

Figure 2: Search NJKiDS page

- The dependent will not be displayed in the grid if a match is found. The system will display information for the non-custodial parent (NCP) and the custodial parent (CP).
3. Click the **docking arrow** to the right of the **Case Summary** ribbon to view the dependent's information or any additional information on the case (figure 2).

Create New Case Screen

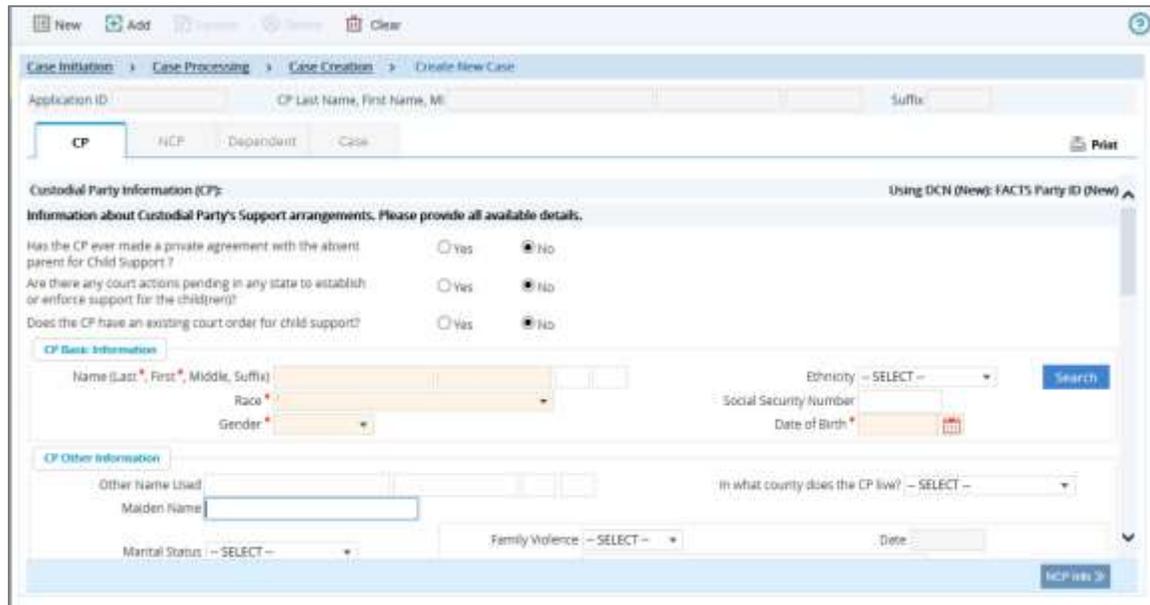


Figure 3: Create New Case Page

Follow the steps below to search for a member or a case:

1. Navigate to the **Create New Case** page (figure 3).
2. Leave **all** of the fields blank to produce more results and drill-down the search with specific fields.
3. In the **CP Basic Information** section, click the **Search** button.
 - The **NJKiDS Member Search** pop up window opens (figure 4).

NOTE



If data in the **CP Basic Information** section is changed, NJKiDS will prompt the user to conduct another search.

Cases in ACSES	Name	Name Type	Reliability	SSN	DOB	Gender	DCN	Party ID	Address
Link to Case	LAST, FIRST	NAME	100%	152-86-6039	03/28/1991	F - FEMALE	61320439	00005416	
Link to Case	LAST, FIRST	NAME	74%	157-04-8116	04/14/1996	F - FEMALE	41747596	M0182983	
Link to Case	LAST, FIRST	NAME	74%	142-92-1100	02/18/1994	F - FEMALE	41751505	50172088	
Link to Case	LAST, FIRST	NAME	74%	076-60-4399	09/13/1965	F - FEMALE	41752537	P0095890	
Link to Case	LAST, FIRST	NAME	74%	140-64-1595	08/05/1974	F - FEMALE	22613998	6069 CANYON TRL 00053779 PATERSON, NJ 07522-21820	

Figure 4: NJKiDS Member Search

4. In the **Select Filters** section, complete the appropriate fields, and click the **Find** button (figure 4).
 - Begin the search by populating the unique identifying fields, such as **SSN (Social Security Number)**, **Name**, and **DCN**.
 - If unique identifying information is unavailable, or if the unique identifiers do not yield results, use basic identifiers, (e.g. **Date of Birth**).
 - Do not make selections in the **Race** or **County** fields because completion of those fields will limit possible results.

