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LOCATION**ILS Inquiry Screens**

The inquiry screens listed are used to find or verify a person's address.

<u>Abbreviated Screen Name</u>	<u>Screen Name</u>	<u>Purpose</u>
VOTE	None.	Iowa voter registration master screen.
BOAT	BOAT LICENSE SYSTEM	Iowa boat owners registration master screen.
TURK	TURKEY LICENSE SYSTEM	Iowa turkey hunters master screen.
DEER	DEER LICENSE SYSTEM	Iowa deer hunters registration master screen.
PIEX	LOCATION REQUEST ENTRY-1	Out-of-state person location request master screen.
none	LOCATION REQUEST ENTRY-2	FPLS locate request.
none	EMPLOYMENT SECURITY	Employment information request.
none	IV-A	Address request.
none	IV-D	Address request.
none	TAX	State income tax information request.
none	MOTOR VEHICLE	Motor vehicle registration information request.
none	DRIVER'S LICENSE	Driver's license information request.

LOCATION

Public Information Exchange Screen (PIEX)

The Public Information Exchange screen (PIEX) is used to perform on-line location requests to E/S, IV-A, IV-D, driver's license, motor vehicle registration and tax. PIEX allows information to be passed directly to ICAR.

If an address or employer is found while viewing PIEX, press the PF2 key (once) to transfer the information to ICAR. If the payor's social security number matches the social security number in PIEX, the information concerning the payor's address or employer is passed to ICAR. The worker may continue to view the PIEX sources and press the PF2 key each time information is found that the worker wants passed to ICAR.

The worker can then go to ICAR and display the verification screens (ADDVER and EMPVER.) When information is passed from PIEX to the verification screen, it shows PIEX as the source, and the area and the state checked in PIEX. The source will show PIEX-TAX, PIEX-E/S, PIEX-IVAD, etc. The RSPN state field shows the state that the PIEX information came from.

If a person is checked for employment in Iowa, the information from PIEX is passed to the ICAR EMPVER screen with the Iowa Job Service (IAJS) employer identification number for the case. When employment is checked in another state, the employer information is passed by the system-assigned identification number that starts with PIEX, such as PIEX-2201.

The worker can update the verification data when the session is complete. The worker can indicate Y or N to generate the verification letter and press PF3 (twice) to update the verification screen. The address or employer is added to the verification screen when the worker presses PF2 on the PIEX screen. Never add a duplicate verification record.

PIEX ignores the worker identification number when PF2 is pressed and passes the information to all cases with the locate social security number. When information is received from PIEX, calendar flags and narratives are generated, regardless of the worker identification number.

In order to meet federal requirements, the worker must check all automated sources that are available. Press the PF2 key when viewing PIEX even when there is no information shown on the PIEX screen. Doing so causes the system to generate the narratives that show that the automated source was checked, and nothing was found.

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These events are generated from the employer portion of PIEX-E when PF2 is pressed.

- | | |
|-----------------------|---|
| Event: | 1. An employer is displayed: |
| Narrative: | PIEX (EMPLOYMENT) CHECKED. FOLLOWING EMPLOYER FOUND (EMPLOYER DRESS.) |
| Calendar Flag: | ATTEMPT TO VERIFY POSSIBLE NEW EMPLOYER FOUND THROUGH PIEX-E (EMPLOYER NAME.) |
| Event: | 2. An address is displayed: |
| Narrative: | PIEX (EMPLOYMENT) CHECKED. FOLLOWING ADDRESS FOUND: (ADDRESS INFORMATION.) |
| Calendar Flag: | ATTEMPT TO VERIFY POSSIBLE NEW ADDRESS FOUND THROUGH PIEX-E. |
| Event: | 3. No employer is displayed: |
| Narrative: | PIEX (EMPLOYMENT) CHECKED. NO NEW EMPLOYER DATA FOUND. |
| Event: | 4. No address is displayed: |
| Narrative: | PIEX (EMPLOYMENT) CHECKED. NO ADDRESS FOUND. |

These generate from the driver's license portion of PIEX-D when PF2 is pressed.

- | | |
|-----------------------|--|
| Event: | 1. An address is displayed: |
| Narrative: | PIEX (DRIVER'S LICENSE) CHECKED. FOLLOWING ADDRESS FOUND: (ADDRESS INFORMATION.) |
| Calendar Flag: | ATTEMPT TO VERIFY POSSIBLE NEW ADDRESS FOUND THROUGH PIEX-D. |

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2. No address is displayed:

Narrative: PIEX (DRIVER'S LICENSE) CHECKED. NO ADDRESS FOUND.

These generate from the motor vehicle portion of PIEX-M when PF2 is pressed.

Event: 1. An address is displayed:

Narrative: PIEX (MOTOR VEHICLE) CHECKED. FOLLOWING ADDRESS FOUND: (ADDRESS.)

Calendar Flag: ATTEMPT TO VERIFY POSSIBLE NEW ADDRESS FOUND THROUGH PIEX-M.

2. No address is displayed:

Narrative: PIEX (MOTOR VEHICLE) CHECKED. NO ADDRESS FOUND.

These generate from the tax portion of PIEX-T when the PF2 is pressed.

Event: 1. An address is displayed:

Narrative: PIEX (TAX) CHECKED. FOLLOWING ADDRESS FOUND: (ADDRESS INFORMATION.)

Calendar Flag: ATTEMPT TO VERIFY POSSIBLE NEW ADDRESS FOUND THROUGH PIEX-T.

2. An address is displayed:

Narrative: PIEX (IV-A) CHECKED. FOLLOWING ADDRESS FOUND: (ADDRESS.)

Calendar Flag: ATTEMPT TO VERIFY POSSIBLE NEW ADDRESS FOUND THROUGH PIEX-A.

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3. No address is displayed:

Narrative: PIEX (IV-A) CHECKED. NO ADDRESS FOUND.

These are generated from the IV-D portion of
PIEX-C when PF2 is pressed.

Event: 1. An address is displayed:

Narrative: PIEX (IV-D) CHECKED. FOLLOWING ADDRESS
FOUND: (ADDRESS INFORMATION.)

Calendar Flag: ATTEMPT TO VERIFY POSSIBLE NEW ADDRESS
FOUND THROUGH PIEX-C

2. No address is displayed:

Narrative: PIEX (IV-D) CHECKED. NO ADDRESS FOUND.

LOCATION

The system generates searches to INTERNET on a quarterly basis. The parent's name and social security number must be known in order to send an inquiry through INTERNET. See the LOCATION REQUEST ENTRY (PIEX) screen.

- Event:** 1. The system generates a request to internet:
- Narrative:** REQUEST SENT TO INTERNET.
- When information is received from INTERNET, any employer or address information found is entered into the appropriate verification screen by the system. At that time, appropriate narratives and flags are generated.
2. An employer address is added to the verification screen:
- Narrative:** EMPLOYER INFORMATION RECEIVED FROM INTERNET.
- Calendar Flag:** EMPLOYER INFORMATION RECEIVED FROM INTERNET. ATTEMPT TO VERIFY.
3. An address is added to the verification screen:
- Narrative:** ADDRESS RECEIVED FROM INTERNET.
- Calendar Flag:** ADDRESS RECEIVED FROM INTERNET. ATTEMPT TO VERIFY.
4. No employer is added to the verification screen as a result of an internet search:
- Narrative:** NO EMPLOYER INFORMATION RECEIVED FROM INTERNET.
5. No address is added to the verification screen as a result of the internet search:
- Narrative:** NO ADDRESS RECEIVED FROM INTERNET.

LOCATION

SCREEN: INAM (INAM)

Purpose: To display the primary taxpayer's and spouse's social security numbers. View only.

INAM.SMITH,JOHN P		
INCOME TAX	PRIMARY SS NO.	SPOUSE SS NO.
SMITH, JOHN P + JANE	123-45-6789	098-76-5432
SMITH, JOHNATHAN	234-56-7890	
PRESS ENTER KEY FOR NEXT SCREEN PRESS CLEAR TO EXIT INAM * PF1 TO VIEW HELP SCREEN * PF12 FOR TOTALS		

Procedure: Type INAM. and the primary taxpayer's last, first, and middle name on a blank CICS screen to access the INAM System. EXAMPLE: INAM.SMITH,JOHN P (and press ENTER.)

In some cases, only the person's last name is known. In that event, type INAM. and the person's last name, and press ENTER. EXAMPLE: INAM.SMITH (and press ENTER.)

Use: Press ENTER to page forward to the next screen, or press CLEAR to exit.

Field:

Description:

INCOME TAX

Taxpayer and spouse names as filed on the income tax return.

PRIMARY SS NO.

Primary taxpayer's social security number.

SPOUSE SS NO.

Spouse's social security number.

LOCATION

RESERVED FOR FUTURE USE

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SCREEN: VOTER REGISTRATION (VOTE)

Purpose: To provide the worker with an alternate means of locating a person's address.

```

COMMAND ---> name/jones
VALID COMMAND FORMATS ARE:
ADD                                     (Add )
ADD/--key--                             (Add - Display )
ADDFMT                                  (Add - Format )
DElx/                                   (Delete )
DKKY/--key--                             (Display/Keyline)
DVxx/--key--                             (Display DIV )
DSPx/--key--                             (Display by key )
KYLN/--full-key--                       (Keyline change )
NAME/--name--                           (Display by name)
UPDx/                                   (Change/Correct )
UVxx/                                   (Change DIV )

The x in DELx is the reason for delete from 1-8.
The x in DSPx indicates the type of display from 1-3.
The xx in DVxx indicates the type of selection.

The fields in the key are: 1) County # 2) Social security #
3) Social security suffix 4) Date of birth 5) Sex
Each field must be followed by a slash.
Press PF1 for help. Press CLEAR to end session.

```

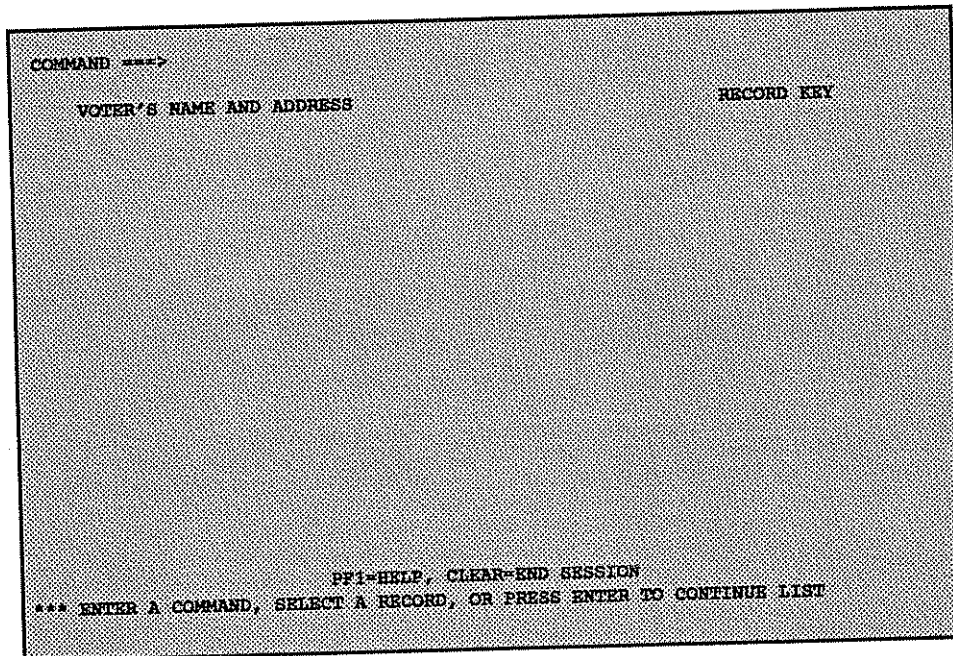
Procedure: Type VOTE on a blank CICS screen, and press ENTER to display the voter registration screen.

Use: Type NAME/, and the person's last name. Press ENTER to display the VOTER REGISTRATION screen two which shows a list of registered voters with that last name. View-only screen.

LOCATION

SCREEN: VOTER REGISTRATION (Screen Two)

Purpose: To provide the worker with an alternate means of locating a person's address.



