Update 2013-10: Common Place
Clarification of Post Office General Delivery Service

Background/
In the past, Social Services Agency allowed homeless applicants and clients to use the district office address as their mailing address. It became more expedient to refer homeless recipients to the Post Office General Delivery service for their mail.

Changes
The Post Office has clarified requirements of the General Delivery service:

• General Delivery is a service for homeless clients who do not have a permanent address in their city. It is not to be used as an optional mailing address.
• General Delivery service is temporary for 30 days. The resident must reapply after 30 days.
• The resident must apply at their city's main Post Office for the General Delivery service. It is not automatic.
• The resident must have a picture ID to obtain this service.
• The General Delivery ZIP code 4-digit extension is 9999.

[Refer to Common Plance handbook “Homeless Mailing Address,” page 28-1]

Implementation
This is effective immediately.
To set up General Delivery in CalWIN: In the Collect Individual Address Detail window, complete the fields and click on the Address button.

In the Maintain Address window, click the General Delivery radio button and complete the rest of the fields.

**Forms**

**SCD 1483**

The SCD 1483 has been revised to include these clarifications.

**Other Programs**

These changes apply to all programs.