



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #10-96-OPE

NEW ENTRANCE TO THE RIDER JOB CENTER

Date: September 7, 2010	Subtopic: 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 entrance to the Rider Job Center has changed. It is informational for all other staff.</p> <p>The Rider Center is still located at 305 Rider Avenue, Bronx, NY 10451. However, effective immediately, applicants/participants must now enter the building at 300 Canal Place.</p> <p>A notice has been created to inform participants of this change. Management Information Systems (MIS) will mail the Important Information About a New Entrance to the Rider Job Center (EXP-86H) form to all households whose cases are active at the Rider Center.</p> <p>Form EXP-86H includes the following information:</p> <ul style="list-style-type: none"> • The address of the new entrance to the Rider Job Center, • Directions to the Rider Job Center, and • The telephone number of the Rider Job Center. <p>A sample of the form is attached.</p> <p><i>Effective Immediately</i></p> <p>Attachment:</p> <p>EXP- 86H Important Information About a New Entrance to the Rider Job 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 Fax* or fax to: (917) 639-0298

Date: _____
Case Number: _____
Case Name: _____

Important Information About a New Entrance to the Rider Job Center

This is not an appointment notice.

The Rider Job Center has a new entrance. Effective immediately, please enter the building at **300 Canal Place, Bronx, New York 10451.**

The directions to the Center remain the same:

SAMPLE

By Train: 4 or 5 train to 138th Street, Grand Concourse

By Bus: Bx1 or Bx32 bus to 140th Street

Should you need to contact the Rider Job Center, please call **(718) 742-3924.**

(Vea al Dorso)

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

El presente no es un aviso de cita.

El Centro de Trabajo de Rider tiene una nueva entrada. A partir de ahora, favor de entrar al edificio por **300 Canal Place, Bronx, New York 10451.**

Las indicaciones de viaje al Centro siguen las mismas:

Por Tren: tren 4 o 5 a 138th Street, Grand Concourse

Por Autobús: autobús Bx1 o Ex32 a 140th Street

En caso de que necesite comunicarse con el Centro de Trabajo de Rider, favor de llamar al **(718) 742-3924.**

(See Reverse)