

D Homeless Receiving Notices

REVISION 47
(01/01/19 - 12/31/19)

A homeless participant must have a mailing address keyed in AZTECS. When the participant cannot receive their mail at the address of a friend or family member, their mail must be sent to a United States Postal Service (USPS) General Delivery location.

Since not all USPS locations have General Delivery Service, select a General Delivery location closest to where the homeless participant sleeps. (See [AZ General Delivery Locations.pdf](#)).

NOTE See [Keying General Delivery on ADDR](#) for special keying instructions. Do NOT key HOMELESS on ADDR in AZTECS.

The USPS location holds mail for no longer than 10 days, unless the participant signs up for 30 day General Delivery Service. Encourage the participant sign up for 30 day General Delivery service and request extensions every 30 days through the USPS. When mail is returned to DES, benefits may be stopped.

To sign up for General Delivery Service the participant must complete the [USPS form](#) and take the form and a valid photo ID to the selected General Delivery location.