

Your Role as an Enrolling Agency

As an Enrolling Agency for “Safe at Home” your role is most important to ensure that all eligible persons in reproductive health care services are provided the opportunity to participate in the program and that they fully understand how it works.

The “Safe at Home” confidential address program is a mail forwarding service **only** and not a witness protection program. It is designed to protect the participants’ home, work, or school address location from public records access through the use of a substitute address, which is used to conceal their actual whereabouts. “Safe at Home” should be considered when an additional safety component is needed to prevent future acts of harassment, threats or acts of violence by moving or relocating to a place unknown to the perpetrators..

Once it is determined that “Safe at Home” should be part of a person’s safety plan, your staff person must then determine if the person qualifies for enrollment by asking the following questions. If the person responds “**no**” to any question, they are ineligible.

1. Do you live in California?
2. If you are a **provider or employee** of a health care services facility, can you provide documentation that you are employed or will be employed?
3. If you are a **volunteer** of a health care services facility, can you provide documentation showing your volunteer status and length of time you have committed to volunteer at the facility?
4. Are you (**providers, employees, volunteers only**) able to submit the appropriate fee once your application is completed?
5. If you are a **patient** who has received services relating to the termination of a pregnancy, can you provide a police, court, or other government record/file to show you have registered a complaint of alleged threats or acts of violence while receiving services at a reproductive health care facility?

Important Points to Emphasize

Before you begin assisting qualified applicants with the enrollment process, please emphasize:



- ☞ Application and program forms must be completed **in person** at the enrolling reproductive health care services facility.
- ☞ Their minor children should or family members living in the same household should be enrolled at the same time. Applicant may complete forms for their children.
- ☞ Only participants in the Safe at Home program may use the post office box assigned by the Secretary of State.
- ☞ Participant mail may be delayed 2 to 3 days since it is being forwarded from Sacramento to their physical address - which becomes confidential.
- ☞ Participant **must** accept all mail documents forwarded. Returned mail may result in program cancellation.
- ☞ Participant’s authorization ID number must be included on all mail.

Step-by-Step Enrolling Procedures

Please check your agency enrollment packet. It should contain application forms, authorization ID signature forms, confidential affidavit of registration cards, envelopes and brochures.

1. Give applicant one copy of the application form, **TWO** copies of the authorization ID card form and one yellow voter registration card, if they are a US citizen and desire to vote.
2. Make sure the application materials are filled out completely, including zip codes and telephone numbers — we **MUST** have a phone number! And voter registration card must include a residence/street address (for ballot purposes).
3. Review the checklist items with the applicant to make sure they understand how the program works.
4. After reviewing the application material, the staff person must sign and date the application form.
5. Send all completed, **original (no xerox copies)** application materials to “Safe at Home”. Be sure the qualifying documentation is included.

Definite "No No's"

-  **Do not** give application materials to anyone to take home or mail back to the Safe at Home office. You may give them a copy of the program brochure.
-  **Do not** acknowledge anyone's participation in the program or give out any information. Call the Safe at Home Program Manager if such requests are received.

If your agency needs additional application material please contact us:

MAIL 

Safe at Home
P.O. Box 846
Sacramento, CA 95812-0846

PHONE 

1-877-322-5227

EMAIL 

safeathome@sos.ca.gov

Enrolling Agency Guide

Reproductive Health Care Services



Secretary of State
DEBRA BOWEN