

A Residential Address

REVISION 24
(04/01/13 – 06/30/13)

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

- 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.
- 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.

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

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 local office.

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

- A 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.

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](#)