

Dave Lyda, TANF Program Manager

Authorized Signature
Number: SS-IM-07-002

Issue Date: 01/22/2007

Topic: Other

Subject: The DOJ Address Confidentiality Program (ACP)

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): Self-Sufficiency and SPD Staff |

Message:

General Information about the Program:

The Department of Justice (DOJ) is implementing the Address Confidentiality Program (ACP). This program provides a mail forwarding service for victims of domestic violence, sexual assault and stalking. The ACP program is working with other public bodies to implement the program including DMV, Schools, the Courts, and Voters Registration. Access to the program is through a local domestic violence service provider or District Attorney based Victims Assistance program.

The program expects limited enrollment due to the stringent requirements related to participation. Between 25 to 300 people statewide, are expected to qualify for participation. It's unknown how many of these individuals will be accessing services through DHS.

When approved, each participant will receive an identification card with the ACP P.O. Box which is ACP - P.O. Box 1108, Salem, OR 97308. That address will serve participants across the State. Participants in the program are responsible to present the identification card when requesting a State agency to use the ACP address. The P.O. Box will be used as the clients' mailing address.

- DOJ will act as the agent of service for any registered mail.
- Personal service mail should be delivered to the Department of Justice - 1162

Court Street NE, Salem, OR.

Child Welfare:

Child welfare will be implementing a process for the ACP. The process is currently under development and will be implemented in the near future.

Contact for Child Welfare: Bonnie Braeutigam at (503) 945-6686

SS & SPD:

System changes have been requested for CMS and FSMIS and will be implemented sometime in January. If the P.O. Box is entered the only residential address can be "DO NOT DISCLOSE." Resident addresses should be kept in the hard file in an envelope marked confidential. The access should be limited to the worker and manager.

The Family Service Manual provides information about the program under the confidentiality section of the Generic Program Chapter.

Staff should be aware that:

- For all SS & SPD programs - An additional 5 days should be added to 10 day notices. The rule change for this will be effective in April, but the requirement is in statute and should be implemented immediately.
- For managed care enrollment an exception needs to be requested for out-of-area enrollment, due to the Salem address. Send an e-mail to HMU, DMAP with client name, case number, prime numbers for all individuals and the managed care plan the client chose, along with the reason why the exception is needed. DMAP has been made aware of the need for an exception for ACP participants.
- For child care payments issued through the Direct Pay Unit system, care that is provided by someone using the ACP PO Box, the maximum payment rates will default to Region A. This is necessary because one Salem, P.O. Box is being used for all ACP participants living in Oregon.

Contact Self-Sufficiency Programs: Carol Krager (503) 945-5931

Contact Senior and People with Disabilities: Dale Marande (503) 945-6476

If you have any questions about this information, contact:

Contact(s):	Carol Krager		
Phone:	503-945-5931	Fax:	503-373-7032
E-mail:	Carol.krager@state.or.us		