Address Confidentiality Program

CSI School Expectations

# What is the Address Confidentiality Program (ACP)?

The Address Confidentiality Program (ACP) is a statewide program that provides survivors of domestic violence, sexual offenses, and/or stalking/harassment (in some cases, this may include bullying) with a legal substitute address for interacting with all state and local government agencies. Reproductive healthcare workers are also eligible to enroll in the program. The purpose of the ACP is to reduce the risk of future harm.

For mail, anything that is sent to the participants arrives at the ACP main address, ACP sorts the mail by household and resends the mail to the participants’ actual address.

# What do I need to do for those participating in ACP?

**Schools are required to accept the substitute address as the participant’s legal address.** All internal and external student records should reflect only this address. All ACP participants, including children, are issued an authorization card showing their assigned substitute address. Participants must provide this card when requesting the use of their substitute address.

**Schools are required to keep the participant’s information confidential.** No staff member should have access (or provide) to any other address or identifying location information.

**Schools should consider the impact of ACP participation on other, potentially related program areas or processes.** For example:

* Implications to a student’s information being included in the Student Directory or Yearbook and a student’s information being included in media.
* Implications of deadlines for completing and returning forms by mail.
* A student’s eligibility for McKinney Vento Homeless Assistance based on housing situation.

# What do I need to do for those that may qualify for ACP?

**Those who may qualify for ACP should be connected with ACP Applicant Assistant and/or ACP application centers.** Applicant Assistants can be found on the [Application Center webpage](https://dcs.colorado.gov/acp/enroll-in-the-acp/application-center-locations). Details about the eligibility requirements and enrolment process can be accessed on the [Enrolling in the ACP webpage](https://dcs.colorado.gov/acp/enrolling-in-the-acp).

# Where can I go for additional information?

[Colorado Address Confidentiality Program](https://dcs.colorado.gov/acp)

[Address Confidentiality Program School Guide](https://drive.google.com/file/d/1371LJpAdjF3eD3GAMj0PGF1VLIMi8k5E/view)