

PP & D INSTRUCTIONAL MEMO

This instruction remains effective statewide until it is specifically superseded. Please file in your manual facing the page indicated below.

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Facing Page P-2100 – P-2129 Date of this Memo 11/30/78 (p. 1)

This Memo supersedes None, or Memos facing this page dated _____

QUESTION: What is an Instructional Memo?

ANSWER: A memo to clarify, explain, temporarily initiate or modify procedure. Instructional memos will be issued on pink paper prepunched on the right hand margin and should be filed in the Procedures Manual opposite the “facing page” indicated above. They are issued to all Department staff who gets bulletins and will be included in manuals issued to new workers so that they too will have the benefit of instructions issued prior to their arrival. Staff who do not maintain manuals, but want to save the memos will find it most convenient to file them numerically by “facing page” reference (for purposes of deleting superseded memos).

Memos, in so far as possible, will be referenced to the page in the manual containing the procedures being explained or modified. Explanations or temporary modifications involving several pages will be referenced to the page where that step or modification of procedure is initiated.

If a memo indicates that it supersedes a former memo, the old memo should be removed and destroyed. When a page of the manual is updated via the bulletin system and the update changes or incorporates memos, a separate “Instructional Memo – Maintenance Instruction” will be issued advising that specific memos be removed and destroyed. Instructional memos will be identified by “facing page” and “date”. The (p.) is provided in the event a memo runs on to more than one sheet of paper; file (p. 2) directly behind (p. 1).

When addressing a question regarding procedure through this system, please reference your question to the procedures manual page in which you need clarification.

Applicable memos that have been issued by PP&D during the past few months will be reissued under this system. If you have, or later discover, old memos that should be incorporated, please submit in question format with the old memo attached and we will reissue under the new system.

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- C. Joint WIC/Medicaid/Dr. Dynasaur Application Procedures
 - 1. Application made at DSW
 - 2. WIC Eligible Medicaid/Dr. Dynasaur Applicants
 - 3. Application made at VDH (or WIC clinics)
 - 4. Retroactive Medicaid
- D. Application Processing for ANFC/Medicaid/Food Stamps
- E. Intake Appointment Notices
 - 1. DSW 202C (Intake Appointment Notice)
 - 2. DSW 202D (Intake Appointment Reminder Notice)
- F. Lifeline/Link Up Vermont
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 - 3. Lifeline Interface with Telephone Companies
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 - 6. Link Up Vermont
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- H. Weatherization Services
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