

A Change of Address - Site Code Remains the Same

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 EWAL and 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.

WARNING

When the Budgetary unit is on simplified reporting and the only change that is reported is the change in address, DO NOT send the C008 notice.

- 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](#).