

M E M O R A N D U M

DATE: June 24, 2020

TO: Job Center Directors, Regional Managers, and HIV/AIDS Services Administration (HASA) Center Staff

FROM: James K. Whelan, Executive Deputy Commissioner
Office of Policy, Procedures, and Training (OPPT)

SUBJECT: Temporary Suspension of the Child/Teen Health Program Oral Script due to the Coronavirus (COVID-19) Pandemic

The purpose of this Center Director (CD) Memorandum is to inform Job Center and HASA Center staff that during the COVID-19 pandemic, there will be a temporary suspension of reading the Child/Teen Health Program oral script to households that include children during the Cash Assistance application/recertification interview. This oral script is displayed in the Paperless Office System (POS), and appears on the Child/Teen Health Program Oral Script Desk Guide (**W-299N**) form. Staff are **not required** to read this script to applicants/participants until further notice.

Effective Immediately

Related Item:

PD#12-17-ELI

cc: FIA Call Center
Code X