CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/D"

KASES Network Memo No. 17

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

FROM: Steven L. Blank, Director
Division of Child Support Enforcement

DATE: May 7, 1993

SUBJECT: Address Format for KASES

It is essential that addresses be correctly loaded on KASES. A large amount of mail has been returned following mass mailing due to incorrectly loaded addresses. For example, an extremely high number of Annual Notices of Collections for 1992 were returned because of this problem.

To avoid future problems, workers are to refer to Section 5.000, Case Management, Subsection 5.040, Address Maintenance, in the KASES Handbook for procedures for entering addresses on KASES. We are also issuing the following clarifications as to how address information is to be entered into the system.

1. Abbreviations for street designators must follow the accepted postal regulations. Refer to Appendix 2 for examples.

2. Use abbreviations for geographic directions unless a direction is at the end of a street's name. Enter a space between each abbreviation or word in a street's name. For example:

   N LINCOLN PARK WEST
   E SOUTH ST
   N EASTERN PKWY

3. Do not abbreviate city names or words in city names. Write out fort, mount, point, fork, park or port. Enter a space between each word. Examples are:

   FORT KNOX
   MOUNT VERNON
   PORT ROYAL
   HOPKINSVILLE
   ELIZABETHTOWN
   OWENSBORO

4. Addresses with Post Office Box numbers, apartment names, and building numbers must be entered with the following abbreviations. Spaces must be entered between the letters, numbers, words, and abbreviations. Examples are:

   P O BOX 100
   RACQUET CLUB APTS
   BLDG 26

   Addresses with Rural Route numbers must have the words Rural Route spelled out. Example:

   RURAL ROUTE 4

5. The state in which the participant lives is to be abbreviated using the two-letter state abbreviations. Refer to Appendix 1 for the two-letter state abbreviations.

This KASES Network Memo is to be cross-referenced with Section 5.000, Case Management, Subsection 5.040, Address Maintenance, in the KASES Handbook and KASES Network Memo No. 8.

DCSE STAFF AND CONTRACTING OFFICIALS WHO HAVE NOT IMPLEMENTED KASES ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

Attachments: 2

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
IV-D Agents - Compliance Analysts

TWO-LETTER STATE AND POSSESSION ABBREVIATIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
American Samoa	AS	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau Islands	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

ABBREVIATIONS FOR STREET DESIGNATORS

Alley--------ALY
Annex--------ANX
Arcade-------ARC
Avenue-------AVE
Bayou--------BYU
Beach--------BCH
Bend---------BND
Bluff--------BLF
Bottom-------BTM
Boulevard----BLVD
Branch-------BR
Bridge-------BRG
Brook--------BRK
Burg---------BG
Bypass-------BYP
Camp---------CP
Canyon-------CYN
Cape---------CPE
Causeway-----CSWY
Center-------CTR
Circle-------CIR
Cliffs-------CLFS
Club---------CLB
Corner-------COR
Corners------CORS
Course-------CRSE
Court--------CT
Courts-------CTS
Cove---------CV
Creek--------CRK
Crescent-----CRES
Crossing-----XING
Dale---------DL
Dam----------DM
Divide-------DV
Drive--------DR
Estates------EST
Expressway---EXPY
Extension----EXT
Fall---------FALL
Falls--------FLS
Ferry--------FRY
Field--------FLD
Fields-------FLDS
Flats--------FLT
Ford---------FRD
Forest-------FRST
Forge--------FRG
Fork--------FRK
Forks-------FRKS
Fort--------FT
Freeway-----FWY
Gardens-----GDNS
Gateway-----GTWY
Glen--------GLN
Green-------GRN
Grove-------GRV
Harbor------HBR
Haven-------HVN
Heights-----HTS
Highway-----HWY
Hill--------HL
Hills-------HLS
Hollow------HOLW
Inlet-------INLT
Island------IS
Islands-----ISS
Isle--------ISLE
Junction----JCT
Key---------KY
Knolls------KNLS
Lake--------LK
Lakes-------LKS
Landing-----LNDG
Lane--------LN
Light-------LGT
Loaf--------LF
Locks-------LCKS
Lodge-------LDG
Loop--------LOOP
Mall--------MALL
Manor-------MNR
Meadows-----MDWS
Mill--------ML
Mills-------MLS
Mission-----MSN
Mount-------MT
Mountain----MTN
Neck--------NCK
Orchard-----ORCH
Oval--------OVAL
Park--------PARK
Parkway-----PKY
Pass--------PASS
Path--------PATH
Pike--------PIKE
Pines-------PNES
Place-------PL
Plain-------PLN
Plains------PLNS
Plaza-------PLZ
Point-------PT
Port--------PRT
Prairie-----PR
Radial------RADL
Ranch-------RNCH
Rapids------RPDS
Rest--------RST
Ridge-------RDG
River-------RIV
Road--------RD
Row---------ROW
Run---------RUN
Shoal-------SHL
Shoals------SHLS
Shore-------SHR
Shores------SHRS
Spring------SPG
Springs-----SPGS
Spur--------SPUR
Square------SQ
Station-----STA
Stravenue---STRA
Stream------STRM
Street------ST
Summit------SMT
Terrace-----TER
Trace-------TRCE
Track-------TRAK
Trafficway--TRFY
Trail-------TRL
Trailer-----TRLR
Tunnel------TUNL
Turnpike----TPKE
Union-------UN
Valley------VLY
Viaduct-----VIA
View--------VW
Village-----VLG
Ville-------VL
Vista-------VIS
Walk--------WALK
Way---------WAY
Wells-------WLS