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Debbie Romero
Acting Cabinet Secretary

DATE: October 16, 2020

TO: Agency CFOs

SUBJECT: FCD Memo FY21-004 – FCD Distribution Center Hours

Effective October 19, 2020, the FCD Distribution Center will only be opened on Wednesday and Friday from 10:00 AM to 1:00 PM. These hours have been reduced to help stop the spread of COVID-19.

Folks coming to pick up checks will need to use the Westside entrance across from the Saver Café. The doors will be locked but DFA staff will be available to open them as needed. Please call 827-3660 to gain access to the building. The building will remain closed on Monday, Tuesday and Thursday. DFA staff will be available by phone or email at all times. Do not hesitate to reach out to us for assistance.

Thank you and stay safe.

A handwritten signature in purple ink, appearing to be "D. Romero", with the date "10/16/2020" written below it.