

D Keying General Delivery Service on ADDR

REVISION 31
(08/01/14 – 09/30/14)

When the participant is homeless, document in the [case file\(g\)](#) where the participant is sleeping.

Homeless participants must provide a valid mailing address. When they do not have a valid mailing address, their mail is sent to General Delivery Service with the United States Postal Service (USPS). (See [Homeless Receiving Notices](#) for sign up instructions)

NOTE Do NOT key HOMELESS on ADDR in AZTECS.

Key the homeless participant's RESIDENTIAL ADDRESS on ADDR as follows:

- SEE MAILING in the STREET ADDRESS field.
- The city, state, and ZIP Code of the location where the homeless participant is sleeping.

The mailing address of a homeless participant must be keyed using a valid address. When the homeless participant is using General Delivery Service, key the MAILING ADDRESS on ADDR as follows:

- GENERAL DELIVERY in the STREET ADDRESS field.
- The city, state, and ZIP Code of the nearest USPS General Delivery location. (See [AZ General Delivery Locations.pdf](#))

NOTE Only specific United States Postal Service (USPS) locations have General Delivery Service.