

STATE OF CALIFORNIA

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Date: March 2, 2000

PERSONNEL LETTER # 00-004

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: CALIFORNIA CONFIDENTIAL ADDRESS PROGRAM (CalCAP)

Recently, the Secretary of State's Office implemented the California Confidential Address Program (CalCAP) as a result of requirements in Senate Bill 489 (Chapter 1005, Statutes of 1998). CalCAP is a no cost mail forwarding service designed to provide address protection for victims of domestic violence.

To participate in the program, a victim of domestic violence must complete the application process through the Secretary of State's Office. Once enrolled in the program, the participant receives a substitute address and a 4-digit Identification (ID) Number from the Secretary of State for use in business transactions requiring a residence or mailing address. Whenever mail is delivered to the CalCAP substitute address, the Secretary of State's Office immediately forwards the mail to the participant's confidential address.

An employee new to state service or a current employee may become a participant in CalCAP. Any employee who is a participant may wish to have the substitute address reflected on her/his Employment History record. The employee can do so by entering the substitute address on the Form STD. 686, Employee Action Request (EAR), or the Form STD. 457, Student Payroll Action Request (SPAR). Departments and campuses shall key enter the substitute address using the normal key entry procedures for the EAR/SPAR address data field.

Some employees may enter the above mentioned 4-digit ID number on the EAR or SPAR form. The 4-digit ID number is not required to be printed on the mail sent to the substitute address. As a result, DO NOT key enter the 4-digit ID number if it is completed on the EAR or SPAR form.

Participation in CalCAP is sensitive and highly confidential. Departments and campuses are strongly encouraged to use extreme care to maintain the confidentiality of the employees participating in the program.

For further information regarding CalCAP, please contact the Secretary of State's Office at (916) 653-1769 or access their website at <http://www.ss.ca.gov/>.

RZ:LMC/PMAB