

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



January 31, 2006

LCSA LETTER: 06-03

ALL IV-D DIRECTORS

Reason for this Transmittal

- State Law or Regulation Change
- Federal Law or Regulation Change
- Court Order or Settlement Change
- Clarification requested by One or More Counties
- Initiated by DCSS

SUBJECT: PROVIDING RETURN ENVELOPES WITH ADDRESS VERIFICATION REQUESTS TO THE UNITED STATES POSTAL SERVICE

Some counties have recently questioned the requirement to provide a return envelope when sending a request for address verification to the United States Postal Service. The purpose of this letter is to provide background and clarification on this process, as well as to provide a new form letter designed to assist those local child support agencies (LCSAs) that may now require a change to their current local business practice.

Title 39, Code of Federal Regulations, Section 265.6 requires the postal service to provide address verification information at the request of Federal, State, and local government agencies upon written certification that the information is required for the performance of the agency's duties.

Pursuant to the Freedom of Information Act (FOIA), if the requester is a government agency, the request must be on letterhead and it must be for official purposes. Signatures on those requests may be preprinted, rubber stamped or electronically prepared and letterheads may be computerized. Duplicate envelopes or self-addressed stamped envelopes are not required.

Postal Bulletin #22018, dated February 24, 2000, restates the requirements for disclosing change of address and boxholder information when requested by a government agency. The language in this postal bulletin is consistent with the FOIA procedures.

The Department of Child Support Services (DCSS) has contacted the appropriate California postal official to request this information be disseminated to the various post offices throughout the state reminding their employees that government agencies are exempt from the requirement to provide return envelopes.

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Initially, there will be some local post offices returning address verification requests unprocessed, as they have become accustomed to receiving a return envelope along with the verification request. To assist with this change to the local business process, DCSS is including with this letter, a form letter, currently in use by some of the LCSAs. This new form letter may be used when a request has been returned unprocessed and now needs to be re-sent to a local postal agency. The form letter reminds the postal employees that government agencies are exempt from the requirement to furnish return envelopes.

Until these forms are available on the consortia systems, the LCSAs may use the attached version of the form effective immediately. LCSAs will be notified by their consortia system representative when the new form becomes available on the consortia systems.

If you have any questions or concerns regarding this matter, please contact Lindsay Farris with the Policy Branch at (916) 464-5055.

Sincerely,

o/s/ VICTOR REA

KAREN ECHEVERRIA
Acting Deputy Director
Child Support Services Division

cc: Outreach Coordinators

Enclosure

DATE_CURRENT

U.S. Postal Service
ATTN: Postmaster
[ADDRESS_LINE_1]
[ADDRESS_LINE_2]
[ADDRESS_LINE_3]

Dear Sir/Madam:

U.S. Postal Service policy and the Freedom of Information Act procedures exempt government agencies from the requirement to include either duplicate envelopes or self-addressed stamped envelopes when submitting address verification requests.

Please review U.S. Postal Service Postal Bulletin #22018, dated 2/24/2000, which states, "Signatures may be preprinted, rubber stamped or electronically prepared; letterheads may be computerized. Duplicate envelopes or self-addressed stamped envelopes are not required."

Pursuant to these procedures, we will continue to send address verification requests without return envelopes. Please process these requests as required.

Thank you for your assistance and cooperation.