

SIID - SEARCHS Initial Inquiry Detail

This screen is also where workers will initiate, and electronically submit, Foster Care Child Support Enforcement Referrals.

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CAFSSIID          SEARCHS INITIAL INQUIRY DETAIL    06/29/2016    16:17
USER ID : C74142SW INQUIRE
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

SEARCHS INQUIRY DATE      :
SEARCHS CASE NUMBER      :
SEARCHS PARTICIPANT ID   :
SEARCHS ROLE CODE        :
SEARCHS NAME              :
SEARCHS SSN              :
SEARCHS DATE OF BIRTH    :

TO SELECT,
  ENTER A=ADD, D=DELETE, I=INQUIRE, M=MODIFY OR E=ELECTRONICALLY SUBMIT

SEL STATUS DESCRIPTION
_  INWORK DFS/CSED-306 AND -306A    FC CSE REFERRAL

                                     PATH: _
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Field Descriptions (F12) indicates code lookup is available.

CAPS ID (F12)

Enter the CAPS ID of the client you want to add/view child support referral information for.

NAME

This field will display the name of the client whose CAPS ID is entered in the CAPS ID field.

SEARCHS INQUIRY DATE

This field will display the date the SEARCHS inquiry was made (current date). *The CAPS system currently does not have a "real time" interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEARCHS CASE NUMBER

This field will display the SEARCHS case number for the child, if they are known to SEARCHS. *The CAPS system currently does not have a “real time” interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEARCHS PARTICIPANT ID

This field will display the SEARCHS participant ID for the child, if they are known to SEARCHS. *The CAPS system currently does not have a “real time” interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEARCHS ROLE CODE

This field will display the SEARCHS role code for the child, if they are known to SEARCHS. *The CAPS system currently does not have a “real time” interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEARCHS NAME

This field will display the SEARCHS name for the child, if they are known to SEARCHS. *The CAPS system currently does not have a “real time” interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEARCHS SSN

This field will display the SEARCHS social security number for the child, if they are known to SEARCHS. *The CAPS system currently does not have a “real time” interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEARCHS DATE OF BIRTH

This field will display the SEARCHS date of birth for the child, if they are known to SEARCHS. *The CAPS system currently does not have a “real time” interface with the SEARCHS system. Therefore, it is possible no information will display in this field. However, a child support referral can continue to be completed and submitted. If information from SEARCHS has been previously stored for this client, details may display.*

SEL

Enter an "A" to add a new child support referral (you will also enter "A" if you need to resubmit a child support referral because a child went home and then returned to foster care). *You must submit a separate child support referral for each child in the family.*

Enter a "D" to delete the child support referral (you cannot delete the referral if it has been electronically submitted.)

Enter an "I" to inquire on the child support referral details.

Enter an "M" to modify the child support referral details (you cannot modify the referral if it has been electronically submitted.)

Enter an "E" to electronically submit the child support referral to SEARCHS. *A nightly batch job will submit the referral information via interface.*

STATUS

This field will display the current status of the child support referral:

NOAPPL = no referral has been initiated.

INWORK = the referral has been initiated, but has not been completed.

PENDIN = the referral has been completed, but good cause reason needs approval.

COMPLET = the referral has been completed and is ready for electronic submission.

ELECTR = the referral has been electronically submitted to SEARCHS.

Additional Information

If a child goes home on a Trial Home Visit (TH status on the PLSH (Placement Status History) screen) and then returns to foster care, a new child support referral must be submitted to SEARCHS. This will notify SEARCHS to reopen the child support case for this child.

If the child's case is dismissed, it is important that you notify SEARCHS as soon as possible so they can close the case and discontinue collecting child support.