



HUMAN SERVICES
DEPARTMENT

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

General Information Memorandum

ISD-GI 16-79

TO: ISD Employees
FROM: Sean Pearson, Deputy Secretary, Human Services Department
RE: Office Hours
DATE: January 9, 2017

This memorandum is to replace ISD-GI 16-33 and ISD-GI 15-69. Please remove the previous versions and replace with the posters provided. The ISD lobbies will be closed every Wednesday from 8:00 a.m. to 12:00 p.m. beginning January 18, 2017, to allow a concentrated timeframe to focus on the processing of cases and staff development. For offices that house or share the lobby with another agency, the lobby will remain open for that agency's access; however, ISD staff will not be available.

The lobby hours are 8:00 a.m. to 4:30 p.m. All applicants/recipients already in the lobby at 4:30 p.m. will be served and workers will have the opportunity to complete their interaction with these applicants/recipients by close of business at 5:00 p.m.

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 Shanita Harrison, Director of Field Operations at (505) 827-7267.

Attachment: Office Hours (revised 01/2017)



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Office Hours

MONDAY 8:00 AM – 4:30 PM

TUESDAY 8:00 AM – 4:30 PM

*WEDNESDAY 12:00 PM – 4:30 PM

THURSDAY 8:00 AM – 4:30 PM

FRIDAY 8:00 AM – 4:30 PM

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

**The ISD County Office is closed every Wednesday from 8:00 AM-12:00 PM*



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Horas de Oficina

Lunes 8:00 AM – 4:30 PM

Martes 8:00 AM – 4:30 PM

*Miércoles 12:00 PM – 4:30 PM

Jueves 8:00 AM – 4:30 PM

Viernes 8:00 AM – 4:30 PM

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

**La Oficina de ISD del condado está cerrada cada Miércoles 8 AM – 12 PM*