DCSE Policy & Procedure Unit
Policy Update
PPU-12-10-001
Date: October 22, 2012
SUBJECT: Address Confidentiality Program
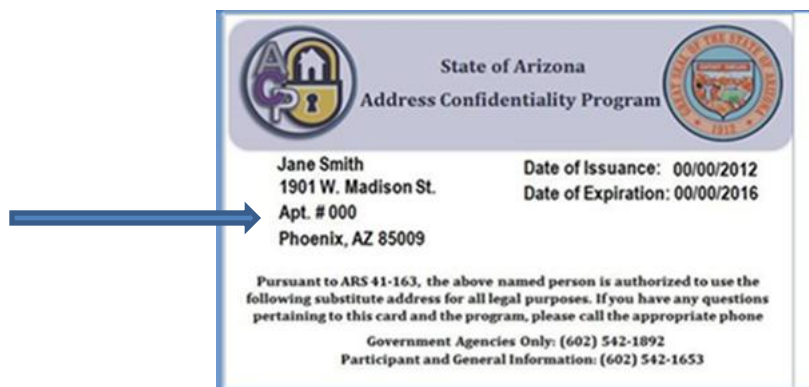
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Please contact the Policy Unit if you have any questions regarding these or any other changes at
http://dcsevf04/DCSE/PolicyQuestions **or (602) 771-8127.**
The IV-D PARTNERS should send POLICY inquiries directly to **DCSE-POLICYQUESTIONS@azdes.gov**

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The Address Confidentiality Program (ACP) was implemented on June 4, 2012. ACP allows persons who are survivors of domestic violence, sexual offenses, or stalking to keep their residential address confidential and not accessible to the general public. The program is administered by the Arizona Secretary of State's Office and provides participants with a substitute address which becomes their legal address of record.

On June 1, 2012, PPU # 06-12-001 was published and provided interim manual procedures. Today, programming requirements were implemented that lock the ACP address. The lock prevents automate locate information from overwriting the ACP address and also prevents a manual update when a CP, NCP, or child is identified as an ACP participant.

Cases for IV-A applicants that that have identified themselves as ACP participants will interface to ATLAS with the ACP addressed locked. When DCSE staff receive a request for services from a never assistance (NAI) IV-D case participant, in any roll, who identifies that they are an ACP participant by providing their ACP Authorization Card, staff shall immediately update the ACP id (identifier) field above the address on the demographic screen panel two. The ACP id is the apartment number found on the ACP card directly under the street address of 1901 W. Madison St.

A separate email box has been established to address questions about this important program. DCSE staff may email ACP questions to +DCSE-ACP. County partners may email their questions to DCSE-ACP@azdes.gov.

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.