**Policy Clarifications**

**Cash Assistance- All- PCA-19836-108**

**Medicaid- All- PMA-19836-305**

**SNAP- All- PFS-19836-511**

**Submitted: Agency: CAOs**

**Subject: Address Confidentiality Program (ACP)**

**Question:**

Are we supposed to complete the Domestic Violence screen in the CP module of eCIS if a participant is participating in the Address Confidentiality Program (ACP)?

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| **Response by:** Division of Family Assistance **Date:** |  |

Yes. When an individual presents an alternate address or an ACP participation card with a substitute address, all CAO’s are required to follow the procedures in Cash Assistance Handbook Chapter Section 108.102 Alternate Address. Enrollment in the ACP is not limited to TANF benefits, it may affect individuals in all programs. The ACP is used to safeguard and protect individuals who are dealing with domestic violence or other circumstances that jeopardize their safety.

The ACP Card contains a substitute address to be used as the program recipients’ legal residence. The participation card includes an ACP authorization code number which must be used on all correspondence with the participant.

If presented with an ACP card the CAO must change the address for the case to the address presented on the ACP card, also including the individuals ACP Code number (see [CAH 108.102](http://services.dpw.state.pa.us/oimpolicymanuals/cash/index.htm)). The CAO will select YES in the Domestic Violence field on the Individual Non-Financial screen in eCIS. After hitting next, the Domestic Violence Screen will be prompted and the CAO must answer YES in the ACP Participation field, and also enter the ACP Number from the ACP card in the ACP Number field.

For further guidance contact the OIM BOP Domestic Violence Resource Account at:

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