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**DCSE Policy & Procedures Unit**  
**Policy Update**  
**PPU 06-08-004**  
**August 10, 2006**

**SUBJECT: Addresses on the CPDE and the NCDE Screens**

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Please contact the Policy Unit if you have any questions regarding these or any other changes at  
\*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

*The IV-D PARTNERS should send POLICY inquiries directly to \*DCSE-POLICYQUESTIONS@azdes.gov*

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The purpose of this policy update is to inform workers not to include special characters or statements in the address fields of the CP Demographics (CPDE) or NCP Demographics (NCDE) screens. The use of special characters, such as the pound or number symbol (#), or statements not related to the address that are entered in the address fields, may delay or interfere with mailings.

Workers should confirm or update all demographics information, including addresses and telephone numbers, on the CPDE and NCDE screens whenever they are in contact with a party to an ATLAS case. This includes all walk-ins and telephone calls from customers.