



Seneca Search Standard Work

VERSION DATE 6/12/24

This process is used when at the time of removal, a child is not placed with Kinship. This process outlines all efforts to be made prior to submitting a Seneca Search referral to a Program Specialist.

Please note: Although this Standard Work is for children not placed into kinship care at the time of removal, the Department is still statutorily required to complete diligent efforts to identify kin within 30 days of removal for all children that enter out of home care – without using Seneca Search. Please see [Chapter 4: Section 2 Locating Missing Parents & Family for Notification](#) for detailed information regarding additional search efforts.

1. The Investigation Specialist will gather adequate information for adults who have a significant relationship with the child from the parent, child, relatives, and other adults.
 - Names, Phone Numbers, Physical addresses, Email addresses
2. If the Investigation Specialist is unable to gather contact information for individuals identified, complete a public record and DCS history search in an effort to obtain information.
3. Review public record and DCS history search results to determine whether a viable kinship placement has been identified.
4. If no viable kinship placement has been identified, within 24 hours complete a LexisNexis/Accurint search through the Program Specialist process.
5. Review LexisNexis/Accurint results within 48 hours to determine whether a viable kinship placement has been identified. If a possible kinship placement has been identified through LexisNexis/Accurint results, review public record and DCS history search for that specific potential placement.
 - If an individual is identified and no contact information is available, complete a field locate referral through the Program Specialist process and continue efforts to locate viable kinship placements.
6. If no viable kinship placement is identified within 5 business days through parent, relatives, child, or other adults, public record and DCS history, LexisNexis/Accurint, and a field locate, the Investigation Specialist will submit the [Seneca Search Request CSO-1320A](#) to the Program Specialist. Referrals will be submitted for known parents. If paternity is established at a later date, the Ongoing Specialist will notify the Program Specialist so that a Seneca Search can be completed.
7. The Program Specialist will submit a Seneca Search within 2 business days of notification.
 - When submitting the referral in the Seneca website, enter the Assessment (AS#) under the Case Identifier. If there is an open case, enter the Case number (CS#). If known, add the Ongoing Supervisor and Ongoing Specialist email address to the referral.
8. The Program Specialist will upload a PDF of the result of the Seneca search into Guardian and email the respective Supervisor and Specialist. The results will be uploaded under the Type Group-Family Locate in the Doc Type-Locate Efforts.
9. The Ongoing Specialist will review all results for contacts through the 2nd degree, to include addresses, phone numbers, and emails.
10. Within 5 business days of receiving the results, the Ongoing Specialist will make efforts to locate potential kinship caregivers by ensuring the [Notice to Relative or Person Having a Significant Relationship with the Child, CSO-1103A](#) is sent via email and/or mail to individuals on the Seneca results, excluding individual that were previously denied due to DCS or criminal history.
11. Within in 5 business days of sending the correspondences, the Ongoing Specialist will document the names and contact information of the individuals that were contacted in a case note under Type: Relative Information.
 - For any correspondence that is returned as undeliverable, document the names and contact information in a case note under Type: Relative Information.