



Mail Return Service Requested

EAP Service Providers must send the letter requesting information about a household move using a postal service that will result in the Service Provider receiving information that the household has moved and, if available, the new address. At a minimum, use Return Service Requested. First class postage is required for this service.

Service Providers may also wish to send award letters, applications and other EAP correspondence in envelopes marked with **Return Service Requested** using first class postage. The U.S. Postal Service will not forward envelopes marked **Return Service Requested** but will return it with the new address, if available. This information will notify the Service Provider of a household’s move so they may begin the process of finding the household or deobligating the funds. Using this service will help the Service Provider determine the number of households who move during a given program year.

In order to use this service, the Service Provider must send letters or other correspondence **first class**. The envelopes must contain the following statement placed in one of four positions:

1. Directly below the return address, or
2. Directly above the delivery address area, or
3. Directly to the left of the postage area and below any rate marking, or
4. Directly below the postage area and below any rate marking.

The Service Provider’s name and return address must be in the upper left corner of the address side of the envelope and **Return Service Requested** must read the same direction as the Service Provider and delivery address. This statement must be in print no smaller than 8 point and stand out clearly from the background. There must be at least ¼ inch clear space around **Return Service Requested**.

Example of information placement on the envelope:

North Pines CAC 516 E. River Road Anytown, MN 55555	RETURN SERVICE REQUESTED³	First-Class Mail U.S. Postage Paid Permit No. 1
RETURN SERVICE REQUESTED¹	RETURN SERVICE REQUESTED⁴	
	RETURN SERVICE REQUESTED²	
	John Doe 10 Elm St. Anytown, MN 55555	