

## 07 Keying ADDR

To ensure addresses meet the formatting standards required by the [Finalist](#) software program in AZTECS, apply the following criteria when keying or changing ADDR:

- Do not split the address between more than one field. When the complete address does not fit in one field, key as much of the address as possible. When Finalist displays a match, all the characters may not fit in the fields. In this situation, notices are printed with as much information as displays.
- Key only ONE place identifier (apartment, unit, or lot number, etc.) in the APT-UNIT-ETC field.
- Key the rest of the address in the appropriate fields.
- Use the ATTENTION field to key information that is not part of the physical address, such as the name of a representative. Do not key the name of the PI.
- When using C/O, a space must be keyed before the C for AZTECS to process the address. (See Example [Keying ADDR](#))

### WARNING

Do not key anything other than the actual address information in the ATTENTION field because the wording displays in the mailing address and on the notices. This is a breach of confidentiality. Document any additional address information (shelter names, telephone numbers, etc.) on CADO or the CADO Extension Form (CEF).

- When the residential and mailing address are the same, key the residential address only.
- When keying a mailing address, a residential address **MUST** be keyed. When either of the following residential descriptions are used, key as follows in the STREET ADDRESS field:  
GENERAL DELIVERY  
HOMELESS

- Key all abbreviations using the United States Postal Service (USPS) recognized address abbreviations. See the Address Abbreviations Code Tables:

Do not use punctuation in any part of the address.

Do not use double spacing.

Do not use the backward slash (\).

Do not use the letter O in place of a zero.

Key only the first five digits of the ZIP Code. Do not key the additional Plus Four digits anywhere on ADDR.

Do not include the names of building complexes, trailer parks, reservations, etc. Review a utility bill, rental receipt, or mortgage statement to assist in identifying the correct address. Validation can also be completed through the [USPS Web Site](#).

#### **EXCEPTION**

Certain university addresses, trading posts, or large organizations DO include their name or require their own formatting. When this is the case, the local office must verify the correct formatting, and ensure these addresses are keyed uniformly.

- When an address is not an actual address but is only a description of how to locate where the participant lives, use function 1 on [ADFF](#) to process the address as keyed on ADDR. (See [ADFF Functions](#))
- Other information to key on ADDR is as follows:  
The participant's telephone number, or a message number. Up to two telephone numbers and their types can be keyed.

#### **WARNING**

Do not key additional telephone numbers in the ATTENTION field because the numbers display in the mailing address and on the notices. This is a breach of confidentiality. Document any additional telephone numbers on CADO or the CEF.

- When a participant resides in a shelter for battered women, DO NOT key the location address of a woman's shelter in AZTECS. Use the PO BOX number of the shelter or the address of the local office as the participant's residential address.

- Key Y in the CONFIDENTIAL field when either of the following occurs:
  - A participant resides in a shelter for battered women.
  - A participant claims that they are a victim of abuse and are no longer living with the abuser.
- When a participant resides on a reservation or belongs to a Chapter House, key the appropriate codes.
- The AZTECS ZIP CODE/CITIES tables in LISTCODES allow for only fifteen characters in a city name. As a result, the CITY field on ADDR allows for only 15 characters. When the length of a city name exceeds 15 characters, Finalist compares the 15 characters against the complete city name, and determines the address invalid. Finalist displays the same address keyed on ADFP as the closest match, and requires the worker to select a function and process through to ADDR.

To prevent Finalist from unnecessarily creating a new address record, the following city names must be keyed on ADDR as indicated:

- Key Chandler Heights (85227) as CHANDLER HTS
- Key Kykotsmovi Village (86039) as KYKOTSMOVI or KYKOTSMOVI VILL
- Key Lake Havasu City (86403-86406) as LAKE HAVASU CIT
- Key Oak Creek Villa (86341) as SEDONA
- Key Petrified Forest National Park (86028) as PETRIFIED FORES
- Key White Mountain Lake (85912) as WHITE MTN LK