Procedure: Type NAME/, and the person's last name on the voter registration (VOTE) screen, and press ENTER to display a list of registered voters with that last name.

Use: Type X to the left of the desired name, and press ENTER to display the VOTER REGISTRATION screen three. View-only screen.

LOCATION

SCREEN: VOTER REGISTRATION (Screen Three)

Purpose: To provide the worker with an alternate means of locating a person's address.

```

COMMAND ---->
COUNTY: 46  SS NUMBER: 123 45 6789  SUFFIX:      DOB: 10 08 71  SEX: F
LAST NAME: SMITH  FN/MN: JANEY LYNN  RM SUF:
HOUSE NO.:      215 ST: 9TH ST S  APT/LOT:
CITY:  DAKOTA CITY  STATE: IOWA ZIP CODE: 50500

SCH DIST: HU  HUMBOLDT COMM SD  APT/LOT CODES:
LOCAL DIR:      AREA DIR: 2  A = APT
PRECINCT: DC  GR/PCT: DC  B = BOX
OTHER:      REP DIST.: 015  P = PO BOX
PARTY:  D  PHONE: 515 555 1212  L = LOT
                                           R = ROOM

DATE OF REGISTRATION: 10 18 88
DATE OF LAST ACTIVITY: 11 06 90

DATES OF:      LAST VOTE      NEXT TO LAST VOTE
GE: 90 N  SE:  ME:      GE: 88 N  SE:  ME:
PE:      SP: 00 00 00      PE:

```

Press PF1 for help. Press CLEAR to end session.

Procedure: See the VOTER REGISTRATION screen two.

Use: Make note of the person's address, and press CLEAR to exit to CICS. View-only screen.

LOCATION**SCREEN:** BOAT LICENSE SYSTEM (BOAT)**Purpose:** To provide the worker with an alternate means of locating a person's address.

BOAT						
FUNCTION	AUDIT NUMBER	TITLE NUMBER	DATE ISSUED	DECAL NUMBER	EXPIRES	
D	000000	00000000	00 00 00	000000	00	
COUNTY NUMBER	TRANSACTION TYPE	REGISTRATION FEE	PENALTY	TOTAL COST		
00	00	00 00	00 00	00 00		
MAKE-MODEL	YEAR BUILT	LENGTH	WIDTH	TOILET	CAPACITY	
	00	00 00	000	NO		
USE	TYPE	HULL	PROPULSION	MANUFACTURERS HULL ID NUMBER	FUEL	
0	0	0	0		0	
			LAST NAME	FIRST NAME		
OWNER						
STREET ADDRESS						
CITY STATE ZIP						
				IA 00000		
BOLD OUT OF STATE	NO	LOST OR STOLEN		NO		
REGISTRATION CANCELED	NO	DATE LOSS REPORTED		00 00 00		
LAST UPDATE DATE	00 00 00	AGENCY REPORTING LOSS				

Procedure: Type **BOAT** on a blank CICS screen, and press **ENTER** to display the **BOAT LICENSE SYSTEM** screen.

- Use:**
- Type:
- N/,
 - The person's last name,
 - Press **TAB**,
 - Type the person's first name, and
 - Press **ENTER**.

EXAMPLE: BOAT N/jones (press **TAB**) tom (press **ENTER**)

The closest match is displayed. Press **ENTER** to page forward if the first match is not correct. There is no page back.

The boat license number is displayed to the right of **BOAT** if a match is found. The person's address information is displayed at the bottom of the screen. Boat licenses are renewed every two years on May 31st. View-only screen.

LOCATION**SCREEN:** TURKEY LICENSE SYSTEM (TURK)**Purpose:** To provide the worker with an alternate means of locating a person's address.

TURKEY LICENSE SYSTEM				MOB0T001
SEARCH FOR :			SPRING LICENSE	
CODE	KEY	SS NUMBER	DATE OF BIRTH	
D	000000	000 00 0000	00 00 00	
NAME		LAST	FIRST	I
ADDRESS				
CITY-STATE-ZIP			IA 00000	
LICENSE TYPE				
CHOICE	SUCCESSFUL	0	1ST ZONE	00
			2ND ZONE	00
			1ST SEASON	0
			2ND SEASON	0
PRINT RECORD	NO	DATE PRINTED	00 00 00	RAD CHECK NO
PF	2=RETURN TO LIST	4=INITIALIZE SCREEN	5=GO TO LIST SCREEN	
KEYS	7=PRIOR RECORD	8=NEXT RECORD	CLEAR=QUIT	

Procedure: Type **TURK** on a blank CICS screen, and press **ENTER** to display the **TURKEY LICENSE SYSTEM** screen.**Use:** If the person's first and last name are known, type the last name, a comma, and the first name, and press **ENTER**. Press **PF8** to page forward and **PF7** to page back.**EXAMPLE:** SEARCH FOR :jones (press TAB) tom (press ENTER)If the correct spelling of the person's name is not known, press **PF5** to display the **TURKEY LICENSE LIST SCREEN**.The turkey license number is displayed below **KEY** if a match is found. The person's address information is displayed in the middle of the screen. Turkey licenses are renewed every year on May 31st.Make note of the person's address, and press **CLEAR** to exit to CICS. View-only screen.

LOCATION**SCREEN: TURKEY LICENSE LIST SCREEN (Screen Two)****Purpose:** To provide the worker with an alternate means of locating a person's address.

```

TURKEY LICENSE LIST SCREEN
MOBOTO0

ENTER ONE:      LAST          FIRST       I
NAME           :
DATE OF BIRTH  : 00 00 00
SS NUMBER     : 000 00 0000

KEY   NAME                     DOB     SS NUMBER  CITY
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000
000000

PF4-GO TO UPDATE SCREEN  PF7-PRIOR      PF8-NEXT      CLEAR-QUIT

```

Procedure: While the TURKEY LICENSE SYSTEM (TURK) screen is displayed, press PF5 to display the TURKEY LICENSE LIST SCREEN.**Use:** Type the person's last name, a comma, the first name, and press ENTER.**EXAMPLE:** NAME :jones (press TAB) tom (press ENTER)

Press PF8 to page forward and PF7 to page back.

Move the cursor to the left of the KEY column, type X to the left of the desired person's name, and press ENTER to display the address detail screen.

Make note of the person's address, and press CLEAR to exit to CICS. View-only screen.

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SCREEN: DEER LICENSE SYSTEM (DEER)

Purpose: To provide the worker with an alternate means of locating a person's address.

DEER LICENSE SYSTEM						MO800001
SEARCH FOR :						
CODE	KEY	SS NUMBER		DATE OF BIRTH		
D	000000	000 00 0000		00 00 00		
		LAST	FIRST	I		
NAME						
ADDRESS						
CITY-STATE-ZIP				IA 00000		
LICENSE TYPE				VALID FOR		
ZONE	00	SEASON	0	BUCK REQUESTED	NO	MAGAZINE 0 YEARS
PRINT RECORD	NO	DATE PRINTED		00 00 00	BAD CHECK NO	
PF	2=RETURN	3=LIST VALID LICENSE TYPES		4=INITIALIZE SCREEN		
KEYS	5=LIST RECORDS	7=PRIOR RECORD	8=NEXT RECORD	CLEAR=QUIT		

Procedure: Type **DEER** on a blank CICS screen, and press **ENTER** to display the DEER LICENSE SYSTEM screen.

Use: Two methods can be used to display deer license information.

- Type the person's last name, a comma, and the first character of the first name and press **ENTER**. Press **PF8** to page forward and **PF7** to page back.

EXAMPLE: SEARCH FOR :jones, t (press **ENTER**)

- Press **PF5** to display the DEER LICENSE LIST SCREEN (Screen Two) on the next page.

The deer license number is displayed below **KEY** if a match is found. The person's address information is displayed in the middle of the screen. Deer licenses are renewed every year on May 31st.

The system displays the closest match on file. View-only screen.

LOCATION

SCREEN: DEER LICENSE LIST SCREEN (Screen Two)

Purpose: To provide the worker with an alternate means of locating a person's address.

DEER LICENSE LIST SCREEN							MOB0D002	
ENTER ONE:	LAST	FIRST	I					
NAME :								
DATE OF BIRTH :		00 00 00						
SS NUMBER :		000 00 0000						
KEY	NAME		DOB	SS NUMBER	CITY			
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
000000			00 00 00	000 00 0000				
PF3=LICENSE TYPE LIST PF4=UPDATE SCREEN PF7=PRIOR PF8=NEXT CLEAR=QUIT								

Procedure: Press PF5 to display the DEER LICENSE LIST SCREEN (Screen Two) after the DEER LICENSE SYSTEM screen is displayed.

Use: Type the person's name and press TAB. Type the first character of the first name and press ENTER.

EXAMPLE: NAME jones (press TAB) t (press ENTER)

The person's social security number is displayed below the SS NUMBER field.

Press TAB until the cursor is positioned to the left of the desired KEY, and press S to indicate the KEY to select. Press ENTER to complete the selection process. The DEER LICENSE SYSTEM screen is redisplayed with the selected person's deer license information.

Press PF3 to display the LICENSE TYPE LIST screen on the next page.

Press PF8 to page forward and PF7 to page back. View-only screen.

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SCREEN: VALID DEER LICENSE TYPES (Screen Three)

Purpose: To provide the worker with an alternate means of locating a person's address.

VALID DEER LICENSE TYPES		NC80B003
PAID GUN	FREE GUN	NON-RESIDENT GUN
PAID MUZZLE	FREE MUZZLE	NON-RESIDENT MUZZLE
TWO PAID GUNS	FREE GUN/PAID GUN	NON-RESIDENT BOW
PAID GUN/PAID MUZZLE	FREE MUZZLE/PAID GUN	IAAP
TWO PAID MUZZLES	FREE MUZZLE/PAID MUZZLE	
VALID LICENSE NUMBERS:		
PAID GUN	000001 - 199999	
LANDOWNERS	200001 - 299999	
IAAP	300001 - 399999	
NON-RESIDENT	400001 - 499999	
PF3=RETURN TO UPDATE SCREEN	PF5=GO TO LIST SCREEN	CLEAR=QUIT

Procedure: Press PF3 to display the VALID DEER LICENSE TYPES (Screen Three) after the DEER LICENSE SYSTEM screen is displayed.

Use: Determine the license type to inquire on, and press PF5 to display the DEER LICENSE LIST screen.

Make note of the person's address, and press CLEAR to exit to CICS. View-only screen.

LOCATION

SCREEN: LOCATION REQUEST ENTRY (PIEX)

Purpose: To request information about a responsible parent.

```

PIEX                                INTERSTATE LOCATION SYSTEM          07/31/90
                                LOCATION REQUEST ENTRY

                                :ON-LINE SOURCE (E,C,A,M,D,T)
STATE:
SSN:
CASE ID NO:
NAME (L,F,M,SEX):
DOB: / /
SEX:
FPLS:
FORMAT: B
WORKER LOC/ID:

----- FPLS ONLY INFORMATION -----

TRANS TYPE (A,M,D):
TYPE OF CASE (A,N):

BSA BEN INFO  NTRN PERS RECS  VET ADMINSTR  MIL SERVICE  EMPLOYER INFO

CLEAR-EXIT  FPF-REQUEST INQUIRY  FPF-RESPONSE INQUIRY
MESSAGE:

```

Procedure: On a blank CICS screen, type **PIEX** and press **ENTER**. On-line inquiry is available for Missouri, Nebraska, and Iowa only. Type the **STATE**, **ON-LINE SOURCE**, **SSN**, **CASE ID NO**, and **WORKER LOC/ID** (worker's location and identification number.) An entry in the **NAME**, **DOB**, and **SEX** fields are optional, but help to narrow the search and should be included if available.

Use: To make a batch inquiry to the Federal Person Locator System (FPLS), type the appropriate information in the **STATE**, **SSN**, **CASE ID NO**, **NAME**, **WORKER LOC/ID**, **TRANS TYPE**, and **TYPE OF CASE** fields. Leave the **ON-LINE SOURCE** field blank. An entries in the **DOB** and **SEX** fields is optional. Type **Y** in the **FPLS** field and enter information in the **FPLS ONLY INFORMATION** section of the screen, as required. Type **Y** in at least one field to indicate the category of federal information requested. Type **L** for **FORMAT** if the social security number is unknown. A second screen is then displayed asking for more specific information. An inquiry to FPLS can be combined with an inquiry to a state.

