

A Residential Address

[REVISION 22](#)
(10/01/12 - 12/31/12)

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

- Service by the correct **FAA** local office.
- 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.

NOTE For policy and procedures to establish an applicant's Arizona residency, see [Verification of Arizona Residency](#).

[Key](#) the residential address on ADDR.

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.

Key Y in the CONFIDENTIAL field and then key the address information as follows:

- When the participant resides in a woman's shelter key the PO BOX number of the shelter. When the PO BOX number is not available, key the address of the local office.
- For an Address Confidentiality Program (ACP) participant, key the address indicated on the ACP ID card including the apartment number.

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](#)