

B Mailing Verification

REVISION 31
(08/01/14 – 09/30/14)

Key the mailing address on ADDR, when applicable.

NOTE Key the participant's physical address in the RESIDENTIAL ADDRESS fields or key SEE MAILING ADDRESS in the STREET ADDRESS field under RESIDENTIAL ADDRESS.

The reasons for having a mailing address may be, but are not limited to, any of the following:

- The participants live in an area of high mail theft
- There is no mailbox at the address
- There is no mail delivery at the participant's rural address
- The participant is homeless

Document in the case file(g) the reasons for using a mailing address.

When a homeless participant does not have a mailing address, General Delivery Service must be used.

Send all correspondence to the mailing address when used.