

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: April 2022

Last Reviewed: April 2019

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3I

SUBJECT: MAIL GUIDELINES

Approved by: Executive Council

Effective Date: 04/23/07

Date(s) of Revision: 04/23/07; 07/20/09; 08/03/09; Mar 24, 2014; Mar 14, 2017; Apr 2, 2019

Responsible for Implementation: All Staff

FCCS maintains a procedure for pick up and delivery of agency mail.

Procedures:

- 1) **Seal or tape** all mail in envelopes to prevent loss of the contents.
- 2) For internal mail, list the **name, department and location of the recipient** as well as the **name and location of the sender** on the front of the envelope.
- 3) For U.S. Mail, the **return address for all mail must be 855 W. Mound Street**, regardless of the office it comes from. The **department of the sender must also be listed** with the return address to assist in returning undeliverable mail.
- 4) **Agency mail deliveries** are made to all agency offices. All mail is received and processed at 855 W. Mound Street. Mail is delivered daily to the following locations:
 - a) 855
 - b) 4071
 - c) 1919
 - d) 373 S. High St.

- e) United States Postal Office
- f) Center for Family Safety and Healing (formerly the CAC) – 655 E. Livingston Ave.

5) Mail addressed to the Courthouse Complex, including agency liaisons, should include the following:

- a) Name of the Addressee
- b) Address
- c) Department Name
- d) Floor Number

6) The following managed care providers pick their mail up once a day at 4071:

- a) NYAP
- b) PFSN

7) **Personal mail** intended for the U.S. Mail system should not be sent through agency inter-office mail. Staff should not send or have delivered **personal packages** from or to agency offices.