

Instructions for CFS-408

Purpose: The Federal Parent Locator System Information form (CFS-408) should be filled out and submitted for each parent involved in a foster care case meaning the parent(s) the child was removed from, absent parents and putative fathers.

Procedure (III-B1) DCFS Coordination with OCSE refers to situation involving child support. The CFS-408 will assist OCSE in locating parents who should be providing child support.

Procedure (VI-A2) Concurrent Planning refers to situations in which an absent parent may be considered as a permanent placement resource. The CFS-408 will assist DCFS/OCC in locating such parents.

Procedure (VIII-C1) DCFS Initiates Termination of Parental Rights refers to situations when the OCC attorney needs location information on the CFS-408 so notice of the termination petition can be provided.

Routing:

1. In situations related to **child support payments**,
 - Send an email to the IV-E eligibility unit with the CFS-408 as an attachment. Use the following address: IVEEligibilityUnit@mail.state.ar.us, or choose DCFS IV-E Eligibility Unit from the global address listing in Outlook.
 - The phrase CFS-408 and the County name must be provided in the subject line of the email.
2. In situations related to **termination of parental rights** or **concurrent planning**, the CFS-408 should be sent to your local OCC Attorney.
3. If requested by OCSE, a CFS-408 may be sent directly to OCSE at the Office of Child Support Enforcement, P.O. Box 8133, Little Rock, AR 72203