

A Residential Address

REVISION 09
(07/01/09 – 09/30/09)

Establish the locational address of the participant. This is needed for, but not limited to, the following reasons:

- Service by the correct **FAA** local office.
- Enrollment in an **AHCCCS** Health Plan that services the area where the participant is living (MA only).
- Service by the correct Jobs (CA or NA) local office.

NOTE For policy and procedures to establish an applicant's Arizona residency, see [Verification of Arizona Residency](#).

[Key](#) the residential address on ADDR.

A fixed residence is not required. Document a description of where the participant lives when the participant claims to be one of the following:

- [Homeless](#)
- Living in a home with no street address

(See Example [Residential Address](#))

WARNING

NEVER key the location address of a woman's shelter in AZTECS. Use the PO BOX number of the shelter or the address of the local office as the applicant's or participant's residential address. Key Y in the CONFIDENTIAL field.

MA WARNING

When the applicant or participant is homeless and receives case management services at the Healthcare for Homeless Clinic or at the Central Arizona Shelter Services (CASS), see [MAILING ADDRESS field description](#) for keying procedures.

NOTE When the applicant or participant resides at CASS, they are still considered homeless.

See [Verification of Residential Address](#)