

GENERAL INFORMATION SYSTEM
Center for Employment & Economic Supports

September 13, 2013

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TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, SNAP Directors, TA Directors, and MA Directors

FROM: Phyllis Morris, Deputy Commissioner, Center for Employment and Economic Supports

SUBJECT: CBIC Vault Card Ordering Process

EFFECTIVE DATE: Immediately

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Under the previous Common Benefit Identification Card (CBIC) contract, local district personnel were responsible for ordering and reordering vault card stock from the card contractor. As a result of a new card contract, the contractor has designed and implemented a new system that tracks the issuance of vault cards distributed from your inventory. The system is designed to send the designated point of contact at the local district an e-mail alert when the reorder point for your district has been reached.

Once you receive the e-mail alert, please send an e-mail to Bob Chesteen at bchesteen@cogentsystems.com to initiate a new shipment of vault cards directly to your local district. This contact information will also be provided in the e-mail alert. The contractor is continuing to work on enhancements to this product that will permit independent access to this information. We will keep you apprised of any new features designed for this product as they become available.