

Searching For Persons

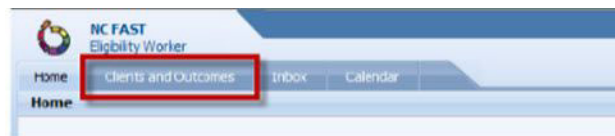
Purpose

To search for a person in NC FAST.

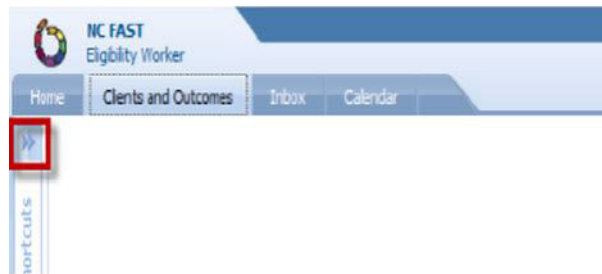
Participant Note: A user can search for a Person by reference number, SSN, CNDS ID, etc. or by other demographic information such as: First Name, Last Name and Gender.

Steps

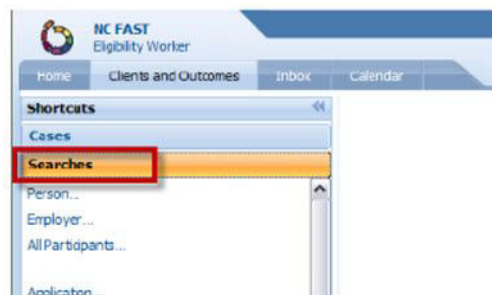
1. On the NC FAST page, click the **Clients and Outcomes** tab.



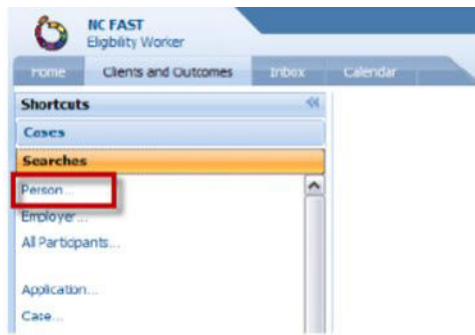
2. The Clients and Outcomes page displays. Click the Shortcuts panel **toggle**.



3. The Shortcuts panel expands. Click the **Searches** folder.



4. The Searches folder displays. Click the **Person** hyperlink.



5. The Person Search page displays. Enter and select applicable search information then click **Search**.

 A screenshot of the 'Person Search' page in the NC FAST Eligibility Worker application. The page has a header with 'NC FAST Eligibility Worker' and a user welcome message. The main content area is titled 'Person Search' and contains several search criteria fields: 'Reference', 'First Name', 'Last Name', 'Date of Birth', 'Address Line 1', 'City', and 'Show Duplicates'. There are also checkboxes for 'Show Nicknames' and 'Show Sounds Like Names', and a dropdown for 'Gender'. A 'Search' button is highlighted with a red rectangle. Below the search criteria is a 'Search Results' section with a table header: 'Person', 'Source', 'Address', 'Gender', and 'Date of Birth'.

Participant Note: Caseworkers should conduct four separate person searches to verify the correct person is found or selected: 1) First Name, Last Name, Gender 2) First Name, Last Name, Gender, Date of Birth 3) SSN or CNDS ID, if the client has one 4) First Name (three letters), Last Name (three letters), Gender, Date of Birth.

Participant Note: When a person has been successfully marked as a duplicate, the duplicate person will not display in the search results. To display duplicate persons, the Show Duplicates check box must be selected.

Participant Note: A client's SSN is displayed beside the client's name on NC FAST or CNDS source search results.

Participant Note: Hyphens and spaces are ignored within reference numbers.

Participant Note: When searching for a person with only one letter in their first or last name, search by reference number, case number, or application number.

6. Search Results display. Click the applicable **person** hyperlink.

Home Clients and Outcomes Inbox Calendar Reports Enter Reference Number

judy Jubilee x Person Search x

Person Search ACTIONS

Search Criteria

Reference

Additional Search Criteria

First Name: Judy Show Nicknames
 Last Name: Jubilee Show Sounds Like Names
 Date of Birth: Gender: Female
 Address Line 1: Address Line 2:
 City: Birth Last Name:

Search Reset

Search Results (Number of Items: 1)

Person	Source	Address	Gender	Date of Birth
judy Jubilee - 123456789	NCAFAST	123 marriott drive, raleigh, North Carolina, 27604	Female	5/1/1982

7. The Person page displays.

Person Page

123 marriott drive, raleigh, North Carolina, 27604

5/1/1982

Home Evidence Care and Protection Issues and Proceedings Financial Transactions Referrals Client Contact Administration Applications Compliance Employment Disability Tracking Spousal Resource Pr

Home Add Picture...

Related Procedures

Searching for Applications

Searching for Cases

Searching for Cases Associated with FNS Authorized Representative

Searching for User Contact Information