SELECT FILTERS

Last Name *, First Name, MI: LAST FIRST Suffix SSN Date of Birth
 Search Within: Names Maiden Names Other Names Used DCN Race: --SELECT-- Gender: F - FEMALE
 Docket Party ID County: --SELECT-- [Find](#)

SRCH - NJKIDS MEMBER SEARCH

NJKIDS FACTS Results

Select to add LAST (CP in Application) as New Member on NJKIDS

[Create New DCN](#) LAST, FIRST F - FEMALE US - UNITED STATES
 W - WHITE

Select from NJKIDS Member Matches for (CP in Application)

Cases in ACSES	Name	Name Type Reliability	SSN DOB	Gender	DCN Party ID	Address
Link to Case No	LAST, FIRST	NAME 100%	152 86 6039 03/28/1991	F - FEMALE	61320439 00005416	

Case ID	Case Type	Case Status	Office	CP Name	Dependents	NCP Name	
C560909036A	N - NON PA	O - OPEN	251 - MON	LAST, FIRST	LAST, FIRST	LAST, FIRST	Case Details
							Case Details
							Case Details
							Case Details

[Review FACTS](#)

Figure 5: NJKiDS Member Search

- Click the **docking arrow** to expand the row of the searched member and to view associated cases and dependent names (figure 5).
- If there is a matching NJKiDS member, click the **Link to Case** button (figure 5).

<p>HINTS</p> 	<ul style="list-style-type: none"> • Less search criteria produces more results. • Use supporting systems, such as the Family Assistance Management Information System (FAMIS), to conduct searches. For example, a search on FAMIS may provide a Division of Child Protection and Permanency (DCP&P) number. A DCP&P number usually indicates that the case has a court order, and a Party ID would be provided on the FACTS (Family Automated Case Tracking System) tab. • Sometimes the same DCN will appear more than once in the search results window. When that happens, each DCN entry will have a different address. It is important to select the correct record, because the CSP 160—Child Support Questionnaire will be populated with the selected address. • If there are multiple spellings listed for a member’s name (e.g., Rodrigues and Rodriguez, Steven and Stephen), search by each alternative to ensure that the DCN/Party ID will be found. • If there are variations of a member’s name (e.g., Bill, Billy, Will, William, Willy), search by each alternative.
<p>NOTE</p> 	<ul style="list-style-type: none"> • For existing cases with the same CP and NCP, check the office to determine if there is an order. If the case is open in another office and does not have an order, transfer the case to your office through the Transfer Case to Another Office page. Note that cases cannot be transferred between counties. If the case is open in another office and there is an order, do not transfer the case. • When performing a search, you may find that a case already exists for the parties. Review the entire case to determine potential action. • Review the following screens to find additional information on existing cases, or view the Case Summary Ribbon: <ul style="list-style-type: none"> ○ Create Case on NJKiDS <ul style="list-style-type: none"> • Look at the Assistance Type. Is it accurate? • Check the Office field. Who currently owns the case? ○ View Obligations by Case <ul style="list-style-type: none"> • If the case is owned by the Probation Child Support Enforcement (PCSE) Unit, is there an order? Check the View Arrears Balance History By Case ID screen to determine if the order is for medical enforcement only. ○ Create Case on NJKiDS <ul style="list-style-type: none"> • Are all of the children on the case? ○ View Obligations by Case <ul style="list-style-type: none"> • Are all of the children on the order?

