IMPORTANT NOTICE ABOUT A MAILING ADDRESS

You must have a mailing address so the Department of Public Social Services (DPSS) and other agencies can send you mail.

**PURPOSE OF THIS FORM:** This form is to be used if you are homeless. It asks you for a mailing address. If you do not have one, you may use a DPSS District Office. The form includes information about what you agree to if you use a DPSS District Office for your mailing address.

1. Are you homeless?  
   - Yes
   - No

   You do not need to fill out this form.

2. Tell us who you are:  
   LAST NAME  
   FIRST NAME  
   CASE NUMBER

3. You must have a mailing address so DPSS and other agencies can send you mail. Do you want to have your mail sent to a DPSS Office?  
   - Yes
   - No

Which DPSS Office would you like to use as your mailing address:

(Stop)

What is your Mailing address?

STREET ADDRESS

APARTMENT/SUITE/OTHER

CITY  STATE  ZIP CODE

(Stop)

4. Initial beside each item to show that you understand and agree.

   ___ You can use a DPSS Office as your mailing address while you are homeless and you are getting at least one of these benefits:
   - CalWORKs/Refugee Cash Assistance (RCA).
   - General Relief (GR)
   - CalFresh.
   - Cash Assistance Program for Immigrants (CAPI).
   - Medi-Cal benefits.

   ___ All DPSS-related mail will be sent to the DPSS Office you selected. This may include:
   - An Electronic Benefit Transfer (EBT) card.
   - Semi-Annual Report (SAR 7) and/or Quarterly Report (QR 7-LA) that you need to fill out and return.
   - Notices of Action.
   - Appointment Letters.
   - Employment Development Department Notices.
   - Mail from agencies listed on the “Homeless Mail – Acceptable Agency Listing” in this form.

   ___ You can only use the DPSS Office as your mailing address for DPSS-related mail. Private mail that is not from DPSS or one of the agencies listed at the bottom of this form will not be accepted.

   ___ Mail from DPSS will not be sent by the United States Postal Service.

   ___ Many important notices from DPSS are kept in an electronic format. These will be printed at the DPSS Office and given to you.
5. Initial beside each item to show that you understand and agree that:
   ___ You can view and print notices from DPSS by visiting the Your Benefits Now (YBN) website at https://www.dpssbenefits.lacounty.gov. Note that:
      • General Relief Opportunities for Work [GROW] notices are not available on YBN now. These will be printed at the DPSS Office for you.
      • Other DPSS-related mail, such as appointment letters and forms, are not available on YBN.
      • DPSS will not pay for any personal equipment/device or internet service to access the YBN website.
   ___ At least once a week you must either:
      • Pick up your mail at the DPSS Office or your mailing address.
      • OR - View your notices through YBN.
   ___ If you fail to comply with a requirement because you did not pick-up or view my mail on YBN weekly:
      • Your aid may be stopped.
      • If you receive General Relief (GR), you may become ineligible for a period of time.
   ___ In the months of __________, __________, __________ and ____________, you must complete and turn in a SAR 7 and/or QR 7-LA.
      • On the 1st workday of each of these months, you must pick-up the form.
      • You must complete and turn the form in by the 5th day of each of these months.
   ___ After you move into a residence*:
      • Within 5 days, you must notify your GR Worker.
      • Within 10 days, you must notify your CalWORKs/RCA/CalFresh/Medi-Cal Eligibility Worker.
      • Your DPSS-related mail will be sent to your residence. You cannot use the DPSS Office as your mailing address after you have a residence.
      • A residence may be a hotel room, a room in a house, an apartment, a house, a mobile home, etc.
   ___ If you move into a residence, you must tell your DPSS Worker about your new rent and utility costs. If you do not do this:
      • You will not be allowed a shelter deduction.
      • Your CalFresh benefits may be reduced.

By signing here, I confirm that I have had the chance to review and understand this form.