An Employment Security batch inquiry can be made to all 50 states. A

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Department of Labor network (INET) inquiry can be made by entering IT in the STATE field. In this instance, a quarterly batch job is run by ICAR and an output tape is forwarded to the state the inquiry is to.

To complete the inquiry, enter the appropriate information in the STATE, SSN, CASE ID NO, NAME, and WORKER LOC/ID fields. Leave the ON-LINE SOURCE field blank. An entry in the DOB and SEX fields is optional but should be completed if the information is available. The worker must enter a separate inquiry to each state.

Press PF3 to display the REQUEST INQUIRY screen, PF5 to display the RESPONSE INQUIRY screen, or CLEAR to exit.

Field:	Description:
STATE	Two-letter identifier of the state to which the request is made.
ON-LINE SOURCE E,C,A,M,D,T	Type of inquiry requested. A IV-A public assistance screen. C IV-D child support screen. D Driver's license screen. E Employment security screen. M Motor vehicle registration screen. T State tax record screen.
SSN	Absent parent's social security number
CASE ID NO	Absent parent's ICAR case identification number.
NAME (L,F,M,SFX)	Absent parent's name in last-first-middle-suffix format with a separate field for each. Do not use commas or special characters.
DOB	Absent parent's birth date in MM/DD/YY format.
SEX	Absent parent's sex. M or F.

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FPLS

Send this request to the FPLS.

Y Yes.

N No.

FORMAT

Format indicator for a response entry.

L Long form.

S Short form.

Use the long form if required by the responding state or the social security number is not known.

WORKER LOC/ID

Case worker's location code and identification number.

FPLS ONLY INFORMATION
TRANS TYPE

A Add.

M Modify.

D Delete.

TYPE OF CASE

A Assistance.

N Nonassistance.

SSA BEN INFO

Type Y to request social security account information.

NTNL PERS RECS

National personnel record. Type Y if the absent parent is or was a federal employee.

VET ADMINISTER

Type Y if the parent is or was receiving veterans benefits.

MIL SERVICE

Type Y if the absent parent is or was on military active duty.

EMPLOYER INFO

Type Y to request employer information from the Social Security Administration.

MESSAGE

System instructions and information.

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SCREEN: LOCATION REQUEST ENTRY (PIEX) (Subscreen Two)

Purpose: To request information from FPLS if a person's social security number is unknown, or another state requests the person's social security number.

PIEX	INTERSTATE LOCATION SYSTEM LOCATION REQUEST ENTRY CASE:	08/01/90
----- FPLS INFORMATION -----		
AP'S BIRTH CITY/STATE:		
CUSTODIAL PARENT SSN: - - -		
AP'S FATHER NAME(L,F,MI):		
AP'S MOTHER MAIDEN NAME(L,F,MI):		
AP'S ALIAS 1:		
AP'S ALIAS 2:		
----- MISC INFORMATION -----		
HEIGHT:		
WEIGHT:		
HAIR:		
EYES:		
MEMO:		
MESSAGE:		

Procedure: Type PIEX on a blank CICS screen, and press ENTER.

Use: Either omit the social security number and enter Y in the FPLS field on screen one, or enter L in the FORMAT field on screen one if the receiving state requires information displayed on this screen. Enter information in at least three of the first four fields.

The system extracts data each month for cases without a payor address or employer. These criteria must be met for the system to generate a FPLS request:

- The case must be open 30 calendar days. Here, extra time is allowed so that a case that opens on the 2nd of the month is still to be remitted before 60 days has expired.
- Payor address must be blank on the PAYOR screen or the payor employer screen has no employment information.

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- No outstanding FPLS requests generated within the last six months.
- Case is not an account 14 or 15.
- No outstanding P.O. or employer verification letters. For employers, the employer verification screen shows send employer letter Y, but employer verified shows no entry. For payor address, the address verification screen shows send P.O. LETTER Y, but the address verified field has no entry.
- When the social security number is known, the system generates an FPLS.
- When the system generates an FPLS, a narrative is issued.
- When the social security number is unknown, at least three of the following must be entered:
 - Parent locate name,
 - Date of birth,
 - Birth city and state,
 - Father's name,
 - Mother's maiden name, and
 - Custodial parent social security number (from PAYEE screen.)

Calendar flags and narratives are generated to each case with the locate social security number. Although there is nothing to prevent the worker from using PIEX to generate an FPLS, staff are asked to let the system do so. If information is found showing that payor has resided in a state other than Iowa, staff can use the SPLS function on the locate screen.

When information is received from FPLS, any employer or address information found is entered into the appropriate verification screen by the system. At that time, appropriate narratives and flags are also generated.

Event: 1. The case meets the criteria for generation of an FPLS, but insufficient information is present on the parent locate screen for the system to automate generation, a calendar flag is generated to the worker. This flag is generated one time only:

Calendar Flag: COMPLETE PARENT LOCATE INFORMATION
(PARENT LOCATE NAME.)

LOCATION

2. The system generates an FPLS:

Narrative: SYSTEM GENERATED FPLS.

3. An employer address is added to the verification screen:

Narrative: EMPLOYER INFORMATION RECEIVED FROM FPLS.

Calendar Flag: EMPLOYER INFORMATION RECEIVED FROM FPLS. ATTEMPT TO VERIFY.

4. An address is added to the verification screen:

Narrative: ADDRESS RECEIVED FROM FPLS.

Calendar Flag: ADDRESS RECEIVED FROM FPLS. ATTEMPT TO VERIFY.

5. No employer is added to the verification screen as a result of an FPLS search:

Narrative: NO EMPLOYER INFORMATION RECEIVED FROM FPLS.

6. No address is added to the verification screen as a result of the FPLS search:

Narrative: NO ADDRESS RECEIVED FROM FPLS.

Field:

Description:

AP'S BIRTH CITY/STATE

Absent parent's city, up to 16 letters, and two-letter state of birth.

CUSTODIAL PARENT SSN

Custodial parent's social security number.

AP'S FATHER NAME (L,F,MI)

Absent parent's father's name in last-first-middle-initial format, with a separate field for each.

LOCATION

AP'S MOTHER MAIDEN NAME

Absent parent's mother's maiden name.

AP'S ALIAS 1

Absent parent's alias, last name only. If female, type her maiden name here.

AP'S ALIAS 2

Absent parent's second alias, last name only.

HEIGHT

Absent parent's height in feet and inches format. For 6 feet 2 inches, type 6 02.

WEIGHT

Absent parent's weight in pounds.

HAIR

Absent parent's hair color, three-letter abbreviation.

EYES

Absent parent's eye color, three-letter abbreviation.

MEMO

Any special information that may assist the responding state in locating the absent parent. If the responding state requests race information, put it here. Two lines of 40 characters each are available.

MESSAGE

System instructions and information.

LOCATION

SCREEN: EMPLOYMENT SECURITY SCREEN (PIEX)

Purpose: To display absent parent employment information in response to an on-line request.

```

PIEX                                EMPLOYMENT SECURITY SCREEN
                                      RETURN FROM IA DATE 08/01/90

SOC SEC NO :
DATE OF BIRTH :
NAME :
ADDRESS LINE 1:
ADDRESS LINE 2:
CITY-STATE-ZIP:
TELEPHONE NO :

UNEMPLOYMENT COMPENSATION
CLAIM TYPE:          LAST PAYMENT AMT :
BALANCE :           LAST PAYMENT DATE:
(CHILD SUPPORT CLAIM)
LAST QUARTER
AMOUNT :            DATE:
EMPLOYER :
ADDRESS 1 :
ADDRESS 2 :
ADDRESS 3 :
CITY-STATE :
ZIP-PHONE :
MESSAGE:

WAGE EARNINGS
AMOUNT :
EMPLOYER :
ADDRESS 1 :
ADDRESS 2 :
ADDRESS 3 :
CITY-STATE :
ZIP-PHONE :

APPLICATION DATE:
WKLY BENEFIT AMT:
EXPIRATION DATE:
(RETURNED TO WORK)
LAST QUARTER
DATE:
    
```

Procedure: Type E in the ON-LINE SOURCE field on the LOCATION REQUEST ENTRY Screen (Screen One.)

Field:	Description:
RETURN FROM	Date information was prepared and its state of origin.
SOC SEC NO	Absent parent's social security number.
DATE OF BIRTH	Absent parent's birth date in MM DD YY format.
NAME	Absent parent's name.
ADDRESS LINE 1	Absent parent's address, line one.
ADDRESS LINE 2	Absent parent's address, line two.

LOCATION

CITY-STATE-ZIP Absent parent's address city, state, and ZIP code.
TELEPHONE NO Absent parent's telephone number.

UNEMPLOYMENT COMPENSATION

APPLICATION DATE Date the absent parent filed for unemployment compensation.

CLAIM TYPE Unemployment compensation claim type.

EXB Extended benefit.

FSC Federal supplement compensation.

REG Regular benefit.

TRA Trade readjustment allowance.

LAST PAYMENT AMT Amount of the last payment to the absent parent. It can be overpayment, underpayment, restitution, or the amount of a canceled check.

WKLY BENEFIT AMT Amount of the absent parent's weekly entitlement.

BALANCE Amount of unemployment compensation remaining on the claim.

LAST PAYMENT DATE One day after the last check was processed, usually the date the check was mailed to the absent parent.

EXPIRATION DATE Date the absent parent's unemployment benefit expires.

CHILD SUPPORT CLAIM Child Support Recovery Unit claim against the absent parent's unemployment check.

RETURNED TO WORK The reason for going off unemployment.

**LAST QUARTER
WAGE EARNINGS**

Latest quarterly reported absent parent earnings information. If there are multiple employers, the data is for the two highest paying jobs the absent

LOCATION

	parent held during that quarter.
AMOUNT	Amount of wages earned from the employer directly below on the screen during the reported quarter.
DATE	Months included in the quarter reported in MMM-MMM-YY format, as in JAN-MAR-92.
EMPLOYER	Employer's company name.
ADDRESS 1, 2, and 3.	Employer's address lines one, two and three.
CITY-STATE	Employer's city and state.
ZIP-PHONE	Employer's ZIP code and telephone number in (XXX) XXX-XXXX format.
MESSAGE	System instructions and information.

LOCATION

SCREEN: IV-A SCREEN (PIEX)

Purpose: To display addresses in response to an on-line request.

PIEX SSN	IV-A SCREEN	RETURN FROM IA DATE 08/01/90		
CASE I.D.	CASE NAME /ADDRESS /CITY-STATE	STATUS /ADDR. DATE /ZIP CODE	DATE	ROLE /TYPE
MESSAGE:				

Procedure: Type A in the ON-LINE SOURCE field on the LOCATION REQUEST ENTRY Screen.

Use: Up to four addresses can be displayed, one for each type of assistance the person received or is receiving. Some states use different addresses for different types of aid. Check the ADDR. DATE to determine the most recent address.

Field:	Description:
RETURN FROM	Date information was prepared and its origin.
SOC SEC NO	Person's social security number.
CASE I.D.	Case identification number for the responding state.
NAME	Person's name.

LOCATION

STATUS

Case status:

ACTIVE
CLOSED
DENIED
PENDING
SUSPENDED

DATE

Date the above case status originated.

ROLE

Role of the person in the case:

CH Case head.
IN Individual.
PY Payee, if other than case head.

ADDRESS

Person's address.

ADDR. DATE

Date the address was updated. This data helps determine the most recent address for the person.

TYPE

Type of aid the person is receiving.

AA Aid to the aged.
AD Aid to disabled.
AS Aid to sight impaired.
ADC Aid for dependent children.
EA Energy assistance.
FS Food stamps.
GR General relief.
SSI Social security income to a disabled child.

SERVICES Social services.
MED. ASST. Medical assistance.

CITY-STATE

Person's address city and state.

ZIP CODE

Person's ZIP code.

MESSAGE

System instructions and information.

LOCATION

SCREEN: IV-D SCREEN (PIEX)

Purpose: To display addresses in response to an on-line request.

