



**State of Florida
Department of Children and Families**

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: September 14, 2012 **TRANSMITTAL NO.:** I – 12-09-0019
TO: Economic Self-Sufficiency Operations Managers
Economic Self-Sufficiency Program Offices
FROM: Lawayne E. Salter, Chief, Program Policy (**Signature on File**)
SUBJECT: Rescinding of Address Reporting Requirements Transmittal
EFFECTIVE: Upon Receipt

This memorandum is to inform staff that we are rescinding Transmittal I-12-08-0018, "Change of Address Reporting Requirement" effective immediately. Until further notice, refer to Transmittal P-05-07-0018, "Returned Mail Policy" for guidance on how to process mail returned by the U. S. Postal Service (USPS) as undeliverable, for all programs.

The Department will continue to seek ways to increase the integrity and efficiency of our process. By centralizing the collection of undeliverable mail in one location, we intend to better manage this issue and increase efficiency at other offices. We will continue to work with all of our state and local partners to ensure that qualified Floridians receive benefits promptly and efficiently.

If there are policy questions, Region offices may contact Connie Mathers at (850) 717-4121 or Carrie Sheffield at (850) 717-4138.

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