

# Federal Parent Locator Service

## **Intergovernmental Referral Guide**

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### **Release Specifications**

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## **1. ENHANCE CERTIFICATION PROCESS (OCSE REF #2733)**

### **1.1 Summary of Changes**

The IRG System is being modified to improve the functionality of the State certification process.

### **1.2 Background**

Currently, State Administrators certify State, State Region and County Address records separately. In addition, when State Administrators update their existing address records, the certified date is removed, requiring the State Administrator to certify their records once more.

### **1.3 Description of Changes**

The following updates will be implemented in the IRG System for Profile System (PS) and Location Codes and Addresses System (LCAS):

1. The certification process will now allow the State Administrator to certify all of the address records for their respective State, State Region and County Address records in a single step rather than separately.
2. A message will appear when it has been more than 30 days since the last certification for address records and profile information.
3. The **Save** button will continue to update the individual modifications validating that the new data has been certified by the administrator.
4. The **Certify** button will allow the State or Tribe Administrator to certify all of the address records and profile information for their respective State or Tribe if it has been more than 30 days since the last certification.

### **1.4 Impact on States**

State Administrators will only need to certify one address type to certify all address records within their State. State Administrators will only receive one certification alert message for PS, and one for LCAS, when they are 30 days overdue. Finally, the State Administrator's address records and profile information will be certified when they save their information.

### **1.5 Output Record Specification**

This modification does not affect the output record specification.

### **1.6 Input Record Specification**

This modification does not affect the input record specification.