Instructions for viewing individual ACTS Referral ID’s for foster care children in NC FAST

1. Go to NC FAST website: [https://ncfast.nc.gov](https://ncfast.nc.gov)
2. Log into NC FAST using NCID and password
3. Click “Search for a Person”
4. Enter search criteria
5. Select participant from the search results
6. On “Person Page”, click “Care and Protection” tab
7. Click on Reference # for “Active” Family and Children’s Medicaid-MAGI case
8. On Product Delivery Case (PDC), click “Case Details” tab
9. Click “ACTS Referral ID” tab on left side
10. The ACTS Referral ID for each child is displayed along with the child’s name, status, and date referred