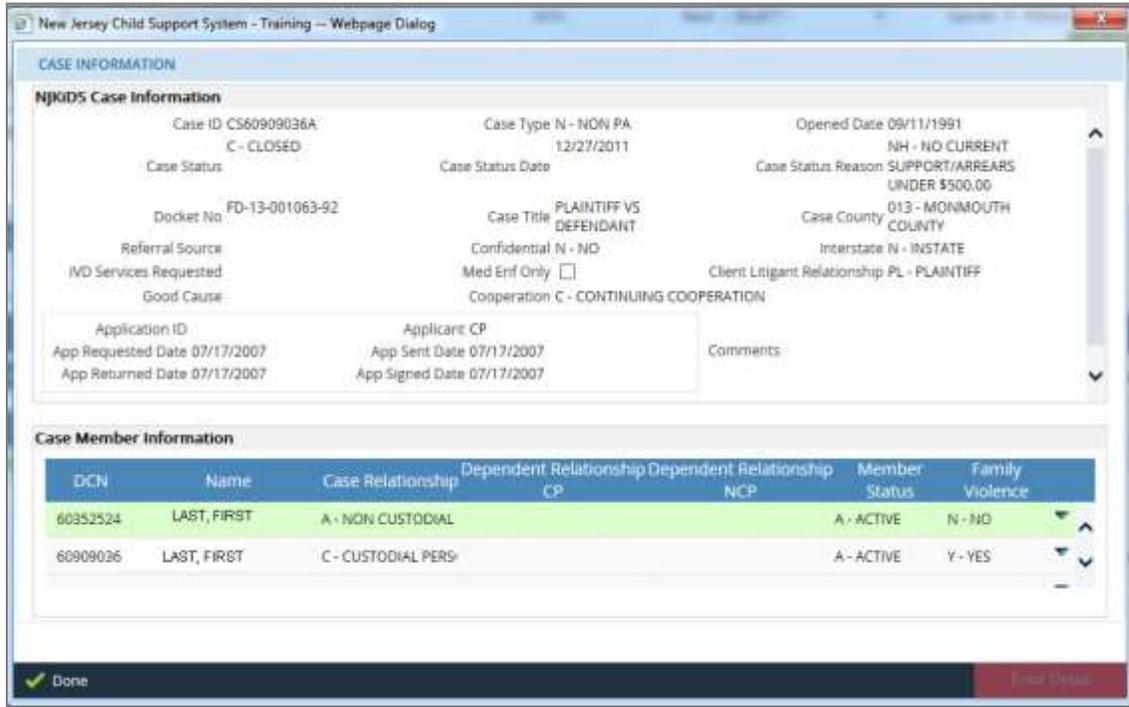


Figure 6: Case Information pop-up window

- The **Case Information** pop-up window opens and displays.
7. Click the **Case Details** button to view more information on that member’s existing case (figure 6).

<p>HINT</p> 	<p>If the Med Enf Only box is checked, there is only a medical support order on the case (figure 6).</p>
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The screenshot shows the NJKiDS Member Search interface. The 'FACTS' tab is selected. The search filters section includes fields for Last Name, First Name, MI, Suffix, SSN, Date of Birth, DCH, Race, Gender, Docket, Party ID, and County. The search results table is as follows:

Name	SSN DOE	Gender	DCH Party ID	Address
LAST, FIRST	000-00-0000 01/01/1999	M - MALE	50015841	1313 CEMETARY RIDGE ADDAMS NJ 254222000
LAST, FIRST	000-00-0000 00/00/0000	F - FEMALE	50077507	2900 ADALIN ST OAKLAND CA 00000000
LAST, FIRST	000-00-0000 00/00/0000	M - MALE	50189629	PASSAIC CO SHERIFF DEPT 11 MARSHALL ST PATERSON
LAST, FIRST	000-00-0000 00/00/0000	U	50252020	
LAST, FIRST	000-00-0000 00/00/0000	M - MALE	50386000	

Figure 7: NJKiDS Member Search, FACTS tab

8. Click the **FACTS** tab or **Review Results** button to advance (figure 7).
9. When using the **FACTS** tab to perform a member search, enter fewer search criteria to retrieve more results. For example, begin by completing the **SSN** field only (figure 7). Next, search by **Name** only, then by **Name** and **Date of Birth**. Note that, in older cases, **Date of Birth** was not a required field in **FACTS**.
 - If a search does not provide results, remove the individual's SSN. There are members in the system that have their SSN listed as 000-00-0000. Removing the SSN allows NJKiDS to include cases in the search that would otherwise have been excluded.
 - If an individual that is currently an adult is located as a child in **FACTS**, do not create a duplicate party. The **Party ID** is still valid.
 - When conducting a search on the **FACTS** tab, remember that the **FACTS** system does not have a **Suffix** field.
 - **FACTS** will provide only 100 matches on the **FACTS** tab.

