

**MCO RECIPIENT ADDRESS CHANGE FORM**

**(PAC)**

**INSTRUCTIONS FOR MCOS**

1. The MCO representative should complete this form when the MCO receives information that a recipient has changed his address.
2. All sections of the form must be completed by the MCO representative who will be the contact for DHMH.
3. Make sure the information on the person who reported the address change is completely filled in.
4. The PAC Program will compare the information with the PAC Eligibility Information System and MMIS. If the PAC Eligibility Information System and MMIS are showing the same information, nothing further needs to be done.
5. If the PAC Eligibility Information System has the reported address and MMIS does not, the PAC Program will update MMIS.
6. If neither MMIS nor the PAC Eligibility Information System are showing the reported information, the PAC Program will research further and verify if the reported information is correct. Once the address is verified, the PAC Program will update both the PAC Eligibility Information System and MMIS.

Mail forms to: PAC Eligibility Services Division  
P.O. Box 386  
Baltimore, Maryland 21203-0386  
Phone: 410-767-3980