



*Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance*


CHARLES D. BAKER
Governor

MARYLOU SUDDERS
Secretary

KARYN POLITO
Lieutenant Governor

JEFF McCUE
Commissioner

**Online Guide Transmittal 2017-105
December 8, 2017**

To: Department of Transitional Assistance Staff
From:  Paul Sutliff, Assistant Commissioner for Field Operations
Re: Cross Programs: Confidential Addresses

Overview

The Address Confidentiality Program (ACP) administered by the Office of the Secretary of the Commonwealth was established to provide survivors of domestic violence, sexual assault and stalking with a viable address alternative. It is a legal substitute address (a post office box) to use in place of a physical address whenever one is required by public agencies like DTA.

As DV shelter residents are asked to keep the location secret as a condition of placement, they and ACP participants must not be denied the address protection these programs provide when they apply for or receive DTA benefits.

Purpose

The purpose of this Online Guide Transmittal is to advise staff about an Online Guide page revision that includes steps to ensure that the addresses of clients in DV shelters and the ACP are maintained as confidential on the Address page.

**Revised Online
Guide Page**

Topic: Cross Program
Book: Request for Assistance (RFA)
Page: Address (RFA)

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email the DTA Mailbox.

Systems issues should be directed to the Systems Support Help Desk.
