



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #08-82-OPE

NEW ENTRANCE TO THE QUEENS JOB CENTER AND FAMILY SERVICES CALL CENTER

<p>Date: July 8, 2008</p>	<p>Subtopic(s): Mailing</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform all Job Center staff that the entrance to the Queens Job Center and Family Services Call Center Queens Satellite has changed.</p> <p>The Centers are still located at 33-28 Northern Boulevard in Long Island City, NY 11101. However, effective immediately, applicants/participants must now enter the building at 34-00 Northern Boulevard.</p> <p>Notices have been developed to inform participants with cases at these centers of the change. Forms EXP-84AA and EXP-84BB will be mailed by Management Information Systems (MIS) to all Cash Assistance (CA) households. Form EXP-84W has been obsoleted.</p> <p>Form EXP-84AA includes the following information:</p> <ul style="list-style-type: none"> • The address of the Job Center and the appropriate entrance • Directions to the Queens Job Center • The telephone number of the Queens Job Center <p>Form EXP-84BB includes:</p> <ul style="list-style-type: none"> • The appropriate entrance of the Family Services Call Center Queens Satellite (Center 17) • Directions to the Family Services Call Center Queens Satellite • The telephone number of the Family Services Call Center Queens Satellite <p>Center Directors must ensure that Form EXP-84W is removed from circulation and recycled.</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*

Effective Immediately

Attachments:

🖨 Please use Print on Demand to obtain copies of forms.

- EXP- 84AA** Important Information About a New Entrance to the Queens Job Center
- EXP-84BB** Important Information About a New Entrance to the Family Services Call Center Queens Satellite
- EXP-84W** Important Information About Changes in Your Job Center (Obsolete)

Important Information about a New Entrance to the Queens Job Center

This is not an appointment notice.

You recently received a notice that the Queens Job Center moved to 33-20 Northern Boulevard, Long Island City, New York 11101. We have changed the entrance for the Queens Job Center.

Effective immediately, please enter the building through the entrance at **34-00 Northern Blvd.**

The directions to the Queens Job Center remain the same:

By train: V or R train to 36th Street, Northern Boulevard.
The building is across the street from the train station.

By bus: 101 bus to Northern Boulevard.

Please note that this change does not affect the center hours of operation. The Queens Job Center business hours will remain the same, from **8:30 AM to 5:00 PM, Monday through Friday.**

Should you need to contact the Job Center, please call **718-784-5919** or **718-784- 5356.**

(Vea al dorso)

Información Importante Sobre la Nueva Entrada al Centro de Trabajo de Queens

La presente no es un aviso de cita.

Usted recibió recientemente un aviso de que el Centro de Trabajo de Queens se ha mudado a 33-20 Northern Boulevard, Long Island City, New York 11101. Hemos cambiado la entrada del edificio. De ahora en adelante, favor de entrar al Centro de Trabajo de Queens por la entrada en **34-00 Northern Boulevard**.

Indicaciones para llegar al nuevo local del Centro de Trabajo de Queens:

Por tren: trenes **V o R a 36th Street, Northern Boulevard.**

El edificio queda al otro lado de la calle de la estación de tren.

Por bus: bus **101** hasta Northern Boulevard.

Favor de notar que estos cambios no afectarán las horas de trabajo. Las horas laborables del Centro de Trabajo de Queens permanecerán las mismas, de **8:30 AM a 5:00 PM, de lunes a viernes.**

En caso de que necesite comunicarse con el Centro de Trabajo, favor de llamar al **718-784-5919** o **718-784-5356**.

(See reverse)

Date: _____
Case Number: _____
Case Name: _____

Important Information About a New Entrance to the Family Services Call Center Queens Satellite

This is not an appointment notice.

The Family Services Call Center (FSCC) Queens Satellite has a new entrance. Effective immediately, please enter the building at **34-00 Northern Boulevard Long Island City, New York 11101.**

The directions to the office remain the same.

By Train: V or R train to 36th Street, Northern Boulevard.

The building is across the street from the train station.

By Bus: 101 bus to Northern Boulevard.

Should you need to contact the Family Services Call Center Queens Satellite, please call (718) 610-2927.

(Vea al Dorso)

Información Importante Sobre una Nueva Entrada al Centro de Llamadas para Servicios Familiares del Satélite de Queens

El presente no es un aviso de cita.

SAMPLE

El Centro de Llamadas para Servicios Familiares del Satélite de Queens (Family Services Call Center – FSCC) tiene una nueva entrada. De ahora en adelante favor de entrar al edificio por **34-00 Northern Boulevard Long Island City New York 11101**.

Indicaciones de viaje a la oficina serán las mismas:

En tren: V o R a 36th Street, Northern Boulevard.

El edificio queda al otro lado de la calle de la estación de tren.

En Bus: 101 hasta Northern Boulevard.

En caso de que necesite comunicarse con El Centro de Llamadas para Servicios Familiares del Satélite de Queens , favor de llamar al (718) 610-2927.

(See Reverse)

Important Information About Changes in Your Job Center

This is not an appointment notice.

The **Queens Job Center** is scheduled to move to a new location at **33-28 Northern Boulevard, Long Island City, NY 11101**, on June 13, 2008, and will reopen to the public on June 16, 2008.

Directions to the Queens Job Center's location:

By train: V and R train to 36th Street, Northern Boulevard.
The building is across the street from the train station.

Please note that the Queens Job Center business hours will remain the same, from **8:30 AM to 5:00 PM, Monday through Friday.**

Should you need to contact the Job Center, please call **718-784-5919** or **718-784-5356**.

(Vea al dorso)

Información Importante Sobre Cambios en Su Centro de Trabajo

La presente no es un aviso de cita.

El **Centro de Trabajo de Queens** tiene programado mudarse a un nuevo local en **33-23 Northern Boulevard, Long Island City, NY 11101**, el 13 de junio, 2008, y reabrirá sus puertas al público el 15 de junio, 2008.

Indicaciones para llegar al nuevo local del Centro de Trabajo de Queens:

Por tren: trenes **V** y **R** a **36th Street, Northern Boulevard**.

El edificio queda al otro lado de la calle de la estación de tren.

Favor de notar que las horas laborables del Centro de Trabajo de Queens permanecerán las mismas, de **8:30 AM a 5:00 PM, de lunes a viernes**.

En caso de que necesite comunicarse con el Centro de Trabajo, favor de llamar al **718-784-5919** o **718-784-5356**.

(See reverse)