
DCSE Policy & Procedure Unit
Policy Update
PPU: 12-06-001

Date: June 1, 2012

SUBJECT: Address Confidentiality Program

Please contact the Policy Unit if you have any questions regarding these or any other changes at
<http://dcsevf04/DCSE/PolicyQuestions> or (602) 771-8127.

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

This This Policy Update is being sent to provide clarification to DCSE staff on the Address Confidentiality Program (ACP). On Wednesday May 30th all DES employees received an email from Monica Sheble on behalf of the DES Policy Library that introduced DES staff to the ACP. The ACP is required under Arizona statutes and provides a way to protect survivors of domestic violence, sexual offenses, or stalking by protecting their physical address.

On June 4, 2012, the Secretary of State will begin processing applications for the ACP program and DCSE staff may begin to interact with individuals who have been accepted as ACP participants by the end of June. Due to the programming requirements, the IT systems modifications will not be complete until later this year.

An interim process has been put into place to monitor the ACP program and provides as much protection for ACP participants as possible until IT modifications are complete. When you receive a request for services or are providing services to a case participant, in any roll, who identifies that they are an ACP participant by providing their ACP Authorization card, take the following steps:

1. Accept their address as listed on the ACP Authorization Card. You cannot require the individual to provide their actual residential address.
2. Scan the card (see sample below), and send the scanned copy along with the ATLAS case number to email address +DCSE-ACP. County Partners may send their ACP participant information directly to email address DCSE-ACP@azdes.gov.
3. The case will be monitored to insure that the address is protected until it can be locked down by automation.



If you have questions or concerns about this important program please email your questions to +DCSE-ACP or call the Policy Unit at (602) 771-8127.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter <http://dcsepc> in your browser to view this Policy Update in Policy Updates 2012.