__________________________________________
SIGNATURE

__________________________________________
DATE
HOMELESS MAIL - ACCEPTABLE AGENCY LISTING

If you are homeless, you can use the DPSS Office as a mailing address for DPSS-related mail. DPSS Offices will accept mail from the agencies listed below:

- All City/County Housing Authority Agencies
- Veterans' Administration/Dept. of Veterans' Affairs
- California Department of Motor Vehicles
- Social Security Administration for Children
- Crystal Stairs
- Drew Child Development Corporation
- International Institute of Los Angeles
- Los Angeles County Auditor-Controller
- Los Angeles County Department of Mental Health
- Los Angeles County Registrar & Recorder
- Los Angeles County Department Public Health
- Los Angeles County Department of Community and Senior Services
- Los Angeles County Department of Children and Family Services
- District Attorney's Office (all counties)
- CA Employment Development Division (EDD)
- All School Districts
- Health Care Agencies
- State Hearings Division
- Resource and Referral/Alternative Payment Program (R&R/APP) Agencies:
  - Child Care Resource Center
  - City of Norwalk
  - Connections for Children
  - Crystal Stairs
  - Drew Child Development Corporation
  - International Institute of Los Angeles
  - Mexican-American Opportunity Foundation
  - Options
  - Pathways
  - Pomona Unified School District

DPSS OFFICE LOCATIONS

Glendale 02  
4680 San Fernando Rd.  
Glendale, CA 91204

Pasadena 03  
955 N. Lake Ave.  
Pasadena, CA 91104

El-Monte 04  
3350 Aerojet Ave.  
El Monte, CA 91731

Belvedere 05  
5445 Whittier Blvd.  
Los Angeles, CA 90022

Cudahy 06  
8130S. Atlantic Ave.  
Cudahy, CA 90201

South Special 07  
17600 B Santa Fe Ave.  
East Rancho Dominguez, CA 90221

Southwest Special 08  
1819 Charlie Sifford Dr.  
Los Angeles, CA 90047

Wilshire 10  
2415 W. 6th St.  
Los Angeles, CA 90057

East Valley 11  
7555 Van Nuys Blvd.  
Van Nuys, CA 91405

Exposition Park 12  
3833 S. Vermont Ave.  
Los Angeles, CA 90037

Metro Family 13  
2615 S. Grand Ave.  
Los Angeles, CA 90007

Civic Center 14  
813 E. Fourth Place  
Los Angeles, CA 90013

Metro East 15  
2855 E. Olympic Blvd.  
Los Angeles, CA 90023

Florence 17  
1740 E. Gage Ave.  
Los Angeles, CA 90001

San Gabriel Valley 20  
3352 Aerojet Ave.  
El Monte, CA 91731

Compton 26  
211 E. Alondra Blvd.  
Compton, CA 90220

South Central 27  
10728 S. Central Ave.  
Los Angeles, CA 90059

South Family 31  
17600 A Santa Fe Ave.  
East Rancho Dominguez, CA 90221

San Fernando Sub Office 32  
9188 Glenoaks Blvd.  
Sun Valley, CA 91352

Lancaster 34  
349-B East Ave. K-6  
Lancaster, CA 93535

Pomona 36  
2040 W. Holt Ave.  
Pomona, CA 91768

Metro North 38  
2601 Wilshire Blvd.  
Los Angeles, CA 90057

Norwalk 40  
12727 Norwalk Blvd.  
Norwalk, CA 90650

Santa Clarita 51  
27233 Camp Plenty Rd.  
Canyon Country, CA 91351

Rancho Park 60  
11110 W. Pico Blvd.  
Los Angeles, CA 90064

Paramount 62  
2961 E. Victoria St.  
Rancho Dominguez, CA 90221

Lincoln Heights 66  
4077 N. Mission Rd.  
Los Angeles, CA 90032

Lancaster GR Office 67  
337 East Ave. K-10  
Lancaster, CA 93535

Metro Special 70  
2707 S. Grand Ave.  
Los Angeles, CA 90007

Medi-Cal LTC 80  
17171 E. Gale Ave.  
City of Industry, CA 91745

West Valley 82  
21415-21615 Plummer St.  
Chatsworth, CA 91311

Southwest Family 83  
8300 S. Vermont Ave.  
Los Angeles, CA 90044