
General Information Memorandum

ISD-GI 15-69

TO: ISD Employees

FROM: *MM* Marilyn Martinez, Director, Income Support Division

RE: Lobby Hours

DATE: January 8, 2016

This memorandum is to replace ISD-GI 11-37. Please remove and replace with the following information.

The lobby area at all county office will close at 4:30 pm.

All applicants/recipients already in the lobby at 4:30 will be served and workers will have the opportunity to complete their interaction with these applicants/recipients by close of business at 5:00 pm.

Telephone services will continue until 5:00 pm without interruption.

Signs in Spanish and English informing the public of the current lobby hours are attached and must be posted at the entrance door and the lobby area at each office.

If you have any questions regarding this GI, please contact Marilyn Martinez, Director of Field Operations at (505) 827-7215.

Attachment: Lobby Hours

NOTICE

ISD County Office LOBBY
HOURS

8:00 AM - 4:30 PM

**The ISD County Office is Closed
Weekends and Holidays**

AVISO

Las HORAS DE LA SALA de la oficina del
condado de ISD

8:00 AM – 4:30 PM

**La Oficina del condado de ISD esta cerrado los
fines de semana y las fiestas**