

**Lake County ADAMHS Board  
POLICY AND PROCEDURE**

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|------------------------|----------------------------------|
| Policy #: 04-03-07     | Subject: Residency Determination |
| Standard #: I-A.5      | Effective Date: 09/18/06         |
| Board Motion #: 07-015 |                                  |

The Lake County ADAMHS Board (Board) shall follow the “Guidelines and Operating Principles for Residency Determination in MACSIS among CMH/ADAMH Boards”. At the time of enrollment, an out-of-county agency must submit a residency verification form with the enrollment form to prove they are a Lake County resident.

The residency of a Lake County client is determined at the time of enrollment by a Lake County address. If the client’s address is listed as homeless, they are enrolled in Lake County with “homeless” entered on the street address line and the city in which the client is homeless on the city line.

When enrolling a client, if an address is doubtful whether or not it is Lake County, the Member Services Coordinator will verify the address by going on the internet to [www.usps.gov/ncsc/lookups/lookup\\_zip+4.html](http://www.usps.gov/ncsc/lookups/lookup_zip+4.html). When the street address and zip code is entered, it will enable the Member Services Coordinator to view which county the address is in.

The only out-of-county residents that will be enrolled into the Lake County plan will be Jail Treatment clients. They will be enrolled for 45 days to complete the program as detailed in the Jail Treatment Program out-of-county enrollment policy dated July 6, 1999.