



FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #13-43-OPE

BATCH CANCELLATION NOTICE

Date: May 1, 2013	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>This policy bulletin announces the release of the Batch Cancellation Notice (FIA-1094d) only for use by MIS. The policy bulletin is informational for all other staff.</p> <p>The FIA-1094d will be used to notify applicants/participants that a batch notice sent by MIS to applicants/participants was in error. The FIA-1094d informs the applicant/participant that the appointment has been cancelled and a new appointment will be scheduled at a future date.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>FIA-1094d Batch Cancellation Notice</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

FIA-1094d (E-S) 05/1/2013

Date: _____

Case Number: _____

Case Name: _____

Batch Cancellation Notice

The Human Resources Administration (HRA) recently sent you a notice on _____ to schedule an appointment for _____ at _____. The notice was sent out in error, so the appointment has been cancelled and another notice will be sent to you that indicates the date and location of the new appointment.

SAMPLE
Aviso de Cancelación de Tanda

La Administración de Recursos Humanos (HRA) le envió a usted recientemente un aviso el _____ para programar una cita para _____ en _____. El aviso se envió por error, de modo que la cita ha sido cancelada y otro aviso le será enviado indicando la fecha y el local de la nueva cita.