PIEX BSN		IV-D SCREEN			RETURN FROM IA DATE 08/01/90
CASE I.D.	NAME /ADDRESS /CITY-STATE	STATUS /ADDR. DATE /ZIP CODE	DATE	ROLE /TYPE /PIPS	
MESSAGE:					

Procedure: Type C in the ON-LINE SOURCE field on the LOCATION REQUEST ENTRY Screen.

Use: Up to four addresses can be displayed, one for each type of assistance the person received or is receiving. Some states use different addresses for different aid types. Check the ADDR. DATE field to determine the most recent address.

Field:	Description:
RETURN FROM	Date information was prepared and its origin.
SOC SEC NO	Person's social security number.
CASE I.D.	Case identification number for the responding state.
NAME	Person's name.

LOCATION

STATUS

Case status:

ACTIVE
ARREAR
CLOSED

DATE

Date the above case status originated.

ROLE

Role of the person in the case:

AP Absent parent.
CP Custodial parent.

ADDRESS

Person's address.

ADDR. DATE

Date the address was updated. This data helps to determine the most recent address for the person.

TYPE

Type of aid the person is receiving:

AFDC Aid for Dependent Children.
INTR-AFDC Interstate AFDC.
INTR-NAFDC Interstate non-AFDC enforcement.
IV-E-FC ADC-related foster care.
NON-AFDC Non-AFDC enforcement.
ST-ONLY-FC State-paid foster care.

CITY-STATE

Person's address city and state.

ZIP CODE

Person's ZIP code.

FIPS

Iowa FIPS code, or two-letter state postal code if not IA.

MESSAGE

System instructions and information.

LOCATION

SCREEN: TAX (PIEX)

Purpose: To display a person's income tax information.

```

PIEX                                TAX                                RETURN FROM IA DATE 08/01/90
SOC SEC NO      :
NAME            :
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY-STATE-ZIP:
TELEPHONE NO   :      -      -
TAX YEAR       :

ASSOCIATED INDIVIDUAL
SOC SEC NO     :
NAME           :
DATE OF BIRTH  :

MEMO          :

MESSAGE:
    
```

Procedure: Type T in the ON-LINE SOURCE field on the LOCATION REQUEST ENTRY Screen.

Field:	Description:
RETURN FROM	Date information was prepared and its origin.
SOC SEC NO	Person's social security number.
NAME	Person's name.
ADDRESS LINE 1, 2 and 3.	Person's address, lines one, two, and three.
ADDRESS DATE	Date the address was entered or updated.
CITY-STATE-ZIP	Person's address city, state, and ZIP code.
DATE OF BIRTH	Person's birth date in MM DD YY format.

LOCATION

TELEPHONE NO

Person's telephone number.

TAX YEAR

Tax year of the return reported in YYYY format.

MESSAGE

System instructions and information.

ASSOCIATED INDIVIDUAL

Indicates a response area on the PIEX TAX screen.

SOC SEC NO

If joint tax return, the spouse of the primary taxpayer. spouse's social security number.

NAME

Spouse's name.

DATE OF BIRTH

Spouse's birth date in MM DD YY format.

MEMO

Any special information that may assist the respondent in locating the absent parent. Two lines of 40 characters each.

MESSAGE

System instructions and information.

LOCATION

SCREEN: MOTOR VEHICLE (PIEX)

Purpose: To display motor vehicle information.

```

PIEX                                MOTOR VEHICLE
                                     RETURN FROM IA DATE 06/15/90

SOC SEC NO   :
NAME        :
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY-STATE-ZIP:
TELEPHONE NO : - - -

VEHICLE DESCR :
COLOR        :
LICENSE NO   :

ASSOCIATED INDIVIDUAL
SOC SEC NO   : - - -
NAME        :
DATE OF BIRTH :

MEMO        :
MESSAGE:
    
```

Procedure: Type M in the ON-LINE SOURCE field on the LOCATION REQUEST ENTRY Screen.

Field:	Description:
RETURN FROM	Date information was prepared and its origin.
SOC SEC NO	Person's social security number.
NAME	Person's name.
ADDRESS LINE 1, 2 and 3.	Person's address, lines one, two, and three.
ADDRESS DATE	Date the address was entered or updated.
CITY-STATE-ZIP	Person's address city, state, and ZIP code.
DATE OF BIRTH	Person's birth date in MM DD YY format.

LOCATION

TELEPHONE NO

Person's telephone number.

VEHICLE DESCR

Description of the vehicle, as in 1949 Ford.

COLOR

Vehicle color, such as BLACK.

LICENSE NO

Vehicle license number.

MESSAGE

System instructions and information.

ASSOCIATED

INDIVIDUAL

SOC SEC NO

NAME

DATE OF BIRTH

If a jointly registered vehicle, the other person.

Person's social security number.

Person's name.

Person's birth date in MM DD YY format.

MEMO

Any information that may assist the respondent in locating the absent parent. Two lines of 40 characters each.

MESSAGE

System instructions and information.

LOCATION**SCREEN:** DRIVER'S LICENSE (PIEX)**Purpose:** To display a person's driver's license information.

PIEX		DRIVERS LICENSE	
			RETURN FROM IA DATE 08/01/90
SOC SEC NO :			
NAME :			
ADDRESS LINE 1:			
ADDRESS LINE 2:			
ADDRESS LINE 3:		ADDRESS DATE :	
CITY-STATE-ZIP:		DATE OF BIRTH :	
TELEPHONE NO :			
PROCESS DATE			
EXPIRATION DATE			
DESCRIPTION :			
ASSOCIATED INDIVIDUAL			
SOC SEC NO :			
NAME :			
DATE OF BIRTH :			
MEMO :			
MESSAGE:			

Procedure: Type D in the ON-LINE SOURCE field on the LOCATION REQUEST ENTRY Screen.**Field:****Description:**

RETURN FROM

Date information was prepared and its origin.

SOC SEC NO

Person's social security number.

ADDRESS LINE 1, 2 and 3.

Person's address, lines one, two, and three.

ADDRESS DATE

Date the address was entered or updated.

CITY-STATE-ZIP

Person's address city, state, and ZIP code.

DATE OF BIRTH

Person's birth date in MM DD YY format.

TELEPHONE NO

Person's telephone number.

LOCATION

PROCESS DATE

Date driver's license was issued.

EXPIRATION DATE

Date driver's license expires.

DESCRIPTION

Personal description as it appears on the driver's license, as in HAIR BR, EYES BR, HT 73", WT 200, RACE W.

MESSAGE

System instructions and information.

MEMO

Two lines of 40 characters each are provided for special information that may assist the respondent in locating the absent parent.

MESSAGE

System instructions and information.

ASSOCIATED INDIVIDUAL

Field not used.

SOC SEC NO, NAME

Field not used.

DATE OF BIRTH

Field not used.

LOCATION

SCREEN: DRIVER'S LICENSE (DLIC)

Purpose: To provide the worker with an alternate means of locating a person's address.

DLIC, JONES,			
1 JONES, AARON, Z	02-10-33	WATERLOO	123-45-6789
2 JONES, ABBY, Y	12-15-68	DEB MOINES	NDL-11-1234
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
LIST CONTINUES -- PRESS ENTER TO CONTINUE			

Procedure: On a blank CICS screen, type **DLIC**, a period, the person's last name, and a comma. Press **ENTER** to display the driver's license detail screen.

Use: Make note of the person's driver's license number, and press **CLEAR** to exit **DLIC**.

SCREEN: ADULT CORRECTIONS SYSTEM MAIN MENU (ACDS)

Purpose: The Iowa Department of Corrections System allows the worker to inquire on a person's identification number. ACDS forwards the identification number from one screen to another.

M473L000	ADULT CORRECTIONS INFORMATION SYSTEM MAIN MENU	MM/DD/YY
TO ACCESS A SUBMENU LISTED BELOW ENTER SELECTION PRESS XMIT/ENTER		
FACILITY ____	RACFID T479037	
CUST	CUSTODY CLASSIFICATION	MEDC MEDICAL INFORMATION
EDUC	EDUCATION INFORMATION	TCCMP TIME COMPUTATION
INME	INMATE RELATED INQUIRY	UPDT UPDATE INMATE RECORD
IPUB	PUBLIC INFO. & NAME-ID CROSS-REFERENCE	UTIL UTILITIES
PLEASE ENTER FACILITY CODE & RESPONSE.		
RESPONSE: MAIN		
HELP-F2/PF2		
END ACIS-CLR/CLEAR		

Procedure: To select the ADULT CORRECTIONS SYSTEM MAIN MENU screen from a blank CICS screen, type **ACDS** and press **ENTER**.

Use: Type **OAK** in the **FACILITY** field and type **IPUB** in the **RESPONSE** field and press **ENTER**. The Public Information Menu screen is displayed.

The prison records screen may be "screen-printed" and placed in files as the information is public record through the clerk of court.

SCREEN: PUBLIC INFORMATION MENU (IPI)

Purpose: To select and display public information screens. The public information screens display data about inmates in state correctional facilities.

```

M473L050                PUBLIC INFORMATION MENU                MM/DD/YY

IPI      ----->      PUBLIC INFORMATION INQUIRY
XNAME    ----->      NAME  -  ID NUMBER CROSS REFERENCE

RESPONSE
MAIN MENU-F1/PF1  HELP-F2/PF2  MENU-F5/PF5  END ACIS-CLR/CLEAR
  
```

Procedure: The PUBLIC INFORMATION MENU is accessed from the ADULT CORRECTIONS INFORMATION SYSTEM MAIN MENU.

Use: To select a screen, type the abbreviated name to the right of RESPONSE and press ENTER. Press PF1 or PF5 to return to the MAIN MENU, PF2 to go to the HELP screen or CLEAR to exit IPUB.

Field:	Description:
IPI	Public Information Summary screen.
XNAME	Cross Reference Name Inquiry screen.
RESPONSE	Type the name of the next screen to display, or the command to execute and press ENTER.

SCREEN: CROSS REFERENCE NAME INQUIRY (XNAME)**Purpose:** To search for and display inmate names.

M473L127		CROSS REFERENCE NAME INQUIRY					MM/DD/YY	
SEARCH INFO: SOUNDEX (Y/N)		LAST NAME:	FIRST NAME		PAGE 01			
I.D. NO.	NAME (LAST, FIRST)	NAME TYPE	AGE	DOB	RACE	DOC FACI	CBC?	
PLEASE ENTER A LAST NAME.								
RESPONSE	MAIN MENU	SUB MENU	SELECT ID	PAGE FORWARD	HELP	END ACDS		
XNAME	F1/PF1	F5/PF5	F3/PF3	F4/PF4	F2/PF2	F6/CLEAR		

Procedure: To access the CROSS REFERENCE NAME INQUIRY screen, type **XNAME** in the RESPONSE field of the PUBLIC INFORMATION MENU screen, press **ENTER**.

Use: To search for a known name, type **N** for SOUNDEX, and any letter, the partial last name, or the last name and press **ENTER**. The display starts with your entry and continues alphabetically. Aliases may be stored within quotation marks, so if the worker is looking for an alias, try using quotation marks.

To search for a "sounds like" name (soundex = sound index), type **Y** for SOUNDEX and a partial or complete last name. The display is based on that soundex code, and not necessarily in alphabetical order. Try several spellings if necessary.

Press **PF4** to page forward. There is no page backward. To select a record to view, place cursor (by using arrow keys) anywhere on the line which contains persons name, press **PF3**, type **IPI** at cursor (over NAME), press **ENTER**. The PUBLIC INFORMATION SUMMARY SCREEN for that person will displayed.

Press **PF1** to display the MAIN MENU.

Press **PF5** to display the SUB MENU.

Press **CLEAR** to exit XNAME.

Field:	Description:
PAGE	Sequential screen number.
SEARCH INFO SOUNDEX (Y/N)	Y Base search on "sounds like" instead of spelling. N Base search on spelling.
LAST NAME	Name the search is based on.
FIRST NAME	Not used.
ID. NO.	Inmate identification number.
NAME	Inmate's name.
NAME TYPE	Type of name, MARRD for married, NKNAM for nickname, ALIAS for alias, TRUE for true name, COMMIT for name person was committed under.
AGE	Inmate's age in years.
DATE OF BIRTH	Inmate's date of birth.
RACE	Inmate's race
DOC FACL	Three-letter current detention facility identifier.
CBC	Community based corrections. X indicates person has been arrested at some point in time.
RESPONSE	Type the name of the next screen to display or the next command to execute, and press ENTER .

