

DSS-4357EL

WGIUPD

GENERAL INFORMATION SYSTEM  
DIVISION: Temporary Assistance

01/27/99

PAGE 1

GIS 99 TA/WMS001

TO: Commissioners; IM Directors; HEAP Liaisons; WMS Coordinators

FROM: Wendy Dmitri, Division of Temporary Assistance/WMS

SUBJECT: HEAP Auto Close

EFFECTIVE DATE: Immediately

CONTACT PERSON: Regional Team Representative @ 1-800-343-8859  
(For HEAP Policy Questions)

This is to advise you that mass closing of 1996-97 upstate HEAP cases (case type 60) which have had no activity since 9/30/97 will begin this weekend (1/30/99). HEAP cases that are automatically closed through this process will have a unique system generated authorization number "98HEAPCL" assigned. No special reports will be prepared for this activity. These cases will appear, however, on any reports or documents normally produced as a result of locally generated closing transactions. If you have any systems questions regarding the mass close activity, please call Wayne Marquit at 1-800-343-8859, extension 4-3231.