

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	09 –Child Support Enforcement (CSE)
	Part No./Name	I-Parent Locate
	Section No./Name	I-200 Locate Activities
	Document No./Name	I-210 District Office Procedure
	Effective Date	June 1, 2011

Locate action may be required during the intake, establishment, or enforcement procedure. Locate actions include:

- A. Manual contact by * CSE ** staff,
- B. LASES automatic generation of forms to employers, post office, etc., and recording responses,
- C. Automatic interface with other agencies.

D. * Free Discovery tools that may be utilized include:

- <https://pwp.interstatecompact.org/PWP/home>
- www.virtualgumshoe.com
- www.vinelink.com
- www.zabasearch.com
- www.whitepages.com
- www.people.yahoo.com
- www.infospace.com
- www.redcross.org
- www.google.com
- www.legacy.com **

If information is received via manual contact, employer, post office, etc. indicating that the custodial or noncustodial parent is deceased, attempt to verify the date of death.

If the date of death is received from SSA or the IDEC Supplemental Locate source for the custodial or noncustodial parent, verify the information. If the information received pertains to the noncustodial parent, verify if any further action is possible, including seizure of assets or a levy against the estate.

Verification may be secured from another agency, a funeral home, the coroner's office, a newspaper obituary, or the Veterans Administration.