



Clark County Department of Family Services Policy

SUBJECT: Diligent Search

Effective Date	Amendment Number	Amendment Effective Date
December 22, 2014	3	June 30, 2026

SCOPE:

Ensuring initial and ongoing efforts to identify, locate, and inform parents, relatives, and fictive kin of a child's entrance into foster care in adherence to state and federal requirements for diligent search processes.

PROGRAMS IMPACTED:

Adoption-Permanency
Adoption Recruitment
Appeals
Background Check Unit
Child Protective Services
Differential Response
Independent Living
Intake
Licensing
Permanency
Placement

SUMMARY OF CHANGES:

The addition of a new Diligent Search Form.
Clarifies when and how to request searches and explains the types of searches available.
Streamlines and clarifies the process for sending letters more efficiently.

DEFINITIONS:

Diligent Search:

Identifying, locating, and contacting parents, relatives, and fictive kin in order to assess their interest in providing a temporary or permanent placement for a child in order to avoid bringing a child into care, or once the child is placed in substitute care.

Diligent Search Tools:

Activities used to locate family members, relatives, fictive kin, friends, and other significant persons for the child and family, also known as Locator Resources. Tools may include:

- Visual and graphic assessments such as the genogram and eco-map;
- Formal and informal gathering of information such as UNITY;
- Collaboration with local systems, such as Department of Motor Vehicles, schools, Employment Security Department, Welfare Division, District Attorneys' offices, Social Security Administration, law enforcement, neighbors;
- Telephone directory, internet, and other new technologies;
- Contracted Locator Service.

FORMS, PUBLICATIONS, AND INSTRUCTIONAL DOCUMENTS:

Diligent Search Contact Letter (in UNITY)

Diligent Search Request (Microsoft Form in FPI)

Diligent Search Request Spreadsheet (managed by the Diligent Search Unit)

Kinship Care Road Map (FPI Library)

Table of Consanguinity (FPI Library)

POLICY

A. General Overview

1. Clark County Family Services (CCFS) conducts searches to locate parents, putative mothers and fathers, maternal and paternal relatives, and fictive kin, for purposes to include, but not limited to, placement and reunification of a child, and verification of information.
2. CCFS staff must exercise due diligence by identifying and notifying the following individuals of the child's removal within thirty (30) calendar days of removal:
 - a. All grandparents.
 - b. All other adult relatives (within the fifth [5th] degree of consanguinity to the child per the Table of Consanguinity [FPI Library]).
 - i. Parents and other adult relatives of the removed child's siblings.
 - ii. Any additional parent(s) whose location may not be known at the time of the removal.
 - c. Any other adult relatives and fictive kin suggested by the parents from whom the child was removed.
 - d. Tribe, where applicable.
3. The Diligent Search Contact Letter (in UNITY) is in English and Spanish and includes:
 - a. Request for contact with the assigned Specialist;
 - b. Specifies that the child has been, or is being, removed from the custody of the parent;
 - c. An explanation of the options available under federal, state and local law to participate in the case and placement of the child, including any options that may be lost by failing to respond to the notice;
 - d. Information on how to become a licensed foster family home and the additional services and supports that are available to children placed in such a home;
 - e. Explanation of the availability of Kinship Care;
 - f. Notice of the requirement to contact the assigned Specialist within thirty (30) calendar days of receipt of the letter, or the recipient's ability to participate in the case and placement of the child may be lost.
4. Search activities and identification of parents, putative mothers and fathers, relatives and fictive kin begin when removal of a child from their parent/caregiver is being considered begins at the onset of the case and continue throughout the life of the child welfare case.
 - i. If the child is placed in a relative placement, searches for relatives are required to continue only throughout the first year after placement.
 - ii. If a TPR has been granted on both parents, a prospective adoptive resource or guardian has been identified, and the child has been placed, diligent searches for relatives are required to continue only throughout the first year of the placement or until adoption if finalized whichever comes first.
5. Search activities and identification of and continue throughout the life of the child welfare case.
6. Each diligent search is unique and is associated with a CCFS case and/or family.
7. All diligent search activities are intended to support the work of CCFS in keeping children connected with their families.
8. The process of conducting a diligent search varies and CCFS relies on information gathering by CCFS staff with parents, children, relatives and fictive kin in addition to information databases to locate people and information.
9. The following list includes the purposes of diligent search requests:
 - a. Locate a family
 - b. Locate children on runaway status
 - c. Identify absent parent

- d. Identify relatives
 - e. Identify fictive kin
 - f. Identify household composition
 - g. Help children aging out of foster care stay connected with family
 - h. Verify addresses, phone numbers, social security numbers, date of birth, or date of death
10. CCFS must ensure and demonstrate due diligence in locating any parents and/or putative mothers or fathers.
11. If the parent that is present is reluctant in providing information about the absent parent, other diligent search tools must be utilized.

B. Types of search tools used as part of a Diligent Search:

- 1. CLEAR Report Only Search – This is a basic, broad scale report that is run using names of potential parents or relatives. It is sent to the requestor for confirmation of relatives.
- 2. Vital Statistics Search – This search may show birth certificates and death certificates listed in a specific person's name. This may be useful to verify search results from CLEAR reports to determine next of kin or to verify if a parent is deceased.
- 3. Person Only Search – This is a search that runs both CLEAR and NOMADS to gather information when a parent's or relative's whereabouts are unknown.
- 4. Guardianship Search – This is a search for paternal and/or maternal grandparents and adult siblings for guardianship notification. This search is used only when these relatives' addresses are not currently known. The names of the relatives must be known to complete the search.
- 5. Relative Search – This is usually a search on just the parent's names in order to identify potential relatives, however, other known relatives and fictive kin should be included in this search. A Vital Statistics Search is automatically completed during a Relative Search to assist in identifying potential relatives.
- 6. NOMADS – This is a search for individuals attached to a welfare resource. It assists in locating potential relative names. This search is completed for each intake received. It is only operational Monday-Friday from 7am to 6pm.

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Clark County Family Services

February 24, 2026

Approved Date