Update 2009-13: Common-Place
Mailing Address Change for General Assistance Homeless

Background / History

With the implementation of the Electronic Benefit Transfer (EBT), the Center for Employment Training (CET) office closed. Effective December 1, 2002, homeless individuals began receiving their mail from Social Services Agency at the District Offices.

The purpose of having General Assistance (GA) homeless applicants/recipients pick up their mail at the GA district office was for control purposes only. Workers could quickly identify and would take appropriate action for those individuals who did not pick-up their homeless mail at the end of each month. As a result, the Eligibility Worker could discontinue within 30 days for “Whereabouts Unknown”. This was done to avoid unnecessary overpayments which are almost NEVER collectable.

An Administrative decision has been made that homeless General Assistance (GA) individuals may use any address (e.g., friend, family, etc.) and/or a Post Office Box (P.O. Box) as a mailing address upon request.

Changes

Homeless individuals using the General Assistance district office address may now use any address (e.g., friend, family, etc.) and/or a Post Office Box number upon the homeless individual's request. Workers must verify local address and/or P.O. Box. At no time shall an “out-of-county” address or P.O. Box be used. Also, c/o address to another agency are not allowed.

Implementation
This change is effective immediately upon receipt of this Update.

Forms
The “Social Services Mail Request/Agreement” (SCD 1483) is revised to reflect this change and is available online under DEBS Forms.

Other Programs
This change applies to the General Assistance District office only.

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