

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:

DPSS OFFICE NAME*

*See the bottom of this form for a list of District Offices

What is your Mailing address?

STREET ADDRESS

APARTMENT/SUITE/OTHER

CITY STATE ZIP CODE

(Go to #5 on the next page)

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.	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 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