SCREEN: PUBLIC INFORMATION SUMMARY SCREEN (IPUB)

Purpose: To display public information about inmates.

```

M4731500          PUBLIC INFORMATION SUMMARY SCREEN          MM/DD/YY
INMATE                                DCB: 00000000  COUNSELOR:
CURRENT LOCATION:                      RACE:
      HEIGHT:          WEIGHT:          EYES:          HAIR:
ACTIVE OFFENSES          EFF DATE  DURATION  ST  TDD          MFD          CO

RESPONSIBLE AGENT
MOST RECENT LOCATIONS
DATE      FACL  LOCATION/REASON          DATE      FACL  LOCATION/REASON

PLEASE ENTER A VALID INMATE ID.
RESPONSE:  MAIN MENU  PREVIOUS MENU  END ACIS
IPI        F1/PF1    F5/PF5    CLR/CLEAR
    
```

Procedure: To access the PUBLIC INFORMATION SUMMARY screen, type **IPI** in the **RESPONSE** field of the **PUBLIC INFORMATION MENU** screen.

Use: To view inmate information, type the inmate's identification number and name, in the **INMATE** field, and press **ENTER**. This screen displays up to six locations for inmate. To inquire on another inmate, type over the data in the **INMATE** field and press **ENTER**.

Press **PF1** to display the **MAIN MENU**, or press **PF5** to display the previous menu.

Press **CLEAR** to exit **IPUB**.

Field:	Description:
INMATE	Inmate identification number and name: 1234567 S SMITH, JOHN Q. The inmate identification number and name are required.
AGE	Inmate's age in years.
COUNSELOR	Two-digit counselor identification.
CURRENT LOCATION	Three-letter detention facility identifier.
RACE	Inmate's race.
HEIGHT	Inmate's height, as in: 601 for 6 feet, 1 inch.
WEIGHT	Inmate's weight.
EYES	Inmate's eye color.
HAIR	Inmate's hair color.
ACTIVE OFFENSES	Offenses the inmate is currently serving time for.
EFF DATE	Effective date of the current incarceration.
DURATION	Length of incarceration.
ST	Two-letter state identification number of the state of conviction.
TDD	Tentative date of discharge. The date of discharge of the inmate's full sentence is served.

MPD	Minimum parole date. Inmate cannot leave detention facility before this date.
CO	Iowa county number, or two-letter state abbreviation, where the offender was tried.
MOST RECENT LOCATIONS	(previous detention)
DATE	Date incarcerated.
FACL	Three-letter detention facility identifier.
LOCATION	Current status.
RESPONSE	Type the name of the next screen to display, or the command to execute and press ENTER.

Facility codes are:

Code:	Facility Name:
BOP	Board of Parole
CTU	Correctional Treatment Unit, Clarinda.
DIS	Discharged
FM1	Farm #1, Fort Madison.
FM3	Farm #3, Fort Madison.
IMR	Iowa Men's Reformatory, Anamosa.
ISP	Iowa State Penitenitay, Fort Madison.
JBC	John Bennett Correctional Center, Fort Madison.
LUH	Luster Heights, Yellow River.
MCC	Medical Classification Center, Oakdale.
MCU	Multiple Care Unit, Fort Madison
MSU	Medium Security Unit, Mount Pleasant.
MTV	Iowa Correction Institute for Women, Mitchellville.
OAK	Iowa Security Facility, Oakdale.
OWI	Work release for OWI offenders
PRO	Probation
RIV	River Release Center, Newton.
RWC	North Central Correctional Facility, Rockwell City.
WHR	Work Release House, Newton.

LOCATION**ILS Batch Response Screens**

The batch response screens are displayed by pressing a PF key, by typing the abbreviated screen name on a blank CICS screen, or by selection from the request or response screens.

The screens used are:

<u>Abbreviated Screen Name</u>	<u>Screen Name</u>	<u>Purpose</u>
ILSI	REQUEST INQUIRY	Batch request list.
ILRI	RESPONSE INQUIRY	Batch response list.
none	WAGE/EMPLOYER DATA RESPONSE	Wage and employer information.
none	GENERAL RESPONSE	Multi-use response screen (IRS or social security number.)
INAM	INCOME TAX	Taxpayer's social security number.

LOCATION**SCREEN:** REQUEST INQUIRY (ILSI)**Purpose:** To display all batch requests for interstate inquiry, entered by the a worker, and, optionally, select a request for viewing.

ILSI		INTERSTATE LOCATION SYSTEM				08/23/90	
		REQUEST		INQUIRY			
SEL	CASE ID	NAME	RSPN ST	REQ TYPE	REQ DATE	PROC DATE	STATUS
		LOCATION:	WORKER:	CASE ID:			
CLEAR:EXIT		PF1:LOC REQUEST ENTRY		PF5:RESPONSE INQUIRY			

Procedure: Type ILSI on a blank CICS screen, or press PF3 on any ILS screen on which it appears at the bottom.**Use:** Type the worker's location and identification number, if these are not carried forward from a previous screen. The display is in case number order, with the lowest number first. To start the display at a specific case number, type the case number in the CASE ID field, and press ENTER. The worker can change these fields at any time.

Press ENTER to page forward. There is no page backward capability.

To select a specific case to view, type S to the left of the CASE ID under SEL and press ENTER. The display begins at the next CASE ID.

Press PF1 to display the LOCATION REQUEST INQUIRY screen, PF5 to display the RESPONSE INQUIRY screen, and CLEAR to exit.

LOCATION

Field:	Description:
DATE	Date information was prepared and its origin.
SEL	To select a specific request to view, type S to the left of the CASE ID in this column and press ENTER .
CASE ID	Case identification number.
NAME	Name of the person to locate.
RSPN ST	State to which the request is sent.
TYPE	Format of the request: IEVS Income Eligibility Verification System. INET Department of Labor INTERNET. FPLS Federal Personal Locator System. STDR Standard for all others.
REQ DATE	Date the request was entered in the system.
PROC DATE	Date the request was processed and sent to the responding state.
STATUS	Current status of the request: ENTERED Request input but not processed. PENDING Request sent to responding state. RETURNED Response received and is available to view.
LOCATION	Office from which the request was issued.
WORKER	Identification number of the worker that submitted the request.
CASE ID	Case identification number at which to begin the display.
MESSAGE	System instructions and information.

LOCATION

SCREEN: RESPONSE INQUIRY (ILRI)

Purpose: To view batch responses received by a worker.

ILRI			INTERSTATE LOCATION SYSTEM RESPONSE INQUIRY			08/23/90		
SEL	CASE ID	NAME	HT	TYPE	STATUS			
LOCATION: WORKER: CASE ID:								
CLEAR:EXIT PF1:LOC REQUEST ENTRY PF3:REQUEST INQUIRY								
MESSAGE:								

Procedure: Type ILRI on a blank CICS screen, or press PF5 on any ILS screen on which it appears at the bottom.

Use: Type the worker's location and identification number, if these are not carried forward from a previous screen. The display is in case number order, with the lowest number first. To start the display, type the case number in the CASE ID field, and press ENTER. The worker can change these fields at any time.

Press ENTER to page forward. There is no page backward capability.

There are multiple responses for a single request if the person held multiple jobs. Each is listed as a separate line item.

To select a specific case to view, type S to the left of the CASE ID under SEL and press ENTER.

Press PF1 to display the LOCATION REQUEST INQUIRY screen, PF3 to display the REQUEST INQUIRY screen, or CLEAR to exit.

LOCATION

Field:	Description:
DATE	Date information was prepared and its origin.
SEL	To select a specific response to view, type S to the left of the CASE ID in this column and press ENTER .
CASE ID	Case identification number.
NAME	Name of the person located.
ST	State that responded to the request.
TYPE	Format of the request: IEVS Income Eligibility Verification System IEV2 Income Eligibility Verification System (screen two.) IEV3 Income Eligibility Verification System (screen three.) INET Department of Labor INTERNET . FPLS Federal Personal Locator System. STDR Standard (all others.)
STATUS	Current status of the request: POS Response contains information on the person. NEG Response does not contain information on the person.
LOCATION	Office from which the request was issued.
WORKER	Identification number of the worker that submitted the request.
MESSAGE	System instructions and information.

LOCATION**SCREEN:** WAGE/EMPLOYER DATA RESPONSE (ILRI)**Purpose:** To display wage and employer information in response to a batch request.

ILRI	INTERSTATE LOCATION SYSTEM	08/23/90
	WAGE/EMPLOYER DATA RESPONSE	
	RETURN FROM:	DATE:
SSN:		DOB:
NAME:		
ADDRESS:		
ADDRESS:		
ADDRESS:		DATE OF ADDRESS:
TELEPHONE:		
EMPLOYER:		QTR WAGES RPTD:
ADDRESS:		QTR/YR WAGES
ADDRESS:		
ADDRESS:		
ADDRESS:		
TELEPHONE:		
CLEAR=EXIT PF1:LOC REQUEST ENTRY PF3:REQUEST INQUIRY PF5:RESPONSE INQUIRY		
MESSAGE:		

Procedure: Select an item from the RESPONSE INQUIRY screen and this screen is displayed if the IEVS format or the INET format is requested (see the TYPE field on the RESPONSE INQUIRY screen.)

Use: Press PF1 to display the LOCATION REQUEST INQUIRY screen, PF3 to display the REQUEST INQUIRY screen, PF5 to display the RESPONSE INQUIRY screen, and CLEAR to exit. There are multiple screens for a single request if the person held multiple jobs. Each is listed as a separate item on the RESPONSE INQUIRY screen, and they are displayed in order if ENTER is pressed. After the last screen is displayed, the originating screen is displayed.

If a request was also sent to FPLS, it is displayed as the second screen after ENTER is pressed, provided it is the next sequential item on the RESPONSE INQUIRY screen.

Field:**Description:**

RETURNED FROM:

State that supplied the response.

LOCATION

DATE	Date of the response.
SSN	Person's social security number.
DOB	Person's birth date in MM DD YY format.
NAME	Person's name.
ADDRESS	Person's address, lines one, two and three.
TELEPHONE	Person's telephone number.
DATE OF ADDRESS	Date the address above was updated.
EMPLOYER	Employer's company name.
QTR WAGES RPRTD	Last quarter the employer reported wages for the person.
ADDRESS	Employer's address lines one and two.
QTR/YR WAGES	Quarter, year, and wages reported by one employer. Up to five quarters can be displayed in MMM-MMM YY \$\$\$\$ format, as in JAN-MAR 89 2400.
ADDRESS	The third address field is for the employer's city, state, and ZIP code.
TELEPHONE	Employer's telephone number.
MESSAGE	System instructions and information.

LOCATION

SCREEN: RESPONSE FROM INTERNAL REVENUE SERVICE (ILRI)

Purpose: To display all batch response details except wage and employer data.

ILRI	INTERSTATE LOCATION SYSTEM	07/14/90
	RESPONSE FROM INTERNAL REVENUE SERVICE	
	RETURN FROM:	DATE:
	SSN:	DOB:
	NAME:	
	ADDRESS:	
	ADDRESS:	
	ADDRESS:	
	TELEPHONE:	DATE OF ADDRESS:
	STATUS:	
	CLEAR:EXIT PF1:LOC REQUEST ENTRY PF3:REQUEST INQUIRY PF5:RESPONSE INQUIRY	
	MESSAGE:	

Procedure: Select an item from the RESPONSE INQUIRY screen and the appropriate screen is displayed if the FPLS format or the STRD format was requested (see the TYPE field on the RESPONSE INQUIRY screen.)

Use: Press PF1 to display the LOCATION REQUEST INQUIRY screen, PF3 to display the REQUEST INQUIRY screen, PF5 to display the RESPONSE INQUIRY screen, then press CLEAR to exit. There can be multiple screens for a single request. Each is listed as a separate item on the RESPONSE INQUIRY screen, and is displayed in order when ENTER is pressed. After the last screen is displayed, the originating screen is displayed.

