

.06 Homeless Receiving Notices

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

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

NOTE See [Keying General Delivery on ADDR](#) for special keying instructions.

Inform all homeless participants to sign up with the USPS for General Delivery service. The USPS locations hold mail up to 10 days, unless the participant signs up for General Delivery service. Extensions can be requested every 30 days with USPS for General Delivery service. Failure to sign-up for General Delivery service may result in returned mail. 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](#).