

## A Residential Address

**REVISION 31**  
(08/01/14 – 09/30/14)

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

- Service by the correct Jobs (CA or NA) office.
- Service by the correct Department of Child Support Services (DCSS) office.

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

[Keying the address](#) is completed on the ADDR screen.

When the participant is living in a home with no street address, document a description of where the participant lives. (See Example [Residential Address](#))

When the participant is [Homeless](#), complete the following:

- Document where the participant is sleeping in the [case file\(g\)](#)
- Key SEE MAILING in the STREET ADDRESS field

### WARNING

Do not key the locational address of a woman's shelter or [Address Confidentiality Program \(ACP\)](#) participant in AZTECS.

When the participant resides in a woman's shelter key the following on ADDR:

Key Y in the CONFIDENTIAL field.

The PO Box number of the shelter. When the PO BOX number is not available, key the address of the FAA office.

When the participant is an ACP participant and the ACP participation has been verified, key the following on ADDR:

A Y in the CONFIDENTIAL field.

The address indicated on the ACP ID card including the apartment number.

The ACP issuance date shown on the card in the ACP ISS DATE field.

See [Verification of Residential Address](#)