islands
387-399	Wisconsin	580-584	Puerto Rico
400-407	Kentucky	586	Guam. Ame. Som. & Pacific Terr.
408-415	Tennessee	587-588	Mississippi
416-424	Alabama	600-601	Arizona (designated)
425-428	Mississippi	602-626	California
429-432	Arkansas	700-728	Railroad Retirement
433-439	Louisiana		
440-467	Texas		
468-477	Minnesota		
478-485	Iowa		

Armed Services

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH HANDBOOK

SAMPLE LETTER TO MISSING PARENT

Send Certified mail, Return Receipt Requested
Send Regular Mail

January 15, 2009

George Paul Bogus
1734 Meadow Way
Greensburg, Kentucky, 40001

RE: BOGUS, CHARLES AND MISTY

Dear Mr. Bogus:

I am writing you in regard to your children, Charles James Bogus and Misty Ellen Bogus. They have been in the physical custody of the Cabinet for Health and Family Services since November 23, 2008 and are living in a foster home.

It is very important that we talk regarding your plans for Charles and Misty. Please call me or supervisor, Jane Doet at (502) 564-2147 between 8:00 a.m. and 4:30 p.m., Monday through Friday. If you are unable to reach me by phone, my mailing address is 275 East Main Street, Frankfort, Kentucky 40621.

Sincerely,

Joyce Fracus
Social Services Worker

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH HANDBOOK

**SAMPLE LETTER TO MISSING PARENT
WHEN TERMINATION LITIGATION IS PLANNED**

Send Certified mail, Return Receipt Requested
Regular Mail

January 15, 2010

Geroge Paul Bogus
1734 Meadow Way
Greensburg, Kentucky 40001

RE: BOGUS, CHARLES AND MISTY

Dear Mr. Bogus:

I am writing you in regard to your children, Charles James Bogus and Misty Ellen Bogus. They have been in the physical custody of the Cabinet for Health and Family Services since November 23, 2007, and are living in a foster home. The Department for Community Based Services is ready to begin legal proceedings to terminate your parental rights to these children so that the children may be placed for adoption.

It is very important that I speak with you no later than February 5th. Please call me or my supervisor, Jane Doet at (502) 564-2147, between 8:00 a.m. and 4:30 p.m., Monday through Friday or write to me at 275 East Main Street, Frankfort, Kentucky 40621.

Sincerely,

Joyce Fracus
Social Services Worker

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH HANDBOOK

SAMPLE LETTER TO RELATIVE

Send Certified mail, Return Receipt Requested
Regular Mail

January 15, 2009

George Paul Bogus
1734 Meadow Way
Greensburg, Kentucky 40001

Dear Mr. and Mrs. Bogus:

I am attempting to locate your son, George Paul Bogus, regarding his children, Charles and Misty Bogus. Any help that you can give me in locating him would be greatly appreciated.

If you have information as to your son's whereabouts, please call me or my supervisor, Jane Doet at (502) 564-2147 between 8:00 a.m. and 4:30 p.m. or write me or my supervisor at the address on this letterhead.

Thank you for your assistance with this very important matter.

Sincerely,

Joyce Fracus
Social Service Worker

DEPARTMENT FOR COMMUNITY BASED SERVICES
ABSENT PARENT SEARCH HANDBOOK
SAMPLE LETTER TO PUBLIC AGENCY, EMPLOYER, ETC.

January 15, 2009

Dept. of

RE: Bogus, George Paul
DOB: 4-29-74
SSN: 540-56-5555
LAST KNOWN ADDRESS: 1734 MEADOW WAY, GREENSBURG, KENTUCKY

To Whom It May Concern:

I am asking for your assistance in locating the above-named person. I need to speak with Mr. Bogus as soon as possible.

I would appreciate your checking your agency's records, completing the response below and sending me any relevant information you have which would help me locate this person.

