



F.Y.I.

from the Policy Unit

FYI-122

Date: May 10, 2017

SUBJECT: Protecting the Address Confidentiality Program (ACP) Client

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS-POLICYQUESTIONS@azdes.gov or call 602-771-8127

The ACP requirements prohibit the participant's address from appearing in the case record. This requirement is necessary to provide protection to the ACP participant.

Why is this important to the DCSS staff? As Department of Economic Security employees, we have a responsibility to address these cases with the utmost caution. When updating information on cases in which the CP or NCP is flagged as an ACP participant, do not enter a residential address in a CAAL narrative. If the party states that they are no longer participating in the ACP or would like to update their address for any other reason, take the following steps:

1. Write down the updated address information and store it in a secure location.
2. Verify that the residential address on CPDE/NCDE is:
1901 W. Madison St.
Apt. # ____ (the apartment number will be different for each person)
Phoenix, AZ 85009
3. Send an email to DCSS-ACP@azdes.gov which includes the ATLAS #, the name of the ACP party and the reason for the address update request.

For more information, view the Address Confidentiality Program [policy](#) and [procedures](#) here.