



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #07-39-SYS

INTRODUCTION OF THE STOP PAYMENTS MODULE USER MANUAL

Date: March 27, 2007	Subtopic(s): Stop Payment
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to introduce the Stop Payments Module User Manual to Job Center staff. The manual is designed to show:</p> <ul style="list-style-type: none">• Job Opportunity Specialist (JOS)/Workers how to electronically submit information regarding the stop payment of public assistance checks;• Unit Supervisors how to approve stop payment requests and submit them to Bureau of Reconciliation and Control (BORAC) Stop Payment Processors; <u>and</u>• BORAC Stop Payment Processors how to verify the information and submit the requests to the bank. <p>This policy bulletin serves as information for all other staff.</p> <p>The Stop Payment Module User Manual can be accessed through the FIAweb. The manual will also be distributed under separate cover.</p> <p><i>Effective Immediately</i></p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*