Thank you for your help in this important matter. Please send your reply directly to me or my supervisor, Jane Doet in the enclosed, self-addressed stamped envelope.

Sincerely,

Joyce Fracus
Social Services Worker

Enclosure: RESPONSE: We have no information on this person.
 We have information on this person as described below.

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH HANDBOOK

SAMPLE LETTER TO PRESUMED LEGAL FATHER

Send Certified mail, Return Receipt Requested
Regular Mail

February 15, 2009

Myron J. Preeble
770 Lawrence Avenue
Frankfort, Kentucky 40601

Dear Mr. Preeble:

It is very important that I speak with you regarding a child, DOB 7/9/06, who is in the custody of the Cabinet for Health and Family Services. Under Kentucky law, you may be her legal father because of your marriage to her mother, Diane Preeble.

In view of the seriousness of this matter, please call me or my supervisor, Jane Doet at (502) 564-2147 as soon as possible, or you may write me at the above listed address. Thank you for your help in this matter.

Sincerely,

Joyce Fracus
Social Services Worker

DEPARTMENT FOR COMMUNITY BASED SERVICES

ABSENT PARENT SEARCH HANDBOOK

**SAMPLE LETTER TO PRESUMED LEGAL FATHER
WHEN TPR IS PLANNED**

Send Certified mail, Return Receipt Requested
Regular Mail

February 15, 2009

Myron J. Preeble
770 Lawrence Avenue
Frankfort, Kentucky 40601

Dear Mr. Preeble:

It is very important that I speak with you regarding a child, DOB 7/9/2006, who is in the custody of the Cabinet for Health and Family Services. Under Kentucky Law, you may be her legal father because of your marriage to her mother, Diane Preeble. Please be advised that it is the Cabinet for Health and Family Services plan to begin legal proceedings to terminate your parental rights, so that this child can be freed for adoption.

In view of the seriousness of this matter, please call me or my supervisor, Jane Doet no later than March 7, 2009 at (502) 564-2136, or you may write me at the above listed address. Thank you for your help in this matter.

Sincerely,

Joyce Fracus
Social Services Worker

VOLUNTARY AFFIDAVIT OF PATERNITY

I, _____, am the mother of a child born on or about the ____ day of _____, and known as _____.

(Complete Section 1 if the father of the child is known. Complete Section 2 if the father of the child is not known.)

SECTION 1 – FATHER OF CHILD IS KNOWN

The name of the father of said child is _____.

His date of birth is: _____ . His social security number is: _____ .

His most recent address known to me is: _____ .

His most recent place of employment known to me is: _____ .

The names and addresses of his relatives are as follows:

Other children I have had with this person are:

Name _____ Date of Birth _____ Place of Birth _____

(Attach additional sheets if necessary.)

SECTION 2 – FATHER OF CHILD IS NOT KNOWN

Please list names and any contact information of possible fathers:

NAME	Last known address	DOB	SSN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional sheets if necessary.)

I attest that the information provided above is true and exact to the best of my abilities.

SIGNATURE OF MOTHER

STATE OF KENTUCKY, COUNTY OF _____

I, the undersigned Notary Public, do certify that the foregoing Affidavit of Paternity was the _____ day of _____, 20__ produced before me in the above-noted County and State and was delivered, sworn, acknowledged and signed by the above, to be her free and voluntary act for the purposes contained therein.

NOTARY PUBLIC, STATE AT LARGE

My Commission Expires: _____
DPP-1275
R. 6/07

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
Division of Protection and Permanency
RELATIVE EXPLORATION FORM

Date _____

Child's name _____ Case Number

Mother's name _____ Father's name

Was the mother married at the time of the child's birth and to
whom? _____

Child's maternal grandparents (mother's parents):
Maternal Grandmother

Address

Phone number _____

Maternal Grandfather
Address _____

Phone number _____

Please list all of the child's maternal aunts and uncles in the space below. Include address and
phone number for each. Attach additional pages if necessary.