If a request was sent to FPLS and also sent to a state in IEVS format, the IEVS response screen is displayed as the second screen after ENTER is pressed, provided it is the next item on the RESPONSE INQUIRY screen. The screen fields are self-explanatory.

LOCATION

SCREEN: RESPONSE FROM SOCIAL SECURITY ADMINISTRATION (ILRI)

Purpose: Self-explanatory.

```
ILRI                                INTERSTATE LOCATION SYSTEM          08/23/90
                                RESPONSE FROM SOCIAL SECURITY ADMINISTRATION

                                RETURN FROM:    DATE:

                                SSN:            DOB:

                                NAME:

                                ADDRESS:
                                ADDRESS:
                                ADDRESS:
                                TELEPHONE:      DATE OF ADDRESS:

                                STATUS:

                                CLEAR:EXIT PF1:LOC REQUEST ENTRY PF3:REQUEST INQUIRY PF5:RESPONSE INQUIRY
                                MESSAGE:
```

Procedure: Select an item from the RESPONSE INQUIRY screen and the appropriate screen is displayed if the FPLS format or the STRD format was requested (see the TYPE field on the RESPONSE INQUIRY screen.)

Use: Press PF1 to display the LOCATION REQUEST INQUIRY screen, PF3 to display the REQUEST INQUIRY screen, PF5 to display the RESPONSE INQUIRY screen, then press CLEAR to exit. There can be multiple screens for a single request. Each is listed as a separate item on the RESPONSE INQUIRY screen, and is displayed in order when ENTER is pressed. After the last screen is displayed, the originating screen is displayed.

If a request was sent to FPLS and also sent to a state in IEVS format, the IEVS response screen is displayed as the second screen after ENTER is pressed, provided it is the next item on the RESPONSE INQUIRY screen. The screen fields are self-explanatory.

LOCATION

SCREEN: RESPONSE FROM SELECTIVE SERVICE SYSTEM (ILRI)

Purpose: Self-explanatory.

ILRI	INTERSTATE LOCATION SYSTEM	08/20/90
	RESPONSE FROM SELECTIVE SERVICE SYSTEM	
	RETURN FROM:	DATE:
	SSN:	DOB:
	NAME:	
	ADDRESS:	
	ADDRESS:	
	ADDRESS:	DATE OF ADDRESS:
	TELEPHONE:	
	STATUS:	
CLEAR:EXIT PF1:LOC REQUEST ENTRY PF3:REQUEST INQUIRY PF5:RESPONSE INQUIRY MESSAGE:		

Procedure: Select an item from the RESPONSE INQUIRY screen and the appropriate screen is displayed if the FPLS format or the STRD format was requested (see the TYPE field on the RESPONSE INQUIRY screen.)

Use: Press PF1 to display the LOCATION REQUEST INQUIRY screen, PF3 to display the REQUEST INQUIRY screen, PF5 to display the RESPONSE INQUIRY screen, then press CLEAR to exit. There can be multiple screens for a single request. Each is listed as a separate item on the RESPONSE INQUIRY screen, and is displayed in order when ENTER is pressed. After the last screen is displayed, the originating screen is displayed.

If a request was sent to FPLS and also sent to a state in IEVS format, the IEVS response screen is displayed as the second screen after ENTER is pressed, provided it is the next item on the RESPONSE INQUIRY screen.

Field:

Description:

RETURNED FROM:

State that supplied the response.

LOCATION

DATE	Date of the response.
SSN	Person's social security number.
DOB	Person's birth date in MM DD YY format.
NAME	Person's name.
ADDRESS	Person's address, line one.
ADDRESS	Person's address, line two.
ADDRESS	Person's address city, state, and ZIP code.
TELEPHONE	Person's telephone number.
(6 open lines)	Information inserted by the selective service.
DATE OF ADDRESS	Date the address above was updated.
STATUS	Response status.
MESSAGE	System instructions and information.

LOCATION

ICAR Location Process Screens

The LOCATE screen serves two purposes. The first is to provide enough information to allow automated location searches and the second is to provide a storage area for information concerning alleged fathers within a case.

When the UNKNOWN FATHER field on the CASE screen is coded with Y or A, the payor name is entered by the system as UNKNOWN FATHER. A locate screen is then created showing information concerning the alleged father or fathers.

Whether the payor is known or unknown, the LOCATE screen can be updated to include sufficient information to allow for automated FPLS, INET and Job Service matches. For these automated searches, information is entered one time to allow for continued searches throughout the period that an ICAR case is an active IV-D case. The worker can also use this screen to generate SPLS and IEVS inquiries rather than going to the PIEX screen.

The LOCATE area also serves as a connecting area for the paternity and verification screens for a case when there are multiple alleged fathers. This screen is used by the system to identify the person the worker is adding location or employer information, or to identify the person for whom a paternity process is pending.

Although it is possible to establish duplicate cases when the payee and payor social security numbers match the payee and a locate name social security number on another case, an edit feature is provided to prevent duplication of cases when the payee and payor social security numbers are the same in more than one case. In this way, if paternity is established in a duplicate case, the worker is advised that narrative information needs to be transferred to one case, so that the duplicate case can be closed. The worker cannot change a cross-referenced PAYOR to an UNKNOWN FATHER until after the case is uncross-referenced from other payors.

After the UPDATE PAYOR WITH VERIFIED NAME has been changed to Y, the location processes being completed for other PARENT LOCATE persons end. This means is that worker calendar flags or system flags are deleted for the other PARENT LOCATE person. Any other PARENT LOCATE screens continue to be viewable by the worker and continue to display during name searching (as alleged father rather than payor.) Although the unmatched names continue to be viewable by the worker, updates are not allowed to the corresponding VERIFICATION screens. The worker needs to manually narrate any information received on those persons. The system allows updates to the VERIFICATION screens for the matched persons only.

LOCATION

Location processing is done for all cases where the account type is 10, 11, 12, 13, 14, 15, 16, 18, or 19 or a 17 account type has a 10, 11, 13, 14, 16, or 20 balance. The case must be open and not redirected.

Employer Verification

When employer information is received by the worker, or found by a system search, the information returned is passed to the **EMPLOYER VERIFICATION** screen for the **LOCATE NAME**. For a known payor, the information remains in the verification area until the worker indicates that it has been verified. At that time, the employer information is passed to the **PAYOR EMPLOYER** screen. If the payor is an **UNKNOWN FATHER**, the verified employer remains in the verification area. If at some point, the **LOCATE** person becomes the **PAYOR** within the case, the most recently identified employer name is passed into the **PAYOR EMPLOYER** area.

When employer information is received from a **IV-D** Agency in another state, the source is to be listed as **IV-D**. The worker cannot make an entry in **RSPN** state unless the source is **IV-D** or **SPLS**. When the worker attempts to enter a state in the **RSPN** state field and the source is not **IV-D** or **SPLS**, both the **SOURCE OF ADDRESS** and the **RSPN STATE** fields are highlighted and a screen message appears; **RESPONDING STATE ONLY ALLOWED WITH SOURCE OF IV-D OR SPLS**. Remember, the system is also making entries in this field when information is received from automated sources. The worker is to enter the two-letter state abbreviation to identify the state of the **IV-D** agency supplying the information.

The system is designed to search for location and employer information in its attempt to guide the worker toward establishment or enforcement of a support obligation. The system knows that unless the worker has a known address or employer for a person, the worker cannot proceed with other areas of child support activity. Establishment and enforcement flags are suppressed until either the residence or employer of a person is known.

At case set up, the employer information is most likely be added by the worker adding the information from **PIEX** or by the worker making direct entries on the verification screen using information received from the applicant or **IV-A** worker. Once the initial information has been added, the worker can then use the **EMPLOYER VERIFICATION** screen to generate employer verification letters and use this screen to record the response. The ability exists for the worker to pass the employer directly from the **EMPLOYER VERIFICATION** screen into the **PAYOR EMPLOYER** area without first generating a verification letter to the employer.

LOCATION

A match is done each month with Job Service to identify employer information for each social security number listed in the LOCATE area. When the system finds that the employer is already known to the worker (the EMPLOYER ID already exists in the case), no information is passed to the case. It is for this reason that unverified employers remain in the verification area for six months before being deleted by the system. However, when an employer is found that is new to the case, the employer information is passed to the EMPLOYER VERIFICATION screen by the system and a calendar flag is generated to the worker alerting them to the new information.

Although the system performs automated employer searches at predetermined intervals, the system also initiates the location of an employer when the PAYOR EMPLOYER screen has no information. After the worker learns that a payor is no longer working for an employer, the employer is removed from the PAYOR EMPLOYER area. This is done by pressing the PF4 key while on the PAYOR EMPLOYER screen.

Storing unverified information in the verification area also helps the worker determine whether information received by them (through phone or letter contacts) is really new to the case.

Employers added to ICAR are stored in one master list called the EMPLOYER NAME ADDRESS SEARCH. This list is updated regularly by pulling in new information from Job Service. Employers are also added as system searches are completed or when the worker adds a new employer not previously listed. The source of the employer can be identified by the first four digits of the identification number on this list:

- IAJS** Iowa Job Service.
- INET** Internet.
- FPLS** Federal Parent Locator Service.
- IEVS** Income Eligibility Verification System.
- OTHR** Other, as added by the worker.

The UIB field on this screen is updated by the system when it is learned that the locate person has applied for unemployment benefits. The system inserts the amount of benefits to which the person may be eligible.

When an employer is found by the worker in a state other than Iowa, the worker needs to make a determination as to whether an interstate referral is to be made based on this information. If an interstate referral has already been processed, the worker does not enter Y in the INTERSTATE REFERRAL field. However, if an interstate referral has not been made and the worker now intends to proceed with one, Y should be entered here.

LOCATION

The sole purpose of this field is to alert workers when the federally mandated time frame is about to expire for making the interstate referral. Staff have 20 days from the date the information is verified to make the actual referral.

Anytime that employment information is crucial to taking further enforcement action for another state, the worker must display the INTERSTATE CONTACT AGENCY screen and set the ADDITIONAL INFORMATION REQUESTED field to S. Doing so, the worker generates additional statuses to the initiating state to explain that further enforcement is not possible.

Consideration was given to contacting the payee after a confirmed employer was found. Due to the nature of our work, it is not always advisable to give the payee this information before we have been able to put it to use. For that reason, the system does not generate a status report to the caretaker. A status to the caretaker is generated at the time the worker has taken action to establish an order.

LOCATION

SCREEN: PARENT LOCATE (LOCATE)

Purpose: To track the location of payors and alleged, or multiple alleged, fathers.

```

D479HL01          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 08/26/90
                   PARENT LOCATE                                TIME: 14:11:56
CASE NUMBER.....:                                     IARC NUMBER:
PAYOR.....:
PAYEE.....:
LOCATE NAME (LFMS):
LOCATE SSN.....:                                     SEX.....:   DATE OF BIRTH:
HIGH CITY/STATE..:
FATHERS NAME(LFM):
MOTHERS MAIDEN NME:
ALIAS 1.....:                                     ALIAS 2:
MISC INFORMATION..:                               RACE.....:
  HEIGHT.....:                                     WEIGHT..:
  HAIR.....:                                       EYES.....:
  MEMO.....:
  :
  SELE LOCATE STATE.:                               IEVS LOCATE STATE:
  UPDATE PAYOR WITH VERIFIED NAME(Y,N):
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD
PF9=REFRESH, PF10=SCROLL ADDRESS, PF11=SCROLL EMPLOYER
NEXT SCREEN:
PLEASE ENTER CASE NUMBER AND PRESS PF5
NOTES:
    
```

Procedure: Type **LOCATE** at any **NEXT SCREEN** prompt to display the **PARENT LOCATE** screen.

Use: The location process consists of three screens:

- PARENT LOCATE (LOCATE)
- EMPLOYER VERIFICATION (EMPVER)
- ADDRESS VERIFICATION (ADDVER)

The **LOCATE** screen is used to generate postal location and employer verification letters. The screen also shows the worker that the information in the payor address or employer fields is verified. **ICAR** displays the same information on the **PARENT LOCATE** screen that was entered on the **PAYOR** screen.

