

C Change of Address - Site Code Remains the Same

REVISION 41
(04/01/16 - 05/31/16)

When the address change results in no change of local office site code, take the following actions:

- Review the new address in [ADDR](#).
- Review PRAP for any program and person alerts.
- Review ACTS and work any outstanding alerts.
- Review the following policies and procedures:
 - [Changes in Shelter Costs](#)
 - Change in Eligibility for the [A1 Standard](#)
- Send the [C008 notice](#) to the PI to provide any necessary information.
- Complete an eligibility determination using the new information.
- Send a notice to the PI of any changes in eligibility or benefit level allowing for [NOAA](#).