



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Sean Pearson, Deputy Secretary

General Information Memorandum

ISD GI 17-14

TO: ISD Employees

FROM: Sean Pearson, Deputy Secretary, Human Services Department *SP*

RE: Office Hours

DATE: April 14, 2017

This memorandum is to replace ISD-GI 16-79. Please remove the previous versions and replace with the posters provided for the new office hours beginning May 3, 2017.

In an effort to improve public accessibility, Income Support offices will remain open Monday through Friday 8 AM to 4:30 PM. Offices will no longer be closed to the public on Wednesday morning. Please post the attached office hours sign in your lobbies. Thank you for the dedication to our customers.

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

If you have any questions regarding this GI, please contact Shanita Harrison, Deputy Director of Field Operations, at (505) 827-7265.

Attachment: Office Hours (revised 4/4/17)



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Office Hours

ISD County Office Lobby Hours

8:00 AM-4:30 PM

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

Revised 04/2017



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Horas de Oficina

**Las Horas De La Sala de la oficina del
condado de ISD
8:00 AM – 4:30 PM**

**La Oficina de ISD del condado está cerrada los
fines de semana, y los días de celebración**