The **EMPVER** and **ADDVER** screens are displayed as a result of entries made on the **LOCATE** screen. The worker enters other identifying data so that **ICAR** can perform an automated location search. An entry on the **LOCATE** screen fields is optional. **ICAR** prompts the worker to enter data

LOCATION

on the LOCATE screen if the next logical location step is FPLS and enough data does not already exist for ICAR to generate the FPLS. An entry in the parent locate social security number, sex, and date of birth fields updates the PAYOR screen. Likewise, entries in those fields on the PAYOR screen update the locate screen for that person.

If the UNKNOWN FATHER field is flagged, ICAR inserts unknown father as the payor's name and displays the LOCATE screen. The worker then completes a parent locate screen for each alleged father, making entries to identify each.

In cases where the payor is listed as unknown father, any person listed on the parent locate screen remains on the parent locate screen until he is either ruled out as the father or is adjudicated to be the father of the child. ICAR does not pursue location in a case where the payor is listed as unknown father unless a name is entered in the LOCATE NAME field.

Field:	Description:
CASE NUMBER	ICAR-generated entry if a worker is currently assigned to the case. Or, type an ICAR case number if the case is not currently assigned a worker.
IABC NUMBER	Iowa Automated Benefit Calculations System number. (numeric: six digits, space, two digits, space, single digit; ##### ## #)
PAYOR	Name entered on the PAYOR screen.
PAYEE	Name entered on the PAYEE screen.
LOCATE NAME (LFMS)	Name of the person to locate in last-first-middle-suffix format.
LOCATE SSN	Social security number of the LOCATE person.
SEX	Sex designator of the person. M Male F Female
DATE OF BIRTH	Date of birth of the LOCATE person.

LOCATION

BIRTH CITY/STATE

Place of birth of the LOCATE person.

FATHERS NAME(LFM)

Father's name in last-first-middle format.

MOTHERS MAIDEN NME

Mother's maiden name.

ALIAS 1

Known alias for the LOCATE person. Use the maiden name (last name only) if female.

ALIAS 2

Second known alias for the LOCATE person. Enter the last name only.

MISC INFORMATION

HEIGHT

Height listed in feet-inch format (three digits, e.g., 602.)

WEIGHT

Weight in pounds (three digits.)

HAIR

Hair color (three-character abbreviation.)

EYES

Eye color (three-character abbreviation.)

MEMO

Free form. Any combination of alphanumeric characters is permitted including blanks and punctuation marks.

IEVS LOCATE STATE

State the IEVS is to be sent to.

SPLS LOCATE STATE

State the SPLS search is to be sent to.

The system generates SPLS searches on a weekly basis. The search is based on the states entered into the locate screen by the worker. The worker may enter a two-letter state abbreviation or abbreviations to indicate the state to whom SPLS is to generate. The information required to send an inquiry to SPLS is:

- Parent locate name,
- Parent locate social security number, and
- SPLS locate state.

LOCATION

Although not required, additional information makes it easier to locate a person. The state entered by the worker is viewable until the system has completed the SPLS to the state. At that time, the state abbreviation is blanked by the system.

Event: The system generates an SPLS request:

Narrative: REQUEST SENT TO SPLS IN _ _.

Responses from SPLS inquiries are not passed to ICAR. The worker must manually record the source, RSPN state and other information on the verification screens. ICAR generates narratives depending on the type of verification being pursued. Refer to the employer verification (EMPVER) and address verification (ADDVER) screens.

**UPDATE PAYOR WITH
VERIFIED NAME(Y,N)**

- Y** LOCATE NAME person is the same as the PAYOR name.
N LOCATE NAME person is not the same as the PAYOR name.

If a name is entered for the payor on the CASE screen, ICAR displays the name on the PARENT LOCATE screen and changes the flag to Y. If Y is entered, any data entered for the PARENT LOCATE person is displayed on the PAYOR screen (the screens share data.) Alternately, data entered on the PAYOR screen is displayed on the PARENT LOCATE screen.

If Y is entered in the UNKNOWN FATHER field on the CASE screen, N is displayed in this field. If this field is N, data entered on the PARENT LOCATE screen is not displayed on the PAYOR screen and data previously entered on the PAYOR screen is not displayed on the PARENT LOCATE screen.

LOCATION

If A is entered in the UNKNOWN FATHER field on the CASE screen, N is displayed in this field. If this field is N, data entered on the PAYOR screen changes UNKNOWN FATHER to A and displays previous data concerning the payor on the LOCATE screen. Change this field to Y if paternity is established on a person. The PARENT LOCATE name and other data is displayed on the PAYOR screen and the automated location of other PARENT LOCATE persons in the case stops.

LOCATION**SCREEN:** ADDRESS VERIFICATION (ADDVER)**Purpose:** To track the address of known, unknown, or multiple fathers.

DA79HLO3	IOWA COLLECTION AND REPORTING SYSTEM	DATE: 08/26/90
	ADDRESS VERIFICATION	TIME: 14:05:33
CASE NUMBER.....:		
PAYOR.....:		
LOCATE NAME (LFMS)..:		
LOCATE BSN.....:		DATE ADDRESS ENTERED..:
SOURCE OF ADDRESS...:	RHPW STATE:	DATE OF ADDRESS..:
ADDRESS LINE 1.....:		
ADDRESS LINE 2.....:		
ADDRESS LINE 3.....:		
CITY/STATE/ZIP.....:		: 00000 0000
PHONE NUMBER.....:		EXTENSION.....:
SEND P.O. LETTER....:		DATE SENT.....:
ADDRESS VERIFIED....:		DATE VERIFIED...:
INTERSTATE REFERRAL:		UPDATE ADDRESS..:
PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PF7=PAGE BACK, PF8=PAGE FORWARD		
PF9=REFRESH, PF10=NEXT PAYOR, PF11=PRIOR PAYOR		
NEXT SCREEN: NOTES:		
ENTER CASE NUMBER AND PRESS PF5 TO INQUIRE		

Procedure: Type **ADDVER** at any **NEXT SCREEN** prompt to display the **ADDRESS VERIFICATION** screen.**Use:** This screen is a storage area for unverified payor address data. It stores the address of the known, unknown, or multiple fathers. An address verification screen is created for each person listed on the **LOCATE** screen. The address verification screen is used to:

- Generate postal location letters.
- Record any responses, and
- Add or change a payor address.

Although only one address verification screen can be viewed at a time, ICAR stores a verification screen for each person listed on the parent **LOCATE** screen. The multiscreen feature allows the worker to verify more than one address at a time by adding an **ADDRESS** verification screen for each suspected employer. The information is stored on-line for six months before the address data is deleted, and the screens can be viewed by scrolling.

LOCATION**Field:****Description:**

CASE NUMBER

ICAR-generated entry if a worker is currently assigned to the case. Or, type an ICAR case number if the case is not currently assigned to a worker.

PAYOR

Name entered on the PAYOR screen.

LOCATE NAME (LFMS)

Name of the person to locate, in last-first-middle-suffix format.

LOCATE SSN

Social security number of the person to locate.

SOURCE OF ADDRESS

Source of the address.

These events take place after the listed criteria are met.

- The SOURCE OF ADDRESS field has been changed, or
- The SOURCE OF ADDRESS date has been changed, or
- The SEND P.O. LETTER field has been changed, or
- The PF2 key has been pressed.

Event:

1. See narrative 009 if:
 - The SOURCE OF ADDRESS field is not IV-D, or
 - The SOURCE OF ADDRESS field is IV-D, and
 - The initiating state is not IA.
2. See narrative 010 if:
 - The SOURCE OF ADDRESS field is not IV-D, or
 - The responding state is changed and is not IA.

DATE ADDRESS ENTERED

Date the address was entered in ICAR.

RSPN STATE

Employer's two-letter state abbreviation if

LOCATION

	employer information is received from another IV-D agency.
DATE OF ADDRESS	Date of the last-known address.
ADDRESS LINE 1, 2, 3	Employer's address if the employer is selected on the EMPLOYER NAME ADDRESS SEARCH screen.
CITY/STATE/ZIP	City, two-letter state abbreviation, and ZIP code.
PHONE NUMBER	Employer's phone number.
EXTENSION	Phone number extension.
SEND P.O. LETTER	Indicates whether a postal location letter is to be sent. Y Send a postal location letter. N Do not send a postal location letter.
	These events take place after the listed criteria are met. <ul style="list-style-type: none">● The SEND P.O. LETTER field has been changed, or● The EMPLOYER VERIFIED date has been changed, or● The SEND EMPLOYER LETTER date has been changed, or● The PF2 key has been pressed.
Event:	<ol style="list-style-type: none">1. See narrative 011 if:<ul style="list-style-type: none">● The SEND P.O. LETTER field shows Y, or● The EMPLOYER VERIFIED field shows Y or R, and● The UPDATE ADDRESS field shows N.2. See narrative 014 if:<ul style="list-style-type: none">● The ADDRESS VERIFIED field shows Y or R, and● The SEND P.O. LETTER field shows N.3. See narrative 015 if:

LOCATION

- The ADDRESS VERIFIED field shows N, and
- The SEND P.O. LETTER field shows N.

DATE SENT

ICAR-generated date a postal location letter was sent.

ADDRESS VERIFIED

Indicates whether the address is verified. Y or N.

Event:

These events take place after the listed criteria are met:

- The ADDRESS VERIFIED field has been changed, or
- The ADDRESS VERIFIED date has been changed, or
- The INTERSTATE REFERRAL field has been changed, or
- The ADDRESS VERIFIED field has been changed, or
- The PF2 key has been pressed.

1. See narrative 017 if:

- The ADDRESS VERIFIED field shows Y or R, or
- The INTERSTATE REFERRAL field shows N, and
- The state is not IA.

2. See narrative 016 if:

- The INTERSTATE REFERRAL field shows Y, and
- The ADDRESS VERIFIED field shows Y or R.

Event:

These events take place after the listed criteria are met:

- The ADDRESS VERIFIED field has been changed, or
- The ADDRESS VERIFIED date has been changed, or
- The SEND P.O. LETTER field has been changed, or

LOCATION

- The PF2 key has been pressed.
1. See narrative 012 if:
 - The ADDRESS VERIFIED field shows N, and
 - The SEND P.O. LETTER field shows Y.

Event:

These events take place after the listed criteria are met:

- The SOURCE OF ADDRESS field has been changed, or
 - The SOURCE OF ADDRESS date has been changed, or
 - The SEND P.O. LETTER field has been changed, or
 - The PF2 key has been pressed.
1. See narrative 013 if:
 - The SOURCE OF ADDRESS field shows IV-D, and
 - The initiating state is not IA or the responding state is not IA, and
 - The RESPONDING STATE field is not blank, and
 - The RESPONDING STATE field has not changed, or
 - The RESPONDING STATE field shows the same value as the INITIATING STATE field.

DATE VERIFIED

Date verification was received by local IV-D worker.

INTERSTATE REFERRAL

Indicates whether a referral is to be made to an interstate IV-D agency.

Y Make a referral.

N Do not make a referral.

UPDATE ADDRESS

Indicates whether the address should be passed to the EMPLOYER screen, or stored in narrative form.

Y Update the EMPLOYER screen.

N Store in narrative form only.

LOCATION

- Event:** These events take place after the listed criteria are met:
- The UPDATE ADDRESS field has been changed, or
 - The UPDATE ADDRESS date has been changed, or
 - The SEND P.O. LETTER field has been changed, or
 - The PF2 key has been pressed.
1. See narrative 008 if:
- The ADDRESS VERIFIED field shows Y or R, and
 - The UPDATE ADDRESS field is not N.

**PRESS PF4 TO DELETE
ADDRESS FROM PAYOR SCREEN**

Narrative: PAYOR ADDRESS REMOVED (ADDRESS INFORMATION.)

Status: TO RESPONDING STATE: WE HAVE RECENTLY CONFIRMED THAT (PAYOR NAME) IS NO LONGER RESIDING AT (ADDRESS INFORMATION.) WE ARE ATTEMPTING TO DETERMINE A CURRENT ADDRESS AND WILL PROVIDE YOU WITH ANY NEW INFORMATION. IN THE EVENT YOU HAVE INFORMATION WHICH MAY BE OF ASSISTANCE, PLEASE ADVISE.

