

DSS-4357EL

WGIUPD

GIS 99 TA/WMS012

GENERAL INFORMATION SYSTEM
DIVISION: Temporary Assistance

10/25/99

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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 1997-98 upstate HEAP cases (case type 60) which have had no activity since 9/30/98 will begin this weekend (10/30/99). However, these cases will not be closed until Tuesday, November 2, 1999, as they will be processed through batch update in the regular batch run on Monday night 11/1/99. HEAP cases that are automatically closed through this process will have a unique system generated authorization number "99HEAPCL" 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 3-9779.