



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-66-OPE

MAILING REGARDING THE TEMPORARY RELOCATION OF THE FAMILY SERVICES CALL CENTER BROOKLYN SATELLITE OFFICE

Date: June 17, 2008	Subtopic(s): MIS Mailing
<p> This procedure can now be accessed on the FIAweb.</p> <p> Please use Print on Demand to obtain copies of forms.</p>	<p>The purpose of this policy bulletin is to inform all Job Center staff that the Family Services Call Center (FSCC) Brooklyn satellite office located at 275 Bergen Street, Brooklyn, NY, 11217 will temporarily relocate to 98 Flatbush Avenue, Brooklyn, NY, 11217</p> <p>The FSCC Brooklyn satellite office is scheduled to move on July 11, 2008, and will begin operating at 98 Flatbush Avenue on July 14, 2008.</p> <p>In order to notify participants of the temporary relocation, the Family Independence Administration (FIA) is issuing a notice titled Important Information About Changes in Your Family Services Call Center (form EXP-84Y), which will be mailed by Management Information Systems (MIS) to all participants with active cases at the FSCC Brooklyn satellite office.</p> <p>A sample of the EXP-84Y is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>EXP-84Y Important Information About Changes in Your Family Services Call Center</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*

Date: _____
Case Number: _____
Case Name: _____

Important Information About Changes in Your Family Services Call Center

This is not an appointment notice.

The Family Services Call Center (FSCC) Brooklyn Satellite office located at 275 Bergen Street, Brooklyn, NY 11217, will temporarily relocate.

Effective July 14, 2008, the new temporary FSCC location will be **98 Flatbush Avenue, Brooklyn, NY 11217, 1st Floor**. Should you need to contact the FSCC, please call (718) 694-8647.

Directions to the Family Services Call Center's new location:

By Train: B, M, N, and R trains to Pacific Street;
D and Q trains to Atlantic Avenue; or
2, 3, 4, and 5 trains to Nevins Street

By Bus: B41, B45 or B67 to Flatbush Avenue and State Street,
or B63 to Atlantic Avenue and Flatbush Avenue

Información Importante Sobre Cambios en Su Centro de Llamadas de Servicios a la Familia

El presente no es un aviso de cita.

La oficina Satélite de Brooklyn del Centro de Llamadas de Servicios a la Familia (Family Services Call Center – FSCC) localizada en 275 Bergen Street, Brooklyn, NY 11217, se trasladará temporalmente.

A partir del 14 de julio del 2008, el nuevo local temporario de FSCC será en **98 Flatbush Avenue, Brooklyn, NY 11217, 1er piso**. En caso de que usted necesite comunicarse con el FSCC, favor de llamar al (718) 694-8647.

Indicaciones de viaje al nuevo local del FSCC:

En tren: B, M, N, y R hasta Pacific Street;
D y Q hasta Atlantic Avenue; o
2, 3, 4, y 5 hasta Nevins Street

En Bus: B41, B45 o B67 hasta Flatbush Avenue y State Street,
o B63 hasta Atlantic Avenue y Flatbush Avenue