LOCATION

SCREEN: EMPLOYER VERIFICATION (EMPVER)

Purpose: To track the employer of known and unknown multiple fathers.

```

D479HL02          IOWA COLLECTION AND REPORTING SYSTEM          DATE: 01/26/91
                   EMPLOYER VERIFICATION                        TIME: 14:10:27

CASE NUMBER.....:
PAYOR.....:
LOCATE NAME.....:
PARENT LOCATE SSN...:
SOURCE OF EMPLOYER...:
EMPLOYER ID.....:
EMPLOYER NAME.....:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
ADDRESS LINE 3.....:
CITY/STATE/ZIP.....:
PHONE NUMBER.....:
SEND EMPLOYER LETTER:
EMPLOYER VERIFIED...:
INTERSTATE REFERRAL.:

                                RSN STATE:
                                DATE OF ADDRESS..:
                                FEDERAL ID.....:
                                UIB AMT:

                                EXTENSION.....:
                                DATE SENT.....:
                                DATE VERIFIED...:
                                UPDATE EMPLOYER:

PF2=ADD, PF3=UPDATE, PF4=DELETE, PF5=INQUIRY, PFG=NAMESEARCH PF7=PAGE BACKWARD
PF8=PAGE FORWARD, PF9=REFRESH, PF10=NEXT LOCATE REC, PF11=PRIOR LOCATE REC
NEXT SCREEN:          NOTES:
ENTER CASE NUMBER AND PRESS PF5 TO INQUIRE.
    
```

Procedure: Type EMPVER at any NEXT SCREEN prompt to display the EMPLOYER VERIFICATION screen.

Use: The EMPLOYER screen is used to:

- Add or modify employer information associated with the case.
- Generate employer locate letters, and
- Record the employer's responses.

Although only one employer verification screen can be viewed at a time, ICAR stores a verification screen for each person listed on the parent LOCATE screen. The multiscreen feature allows the worker to verify more than one employer at a time by adding an EMPLOYER VERIFICATION screen. The screens can be viewed by scrolling and the information is stored on-line for six months before ICAR deletes the employer data.

The employer name and address search is used to link an employer with the employer identification number. The employer identification number is used by ICAR in the automated search process. The worker receives a report if

LOCATION

ICAR cannot find a new employer identification number.

Field:	Description:
CASE NUMBER	ICAR-generated entry if a worker is currently assigned to the case. Or, type an ICAR case number if the case is not currently assigned a worker.
PAYOR	Name entered on the PAYOR screen.
LOCATE NAME (LFMS)	The locate name entered on the PARENT LOCATE screen in last-first-middle-suffix format.
PARENT LOCATE SSN	Parent's social security number entered on the PARENT LOCATE screen.
DATE ADDRESS ENTERED	Date the address was entered.
SOURCE OF EMPLOYER	Source of the employer address.
Event:	<p>These events take place after the listed criteria are met:</p> <ul style="list-style-type: none"> ● The EMPLOYER VERIFIED field has been changed, or ● The EMPLOYER VERIFIED date has been changed, or ● The SEND EMPLOYER LETTER field has been changed, or ● The PF2 key has been pressed. <p>1. See narrative 002 if:</p> <ul style="list-style-type: none"> ● The SOURCE OF EMPLOYER field is not IV-D, or ● The SOURCE OF EMPLOYER field is IV-D, and ● The initiating state is not IA. <p>2. See narrative 025 if:</p> <ul style="list-style-type: none"> ● The SOURCE OF EMPLOYER field is not IV-D, or ● The responding state is not IA.

LOCATION

Event: These events take place after the listed criteria are met:

- The EMPLOYER VERIFIED field has been changed, or
- The EMPLOYER VERIFIED date has been changed, or
- The SEND EMPLOYER LETTER field has been changed, or
- The PF2 key has been pressed.

1. See narrative 004 if:

- The SOURCE OF EMPLOYER field shows IV-D, and
- The initiating state is not IA or the responding state is not IA, and
- The RESPONDING STATE field is not blank, and
- The RESPONDING STATE field has not changed, or
- The RESPONDING STATE field shows the same value as the INITIATING STATE field.

RSPN STATE

Employers two-letter state abbreviation if employer information is received from another IV-D agency.

DATE OF ADDRESS

Date the information was received by a local IV-D worker.

EMPLOYER ID

ICAR-generated entry if the employer is selected on the EMPLOYER NAME ADDRESS SEARCH screen.

- The state Employer identification number if known.
- An entry is not required if an entry has been made in the EMPLOYER NAME field.
- An entry is permitted only at the time an employer is initially added.

FEDERAL ID

ICAR-generated entry if the employer is selected on the EMPLOYER NAME ADDRESS

LOCATION

SEARCH screen and a Federal Employer Identification Number is stored in EMPLOYER NAME ADDRESS SEARCH or if an identification number is received from an automated search.

- The Federal Employer Identification Number at the time an employer is added to the EMPLOYER NAME ADDRESS SEARCH if the number is known.
- An entry must be made at the time the employer is added although an entry is not mandatory.

EMPLOYER NAME

Full name of the employer if the employer is not found in the employer name address search.

UIB AMT

Weekly amount that the LOCATE person is entitled to. The UIB amount is entered by ICAR if data is passed from Job Service.

ADDRESS LINE 1, 2, 3

Employer's address if the employer is selected on the EMPLOYER NAME ADDRESS SEARCH screen.

CITY/STATE/ZIP

City, two-letter state abbreviation and ZIP code.

PHONE NUMBER

Employer's phone number.

EXTENSION

Phone number extension.

SEND EMPLOYER LETTER

Indicates whether:
Y Employment is verified by employer.
N Employment is not verified.

Forms: 470-0177 EMPLOYER LOCATE LETTER

Event: These events take place after the listed criteria are met:
● The EMPLOYER VERIFIED field has been changed, or
● The EMPLOYER VERIFIED date has been changed, or

LOCATION

- The SEND EMPLOYER LETTER date has been changed, or
- The PF2 key has been pressed.
- 1. See narrative 007 if:
 - The SEND EMPLOYER LETTER field shows Y, or
 - The EMPLOYER VERIFIED field shows Y or R, and
 - The UPDATE EMPLOYER field shows N.
- 2. See narrative 023 if:
 - The SEND EMPLOYER LETTER field shows N, or
 - The EMPLOYER VERIFIED field shows N.
- 3. See narrative 024 if:
 - The SEND EMPLOYER LETTER field shows N, or
 - The EMPLOYER VERIFIED field shows Y or N.

DATE SENT

ICAR-generated date that an employment verification letter was sent.

EMPLOYER VERIFIED

Indicates whether:

- Y Employment is verified by employer.
- N Employment is not verified.

Event:

These events take place after the listed criteria are met:

- The EMPLOYER VERIFIED field has been changed, or
 - The EMPLOYER VERIFIED date has been changed, or
 - The INTERSTATE REFERRAL field has been changed, or
 - The ADDRESS field has been changed, or
 - The PF2 key has been pressed.
1. See narrative 005 if:
 - The INTERSTATE REFERRAL field shows Y, or

LOCATION

- The EMPLOYER VERIFIED field shows Y or R, and
 - The ADDRESS STATE field is not IA.
2. See narrative 006 if the INTERSTATE REFERRAL field shows N.

Event:

These events take place after the listed criteria are met:

- The EMPLOYER VERIFIED field has been changed, or
- The EMPLOYER VERIFIED date has been changed, or
- The SEND EMPLOYER LETTER field has been changed, or
- The PF2 key has been pressed.

1. See narrative 026 if:

- The EMPLOYER VERIFIED field shows N, and
- The SEND EMPLOYER LETTER field shows Y.

DATE VERIFIED

Date verification was received by a worker.

INTERSTATE REFERRAL

Indicates whether a referral is to be made to an interstate IV-D agency: Y or N.

UPDATE EMPLOYER

Indicates whether the employer information is to be passed to the EMPLOYER screen or stored in narrative form only.

- Y Update the EMPLOYER screen.
- N Store in narrative form.

Event:

These events take place after the listed criteria are met:

- The EMPLOYER VERIFIED field has been changed, or
- The EMPLOYER VERIFIED date has been changed, or
- The SEND EMPLOYER LETTER field has been changed, or

LOCATION

- The PF2 key has been pressed.
- 1. See narrative 003 if:
 - The EMPLOYER VERIFIED field shows Y or R, and
 - The UPDATE EMPLOYER field is not N.
- 2. See narrative 006 if the INTERSTATE REFERRAL field shows N.

**PRESS PF4 TO DELETE
EMPLOYER FROM PAYEMP SCREEN**

Narrative: WORKER REMOVED EMPLOYER'S ADDRESS
(EMPLOYER NAME AND ADDRESS.)

Status: TO RESPONDING STATE: WE HAVE RECENTLY
CONFIRMED THAT (PAYOR NAME) IS NO LONGER
EMPLOYED BY (EMPLOYER NAME.) WE ARE
ATTEMPTING TO DETERMINE CURRENT
EMPLOYMENT AND WILL PROVIDE YOU WITH
ANY NEW INFORMATION. IN THE EVENT YOU
HAVE INFORMATION WHICH MAY BE OF
ASSISTANCE, PLEASE ADVISE.

State of Iowa
Department of Human Services
Des Moines

October 1, 1991

GENERAL LETTER NO. 14-D(4)-1

SUBJECT: Employees' Manual, Title XIV, Chapter D(4), "Location", Title page, new;
Contents; new; and pages 1 through 78, new.

This manual contains general information about the Iowa Collection and Reporting system Location screens and specific instructions for each screen. An explanation of each field on the screen, valid values for each field, and available options are provided.

Effective Date

Upon receipt.

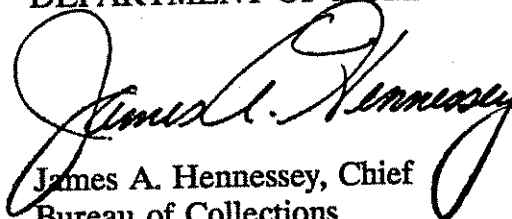
Material Superseded

None.

Additional Information

Please contact your supervisor if you need additional information.

Charles M. Palmer, Director
DEPARTMENT OF HUMAN SERVICES


James A. Hennessey, Chief
Bureau of Collections

State of Iowa
Department of Human Services
Des Moines

May 21, 1991

GENERAL LETTER NO. 14-D(4)-2

SUBJECT: Employees' Manual, Title XIV, Chapter D(4), "Income Tax Refund Offset",
obsolete.

Material on the tax refund offset process is revised and moved to Chapter XIV-D(12).

Effective Date

Upon receipt.

Material Superseded

Employees' Manual, Title XIV, Chapter D(4), Title page, Contents (page 1), and pages 1
- 67, all dated March 6, 1990, shall be removed from the manual and destroyed.

Additional Information

Please contact your supervisor if you need additional information.

Charles M. Palmer, Director
DEPARTMENT OF HUMAN SERVICES


James A. Hennessey, Chief
Bureau of Collections

State of Iowa
Department of Human Services
Des Moines

June 2, 1992

GENERAL LETTER NO. 14-D(4)-4

SUBJECT: Employees' Manual, Title XIV, Chapter D(4), "Location", Contents revised, and pages 8 and 39 through 45, revised; and page 38a, new.

Chapter XIV-D(4) has been revised to update the Adult Corrections System (ACDS) screens and procedures. An explanation of each field on the screen, valid values for each field, and available options have been provided.

Effective Date

Upon receipt.

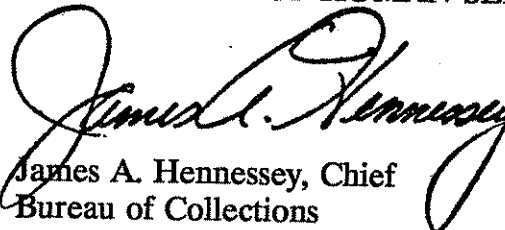
Material Superseded

Employees' Manual, Title XIV, Chapter D(4), Contents and pages 8 and 39 through 45, all dated 10-1-91, shall be removed from the manual and destroyed.

Additional Information

Please contact your supervisor if you need additional information.

Charles M. Palmer, Director
DEPARTMENT OF HUMAN SERVICES


James A. Hennessey, Chief
Bureau of Collections