

CHAPTER 7: PROCEDURAL SAFEGUARDS

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES: 20 U.S.C. §1401(23); 34 C.F.R. Part 99; 34 C.F.R. §303.7, -.27, 123, -.400, -.403, and -.449; 34 C.F.R. §99.3, 20 U.S.C. §§1232g, 1439(a)(2), and 1442; 34 C.F.R. §303.401-402, 34 C.F.R. 303.404, 20 U.S.C. §1232, et seq. (FERPA) and 34 C.F.R. §303.405 - 413., 34 C.F.R. §303.405-409, 34 C.F.R. §303.410-411, 34 C.F.R. §303.401(d)(1), -.414-.415; 34 C.F.R. 99.30(d), 34 C.F.R. §303.416; 20 U.S.C. 1232f; 34 C.F.R. Parts 76 and 80, 34 C.F.R. §420, 20 U.S.C. §§1439(a)(6) and (7); 34 C.F.R. §§303.21 and 303.421, 20 U.S.C. §1439(a)(5); 34 C.F.R. §§303.27; -.422, 20 U.S.C. §1439; 34 C.F.R. §§303.401-449, 20 U.S.C. §1415(e); 34 C.F.R. §303.431, 34 C.F.R. §303.438, 34 C.F.R. §§303.430; 435. 34C.F.R. §§303.432-434

7.6 Address Confidentiality Program

- 7.6.1 Upon notification that a parent or other individual with whom the child resides is an ACP participant, the EIP must verify the ACP status by contacting the Secretary of State's ACP Office or viewing the client's ACP authorization card.
- 7.6.2 Upon verifying the current ACP status for an individual, the EIP must:
- A. immediately notify ADES/AzEIP of the ACP participant
 - B. provide a copy of the ACP authorization card to ADES/AzEIP
 - C. ensure all team members are aware of the family's enrollment, unless the family specifically requests the client's ACP status not be shared, and requirement to maintain strict confidentiality of the child and family's address
 - D. follow the requirements for working with individuals in the ACP, which state that:
 - 1) at no time will an ACP's actual address be entered into the ADES data system(s) or any other data systems or be included in the child's record.
 - 2) 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 ADES/AzEIP office for assistance.
 - 3) the substitute address shall be used in all child records (paper and electronic).