

Arizona Early Intervention Program Address Confidentiality Program

The Arizona Address Confidentiality Program (ACP) is a program that helps prevent victims of domestic violence, sexual offenses, and/or stalking from being located by the perpetrator through public records. The program provides a substitute address and confidential mail forwarding services to individuals and families across Arizona.

The Arizona Early Intervention Program (AzEIP), AzEIP's Central Referral Agency, and Early Intervention Programs (EIPs) including contractors, DDD, and ASDB ensure compliance with the ACP law and DES policies.

If a parent or other individual with whom the child lives informs the EIP that s/he is part of the ACP, the service coordinator will:

- Obtain a copy of the ACP card issued by the Arizona Secretary of State's Office from the ACP participant;
- Immediately notify DES/AzEIP of the ACP participant;
- Provide a copy of the ACP card to DES/AzEIP;
- Ensure all team members are aware of the child's participation in the ACP program and requirement to maintain strict confidentiality of the child and family's address.

How ACP Works:

Participants enrolled in the program use a substitute address issued by the ACP – Secretary of State's Office instead of their actual home, work or school address. State and local government agencies and their contractors must accept the substitute address. The ACP substitute address receives all First Class, registered, certified and election mail for the participant and forwards it to her/his actual confidential address at no cost.

Where can I learn more about the ACP?

More information about the ACP can be found at the Arizona Secretary of State's website: <https://azsos.gov/services/acp>.

What Service Coordinators need to know:

- An ACP participant's actual physical or mailing address **MUST NOT** be entered into I-TEAMS or any other data system or included in the child's record.
- If the family has been enrolled with AzEIP and later becomes part of the ACP after an address is already entered, the address may need to be redacted from physical and electronic records. Please consult with the DES/AzEIP office for assistance.
- The ACP substitute address should be used in all child records (paper and electronic).
- Follow the AzEIP Policies for Working with ACP Participants.
- More information about the ACP can be found at the Arizona Secretary of State's website: <https://azsos.gov/>

ACP: A Closer Look

What is the eligibility criteria for the ACP?

An applicant must:

- Be a victim of domestic violence, sexual offense (such as rape, sexual assault, molestation), or stalking;
- Be in fear of her or his safety;
- Have moved in the past 90 days to a place unknown by the perpetrator **or** plan to move to a place unknown to the perpetrator in the near future within Arizona;
- Have documentation to support victimization; and
- Be an adult, or a parent or guardian acting on behalf of a minor or incapacitated person.

How does someone apply for the ACP?

All potential applicants must meet with a registered ACP Application Assistant. The Application Assistant will determine a person's eligibility and provide program education. If all eligibility criteria are met, together the applicant and the Application Assistant will determine if ACP will benefit her/his overall safety plan. If it does, then the Application Assistant will guide the applicant through the ACP application process.

What is an Application Assistant?

The registered ACP Application Assistant is a person who provides counseling, referral, or other services to victims/survivors of domestic violence, sexual offense, or stalking. Application Assistants are typically victim advocates or counselors that work in a program dedicated to assisting survivors of these crimes. All Application Assistants receive required ACP training and go through a registration process. The Application Assistant provides information to the applicant, assists in determining program eligibility, and recommends survivors to the ACP program.

Can someone apply directly to the ACP?

Applicants do not apply directly to the ACP. ACP relies on the expertise and experience of its Application Assistants to recommend potential applicants into the program. To find an Application Assistant, individuals can call 602-542-1653 or visit the website at <https://azsos.gov/services/acp>.

What about referring a child/family in the ACP to their school district of residence during transition?

Public schools are required to accept and use the substitute address as the legal address of an ACP participant when presented with an authorization card. Schools are allowed to make a copy of the card and are encouraged to do so to ensure student safety.