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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 92 LCM-4

Date: January 6, 1992

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Availability of IM Publications in the Electronic Library
(ELIB)

ATTACHMENTS: None

As a result of a joint venture between the Divisions of Information Technology Management (ITM) and Income Maintenance (IM), we are pleased to announce the availability of the following IM publications in the Electronic Library (ELIB):

1. Public Assistance Source Book (PASB)
2. Food Stamp Source Book (FSSB)
3. Employment Manual (EM)
4. Automated Budgeting and Eligibility Logic (ABEL) Manual
5. Home Energy Assistance Program (HEAP) Manual
6. Integrated Policy Index (IPI)

A new file named "Updates" is located in the PASB, FSSB and EMPLOY file drawers in ELIB. A broadcast will be sent to let you know when each Updated is available in its "Updates" file.

To print an Update, access ELIB by hitting Shift F1, type ELIB. Enter the File Drawer ID< either PASB, FSSB, or EMPLOY. Enter the File Name: Updates. Print each document in alphabetical order. The Update includes the front or back of a changed page to ensure that pages are not discarded. Transmittal pages, listing what pages should be removed or inserted into the manuals, will be available for each update beginning with PASB 91-3, FSSB 91-3 and EM 91-3.

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If you have any questions regarding the above procedure, please contact Nanci Zygmon at ext. 4-8573. All other questions should be directed to Mary Ann Vazzana at extension 4-5654.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance