



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #03-13-ELI

### MAILING ADDRESS FOR HOMELESS APPLICANTS/PARTICIPANTS

<b>Date:</b> January 29, 2003	<b>Subtopic(s):</b> Public Assistance, Food Stamps, Medicaid
 This procedure can now be accessed on the FIAweb.	<p>This policy bulletin is to inform staff of the address to be used for an applicant/participant who is undomiciled, is not in a homeless shelter, and does not have a mailing address.</p> <p>In such instances, Workers must enter the following on the Turn Around Document (<b>TAD</b>):</p> <ul style="list-style-type: none"><li>• 99 in element <b>041</b> (House Number);</li><li>• the word “undomiciled” in element <b>042</b> (Street Name);</li><li>• the borough of the Job/Food Stamp Center in element <b>045</b> (City or Town);</li><li>• the state in element <b>046</b> (State); and</li><li>• the zip code of the Job/Food Stamp Center in element <b>047</b> (Zip).</li></ul> <p><b>Note:</b> The purpose of providing the zip code of the Job/Food Stamp Center is to make it clear that the undomiciled person’s case is associated with the Center.</p> <p>Use the General Post Office (GPO) address of the borough where the individual’s case is located as the mailing address for those who do not have a mailing address.</p> <p>Workers must enter the following on the <b>TAD</b>:</p> <ul style="list-style-type: none"><li>• the applicant’s/participant’s last name and first initial, c/o GPO, and the address of the GPO in element <b>051</b> (Mailing Address);</li><li>• the borough in element <b>055</b> (City or Town);</li><li>• the state in element <b>056</b> (State); and</li><li>• the zip code of the GPO in element <b>057</b> (Zip).</li></ul>

HAVE QUESTIONS ABOUT THIS PROCEDURE?

Call 212-331-4216 or  
send an e-mail to *FIA Call Center*

Distribution: X

The mailing address should read as follows:

**Manhattan Centers**

Last name, first initial, c/o GPO, 390 9<sup>th</sup> Avenue  
New York, NY 10001

**Brooklyn Centers**

Last name, first initial, c/o GPO, 271 Cadman Plaza East  
Brooklyn, NY 11201

**Queens Centers**

Last name, first initial, c/o GPO, 88-40 164<sup>th</sup> Street  
Jamaica, NY 11432

**Bronx Centers**

Last name, first initial, c/o GPO, 558 Grand Concourse  
Bronx, NY 10451

**Staten Island Centers**

Last name, first initial, c/o GPO, 550 Manor Road  
Staten Island, NY 10314

POS Centers

Because of systems constraints, POS Centers will not be able to enter the center specific zip codes (element **047** of the **TAD**) for homeless applicants/participants. Until the systems are programmed to accept Centers' zip codes for undomiciled persons, POS Centers are to continue to enter **11111** in element **047** of the **TAD**, as the residential zip code.

Reminder

A permanent residence is not a condition of eligibility. An individual cannot be denied assistance for lack of a mailing address.

*Effective Immediately*