Name	Address	City/State/ZIP	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FIVE-DAY CONFERENCE CHECKLIST

- 1. Assist family in completing the 106A, 106B, and 106C, and set up the Medical Passport for the care provider.
- 2. Request that birth mother complete a Voluntary Affidavit of Paternity. Gather information for any necessary absent parent searches.
- 3. Identify both maternal and paternal relatives and complete the Relative Exploration Form DPP-1275. This can be done in conjunction with developing a genogram for the family.
- 4. Assess for Native American heritage.
- 5. Complete DCBS-1260, Title IV-E and Child Support Referral, and obtain parents' signatures.
- 6. Complete DCBS-1 and HIPAA forms.
- 7. Discuss transitions such as school or day care provider, visitations, medical care, other service providers, and religious practices.
- 8. Provide parents with a DPP-154, copy of the case plan, and visitation agreement.
- 9. Foster parents receive copy of Child Youth Action Plan and visitation agreement.
- 10. If child has been placed with a relative, discuss kinship care. Complete KC-01 to document whether relative accepts kinship care referral or has no interest in the program.

It is recommended that packets of forms for the five-day conference be assembled in advance to make this process more efficient. Forms to be completed or distributed at the five-day conference include:

- DCBS-1, Informed Consent and Release of Information and Records
- CHFS-300, Notice of Privacy Practices
- 106-A, Authorization for Medical Treatment
- 106-B, Initial Health History Interview with Family
- 106-C, Child Medical History and Annual Physical Exam
- DPP-1275, Relative Form
- DCBS-1260, Title IV-E and Child Support Referral

- Case plan template, visitation agreement, signature page
- DPP-154, Service Appeal Request, to be provided to birth parents (or person from whom child was removed)
- Voluntary Affidavit of Paternity
- KC-01 if child placed with relative applying for kinship care
- Achenbach/Child Behavior Check List (CBCL)

RELATIVE PLACEMENT DECISION MAKING MATRIX

Upon the initial entry into care, a child should be placed with a relative whenever possible. In those rare circumstances in which a relative is identified and evaluated only after a child has been placed with a non-relative caretaker for a significant period of time, the following decision making matrix should be utilized as a guide to document the basis for deciding which placement option serves the child’s best interest. The SSW consults with the Family Services Office Supervisor (FSOS) and uses the Relative Placement Matrix as a guide when considering a change of placement from a non-relative caregiver to a relative caregiver.

YES	NO	<i>POINTS OF CONSIDERATION FOR PLACEMENT</i>
<input type="checkbox"/>	<input type="checkbox"/>	Are parental rights still intact?
<input type="checkbox"/>	<input type="checkbox"/>	Will placement with relative facilitate achievement of the child’s permanency goal?
<input type="checkbox"/>	<input type="checkbox"/>	Is the relative willing and able to work in partnership to achieve the permanency goal, including participation in Case Planning conferences?
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, will siblings be placed together in the relative placement? (Refer also to placement decision making matrix regarding sibling separation)
<input type="checkbox"/>	<input type="checkbox"/>	If the child receives regular services from a Qualified Mental Health Professional, is this individual supportive of placement with the relative? **
<input type="checkbox"/>	<input type="checkbox"/>	Relative is willing and able to meet the child’s basic needs, as well as medical, emotional, educational and treatment needs
<input type="checkbox"/>	<input type="checkbox"/>	Does the child have a prior relationship and/or significant attachment to the relative?
<input type="checkbox"/>	<input type="checkbox"/>	Consideration has been given to the child’s age, length of time placed with the current caregiver, and issues of attachment, and a determination has been made that placement with a relative will NOT be detrimental to the child.

*If the child does not currently receive services from a QMHP, it may be appropriate to seek an assessment regarding which placement option would be in the best interest of the child.

**Any item marked "no" warrants consultation with Regional management.

Comments: