

# Person Search NC FAST

Last Updated: 05/16/2023

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## Overview

This job aid describes how to perform a Person search. The Person search function finds Registered Persons, Prospect Persons, NC FAST, and Common Name Data Service (CNDS) Sources.

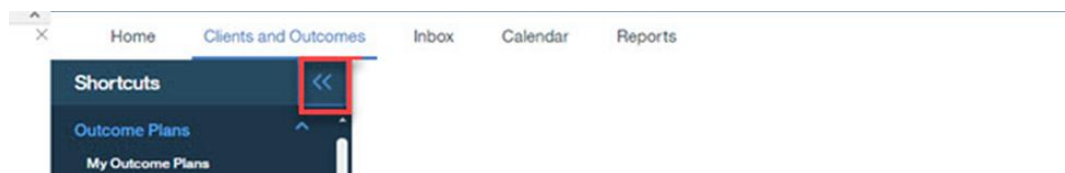
- A Prospect Person is an individual whose information is entered and known to the NC FAST without a full registration.
- A Registered Person is someone whose information is processed with at least the minimum required information so that their profile is no longer classified as a Prospect Person, and it is now activated as a Person so that they may receive benefits and/or services if required.
- A CNDS Source is created for anyone that has received benefits from the North Carolina Department of Health and Human Services.
- 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.

## Step-by-Step Instructions

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



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

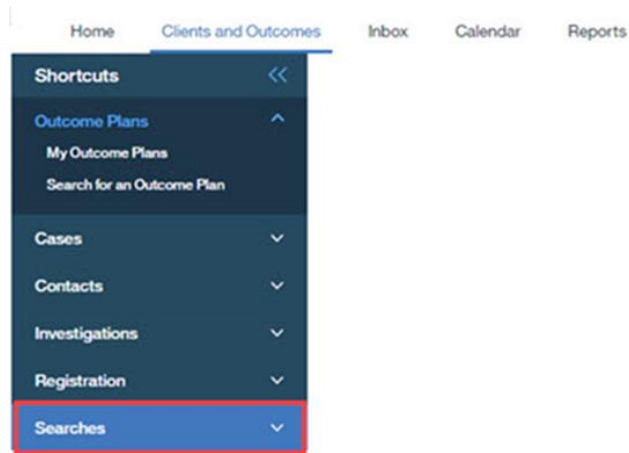


3. The Shortcuts panel expands. Click the **Searches** folder.

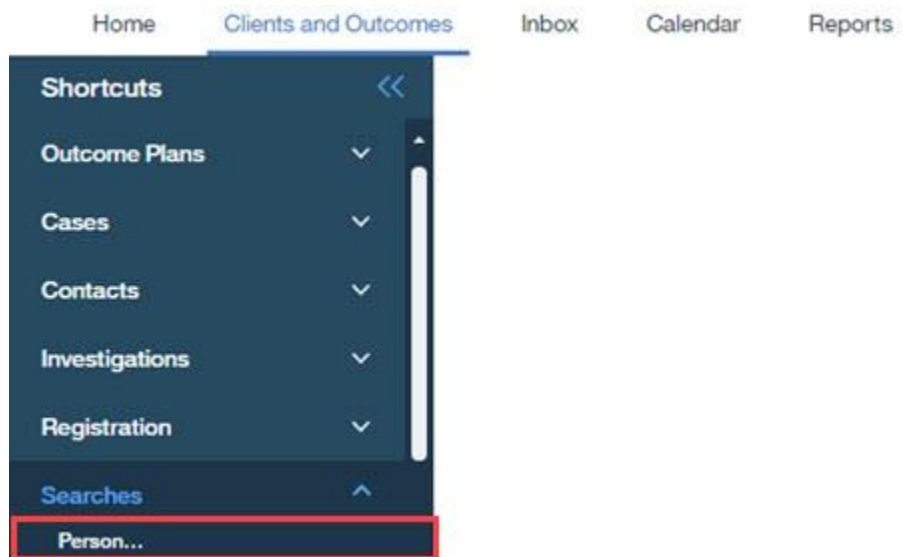


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4. The Searches folder displays. Click the **Person** hyperlink.



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

Person Search

Search Criteria

Reference

Additional Search Criteria

First Name  Show Nicknames ☐

Last Name  Show Sounds Like Names ☐

Date of Birth  Gender

Address Line 1  Address Line 2

City  Birth Last Name

Show Duplicates ☐

**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, if the client has one 4) First Name (three letters), Last Name (three letters), Gender, Date of Birth.

- 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.
- A client's SSN is displayed beside the client's name on NC FAST or CNDS source search results.
- Hyphens and spaces are not needed within names and reference numbers.
- 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. The search results display. Click the applicable Person **hyperlink**.

Person Search

First Name  Show Nicknames ☐

Last Name  Show Sounds Like Names ☐

Date of Birth  Gender

Address Line 1  Address Line 2

City  Birth Last Name

Show Duplicates ☐

Search Results

Person	Source	Address	Gender	Date of Birth	
▶ <a href="#">SHERRY WILSON</a>	NCFast	100 CENTER STREET, RALEIGH, North Carolina, 27617	Female	1/1/2018	...



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## 7. The Person page displays.

SHERRY WILSON x

SHERRY WILSON

100 CENTER STREET, RALEIGH, North Carolina, 27617

Female  
Born 1/1/2018, Age 1 month

358530569

Home Evidence Care and Protection Issues and Proceedings Financial Transactions Referrals Client Contact Administration Applications Compliance Time Limits Encls

Home

Add Picture...

Name

Title	First Name	SHERRY
Middle Name	Last Name	WILSON
Suffix	Initials	SW

Contact

Address	100 CENTER STREET RALEIGH, Wake, North Carolina, 27617 United States	Phone Number	919 5551001
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