



FAMILY INDEPENDENCE ADMINISTRATION


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Policies, Procedures, and Training




POLICY BULLETIN #10-104-OPE

NEW ENTRANCE TO THE EAST RIVER JOB CENTER (37) AND QUEENS CENTER (F53)

Date: October 5, 2010	Subtopic: Mailing
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center and Non Cash Assistance (NCA) Food Stamp (FS) Center staff that the entrance to the East River Job Center (37) and the Queens Center (F53) has changed. It is informational for all other staff.</p> <p>Both Centers are still located at 32-20 Northern Boulevard, Long Island City, NY 11101. However, effective immediately, applicants/participants must now enter the building at One Honeywell Street.</p> <p>Two notices have been created to inform participants of this change. Management Information Systems (MIS) will mail the Important Information About a New Entrance to the East River Job Center (EXP-86J) and Important Information About a New Entrance to the Queens Center (EXP-86K) forms to all households whose cases are active at the East River Job Center or the Queens Center.</p> <p>The EXP-86J includes the following information:</p> <ul style="list-style-type: none"> • The address of the new entrance to the East River Job Center, • Directions to the East River Job Center, and • The telephone number of the East River Job Center. <p>The EXP-86K includes the following information:</p> <ul style="list-style-type: none"> • The address of the new entrance to the Queens Center, • Directions to the Queens Center, and • The telephone number of the Queens Center. <p>Samples of the forms are attached.</p> <p><i>Effective Immediately</i></p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

 Please use Print on Demand to obtain copies of forms.

Attachments:

EXP- 86J

Important Information About a New Entrance to the East River Job Center

EXP- 86K

Important Information About a New Entrance to the Queens Center

Important Information About a New Entrance to the East River Job Center

This is not an appointment notice.

The East River Job Center (37) has a new entrance. Effective immediately, please enter the building at **One Honeywell Street, Long Island City, NY 11101**

SAMPLE

The directions to the Center remain the same:

By Train: R to 36th Street or N or Q to 39th Avenue

By Bus: Q 101 to 39th Avenue at Northern Boulevard

Should you need to contact the East River Job Center, please call **(718) 752-7001**.

(Vea al Dorso)

Información Importante Sobre la Nueva Entrada al Centro de Trabajo de East River

El presente no es un aviso de cita.

El Centro de Trabajo de East River (37) tiene una nueva entrada. A partir de ahora, favor de entrar al edificio por **One Honeywell Street, Long Island City, NY 11101**.

SAMPLE

Las indicaciones de viaje al Centro siguen las mismas:

Por Tren: tren R a 36 Street, o el N o Q a 39th Avenue.

Por Autobús: Q 101 a 39th Avenue en Northern Boulevard

En caso de que necesite comunicarse con el Centro de Trabajo de East River, favor de llamar al **(718) 752-7001**.

(See Reverse)

**Important Information About a
New Entrance to the Queens Non Cash Assistance
Food Stamp (NCA FS) Center**

This is not an appointment notice.

SAMPLE

The Queens Non Cash Assistance Food Stamp (NCA FS) Center (**F53**) has a new entrance. Effective immediately, please enter the building at **One Honeywell Street, Long Island City, NY 11101**.

The directions to the Center remain the same:

By Train: R to 36th Street or N or Q to 39th Avenue

By Bus: Q 101 to 39th Avenue at Northern Boulevard

Should you need to contact the Queens Center, please call **(718) 784-6315**.

(Vea al Dorso)

**Información Importante Sobre la
Nueva Entrada al Centro de No Asistencia en Efectivo
de Cupones para Alimentos (NCA FS) de Queens**

El presente no es un aviso de cita.

El Centro de No Asistencia en Efectivo de Cupones para Alimentos (NCA FS) de Queens (**F53**) tiene una nueva entrada. A partir de ahora, favor de entrar al edificio por **One Honeywell Street, Long Island City, NY 11101**.

Las indicaciones de viaje al Centro siguen las mismas:

Por Tren: tren R a **36 Street**, o el N o Q a **39th Avenue**.

Por Autobús: Q 101 a **39th Avenue** en **Northern Boulevard**

En caso de que necesite comunicarse con el Centro de Queens, favor de llamar al **(718) 784-6315**.

(See Reverse)