



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #04-161-OPE

SINGLE-COPY PAPER TADS

<p>Date: September 14, 2004</p>	<p>Subtopic(s): TAD</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform staff in Job Centers and Non-Public Assistance Food Stamp (NPA FS) Centers that the multipart paper Turnaround Document (TAD) (Form LDSS-3517) has been replaced with a single-copy paper TAD. Staff must load the current WMS TAD printers with the single-copy paper TAD.</p> <p>A copy of the TAD is no longer needed in the case record. Staff must forward the original, printed single-copy paper TAD to the Control Unit, where the TAD is processed and filed according to current procedure.</p> <p>Locations will receive the new single-copy paper TADs upon request when the local supply of the multipart paper TADs is depleted.</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*