- Filters will not carry over from the **NJKiDS** tab. If a search is conducted on the **FACTS** tab after the **NJKiDS** tab is used for a search, the **DCN** field must be repopulated.

The screenshot shows the 'SELECT FILTERS' section at the top with various input fields for search criteria. Below this is the 'SRCH - NJKiDS MEMBER SEARCH' section with tabs for 'NJKIDS', 'FACTS', and 'Results'. The 'FACTS' tab is active, and a 'Create New Party' button is visible. Below the tabs is a table titled 'Select from FACTS Party Matches for (CP in Application)'. The table has columns for Name, SSN DOB, Gender, DCN Party ID, and Address. Two rows are visible, with the second row highlighted in green. A red box highlights the 'Link to Case' button for this highlighted row. Below the table is another table with columns for Docket, Case Title, Case Type, Venue, Status, and Case Relationship. The first row in this table is also highlighted in green. A 'Review Results' button is at the bottom.

Name	SSN DOB	Gender	DCN Party ID	Address
LAST, FIRST	000 00 0000 01/01/1999	M - MALE	50015841	1313 CEMETARY RIDGE ADDAMS NJ 25422000
LAST, FIRST	000 00 0000 00/00/0000	F - FEMALE	50077507	2900 ADALIN ST OAKLAND CA 00000000

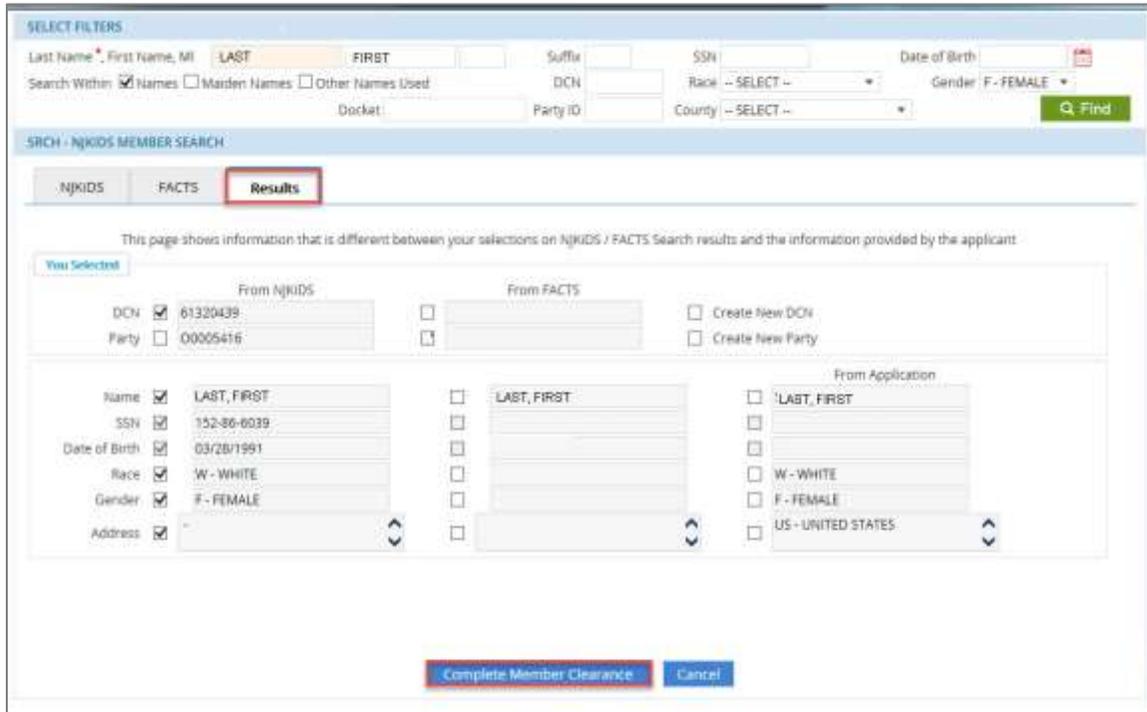
Docket	Case Title	Case Type	Venue	Status	Case Relationship
FD-20-000896-04	CARE TITLE	CSN - CUSTODY NON-WELF	020 - UNION COUNTY	05	IP - INTERESTED PARTY

