

DSS-4357EL

WGIUPD

GIS 97 MA/008

**GENERAL INFORMATION SYSTEM**

**DIVISION:** Office Medicaid Management

05/22/97

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**TO:** Local District Commissioners; MA Directors; CNS/WMS Coordinators

**FROM:** Ann Clemency Kohler, Director

Office of Medicaid Management

**SUBJECT:** CNS Notice Production/Mailing Problem for Friday, May 23, 1997

**EFFECTIVE DATE:** May 23, 1997

**CONTACT PERSON:** Patti Buttino at 1-800-343-8859, extension 4-4710

Bob Decker at 1-800-343-8859, extension 3-6206

A complete power shutdown and lock-out are scheduled for the State DSS facility early Saturday A.M. (05.24.97) in order to complete necessary repairs to the building's electrical service.

This shutdown/lockout and the Monday holiday will **DELAY** the mailing of **ANY** Friday night notices until Tuesday, May 27, 1997.

For this reason, it is recommended that any transaction that will produce a CNS notice be completed on Thursday, May 22nd or delayed until Tuesday, May 27th.

It is also recommended that districts review the Medicaid Call-in batches that are scheduled to be processed on Friday, May 23rd and change the PROCESS DATE to Thursday or some later date. (A change to a later Process date may also require changing the INTERVIEW DATES to pass the 7-day Process-Date/Interview Date edit).

We apologize for any inconvenience caused by this problem.