



United Way of
Greater Kansas City
unitedwaygkc.org

Guidance on United Way Zip Code Demographic Data Reporting

Shelter Programs	Treatment Programs	Foster Care Programs	Group Homes	Temporary or Transitional Housing Programs
Use the zip code of the participant's last permanent home, if known.	Report the client's current home address if they have one, whether permanent or temporary.	Use the zip code for the child's last known permanent address, before they entered foster care.	Use the address of the group home, if it is a permanent home.	Use the participant's last known permanent address.
If this is unknown or too difficult to extract, use the zip code of the participant's last temporary home, if known.	If this is unknown or too difficult to extract, use the zip code of the treatment program's location.	If this is unknown or too difficult to extract, use the current address of the child's foster care placement.	If the group home is a temporary residence, report the last known permanent address.	If unknown or unable to be extracted easily, use the participant's current/temporary address.
If this is unknown or too difficult to extract, use the zip code of the shelter's location.		If the program provides temporary shelter to children in foster care and the last permanent address is not known, use the zip code of the shelter's location.	If this is unknown, use the address of the group home.	
<p>Note to programs serving homeless people: If participants served by the program are homeless and living "on the street", and the program does not provide housing or shelter, please provide data on the zip code in which clients are served (even if the figures are estimated).</p>				
<p>Note regarding programs where certain clients zip code data is unknown: report the data in the "unknown" row of the zip code reporting form.</p>				