Figure 8: NJKiDS Member Search, FACTS tab, undocked row

- If a match is found on the **FACTS** tab, undock the highlighted row to view more information (figure 8).
 - If a search on the **FACTS** tab provides information that was unavailable when the **NJKiDS** tab was searched, and if the correct DCN still has not been found, use the new **FACTS** information to conduct a new search on the **NJKiDS** tab.
10. Click the **Link to Case** button if there is a matching **FACTS** party member.

<p>SYSTEM</p> 	<p>Do not click the Create New Party button on the NJKiDS tab and/or the FACTS tab unless all search efforts have been exhausted.</p>
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11. Click the **Results** tab or the **Review Results** button to advance.



SELECT FILTERS

Last Name*, First Name, MI: LAST FIRST Suffix SSN Date of Birth

Search Within: Names Maiden Names Other Names Used DCN Race: --SELECT-- Gender: F - FEMALE

Docket: Party ID County: --SELECT-- **Find**

SRCH - NJKIDS MEMBER SEARCH

NJKIDS FACTS **Results**

This page shows information that is different between your selections on NJKIDS / FACTS Search results and the information provided by the applicant.

You Selected

	From NJKIDS	From FACTS	From Application
DCN	<input checked="" type="checkbox"/> 61320439	<input type="checkbox"/>	<input type="checkbox"/> Create New DCN
Party	<input type="checkbox"/> 00005416	<input type="checkbox"/>	<input type="checkbox"/> Create New Party
Name	<input checked="" type="checkbox"/> LAST, FIRST	<input type="checkbox"/> LAST, FIRST	<input type="checkbox"/> LAST, FIRST
SSN	<input checked="" type="checkbox"/> 152-86-6039	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/> 03/28/1991	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/> W - WHITE	<input type="checkbox"/>	<input type="checkbox"/> W - WHITE
Gender	<input checked="" type="checkbox"/> F - FEMALE	<input type="checkbox"/>	<input type="checkbox"/> F - FEMALE
Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> US - UNITED STATES

Complete Member Clearance **Cancel**

Figure 9: Search pop-up, Results tab

12. Review the information on the **Results** tab (figure 9).

13. Click the **Complete Member Clearance** button.

- A **Confirm** pop-up window opens (figure 10). The pop-up window will appear only if the member was previously linked by a **DCN** or **Party ID**.

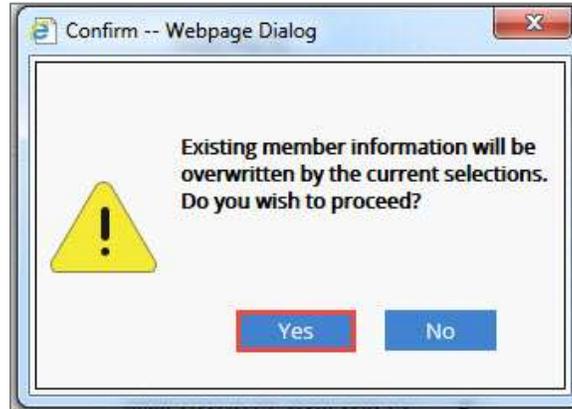


Figure 10: Confirm pop-up

14. Click the **Yes** button.

- The system will return to the **Create New Case** page.

15. Complete the rest of the child support application.