

### 3.6.1.7 How do I set up the home visit (or alternative meeting)?

The home visit (or alternative meeting) must be scheduled for a time no more than seven days after the noncompliance case staffing, but could be scheduled for the same day. We notify the parentparticipant of the date, time and location of the home visit (or alternative meeting) in the good cause (WorkFirst Non-Participation 085-01) appointment letter discussed in 3.6.1.6. We also explain in the 085-01 that the home visit (or alternative meeting) will only be attempted if the parentparticipant ~~does not~~doesn't attend the noncompliance case staffing. Please see 6.5.12 for more information about what to include in letters to a participant in the Address Confidentiality Program (ACP).

The address for the home visit will be the parentparticipant's residential address. In some circumstances, an alternate location (and an alternative meeting) may be advisable. If a home visit cannot be completed due to a parentparticipant's homelessness or an in-home visit would be unsafe for the family or the case manager, the alternative location meeting could be completed at the CSO or at an alternate location. The reason for using an alternative location meeting should be clearly documented in eJAS sanction case notes. Make sure any meeting at an alternative location is easily accessible for the parentparticipant. It should be as close to the parentparticipant's home as possible. Only use the CSO when it is the best or only option for the parentparticipant.

### 6.5.12 What is the Address Confidentiality Program?

The Address Confidentiality Program (ACP) helps ~~WorkFirst~~ individuals attempting to escape from actual or threatened domestic violence, sexual assault, trafficking, or stalking, to interact with state and local government agencies without disclosing their address or to establish new addresses in order to prevent their assailant or probable assailants from finding them. The Office of the Secretary of State governs this program. The program allows individuals to use an address designated by the secretary of state as a substitute mailing address.

A trained advocate must screen individuals before they can be accepted into the ACP. The advocate will determine if the ACP is right for the individual's circumstances and will enroll the individual in the program. For a current list of advocates trained in your community to sign people up for the ACP, go to <https://www.sos.wa.gov/acp/Default.aspx> and click on the map for your location.

The ACP assists crime victims (specifically victims of domestic violence, sexual assault, trafficking, and stalking) who have relocated to avoid further abuse. ACP helps families keep their home, work and/or school addresses secret by providing a substitute mailing address. DSHS staff must accept this substitute address and enter it into all records; never record the actual street address for work or home of an ACP participant in any automated system. If someone is participating in the ACP, ~~do not~~don't require them to disclose their actual work or home address. For ACP participants, ACES letters don't

include the CSO address on them to protect their geographical location. When scheduling WF appointments for these participants, all ACES letters instruct the participant to call 1-877-501-2233 or visit [www.washingtonconnection.org](http://www.washingtonconnection.org) to find out the location of their appointment. Don't add the CSO's address or appointment locations, including Non-Compliance Sanction (NCS) and sanction home visit/alternative meeting locations in ACES letters.

By itself, the ACP won't keep a person safe. To be really valuable, using the ACP substitute address must be part of a more complete and long-term safety plan.

If the individual ~~does not~~doesn't have ~~hers/his~~their authorization card, government agencies may call the ACP office (360-753-2972) to verify that the individual is an active ACP participant.