

## B Keying Addresses on ADDR

**REVISION 48**  
(01/01/20 - 12/31/20)

When the residential and mailing address are the same, key the residential address only. When keying a mailing address, a residential address must also be keyed.

When the participant is homeless, see [General Delivery for homeless](#) for additional instructions.

Consider the following when keying the residential and mailing address fields:

- Key the RESIDENTIAL ADDRESS field with the physical address where the budgetary unit (BU) resides.
- Key the MAILING ADDRESS field when a PO Box, General Delivery, or another mailing address that is different from the BU's residential address.

**NOTE** A General Delivery or a PO Box address must only be keyed in the MAILING ADDRESS field on ADDR.

- 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](#))
- When a participant resides in a shelter for battered individuals, do not key the location address of a battered individual'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.
- 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 all abbreviations using the USPS recognized address abbreviations.

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.

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

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](#).

- 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