

## Mail Stamping Procedure

The mail room is located on the first floor. Box number 39. Pick up mail at 9:00 a.m. on Mondays and between 12:00 and 2:00 p.m. each weekday.

- Each unit's secretary gets each unit's unopened mail.
- Administration mail is opened by the file clerks.
- **DO NOT OPEN MAIL MARKED PERSONAL AND CONFIDENTIAL.**
- Do not open bank statements from M&T and First Niagara, give to Executive Director.
- Mail addressed to the Buffalo Union should not be opened. Give to Joanne Lewandowski.
- Library books to the Office Manager.
- All letters from prisons go to the Office Manager.
- All invoices go to the Office Manager.
- Do not open mail for Randy Faas. Give to the Fiscal Administrator.

\*\*If a unit secretary is absent, the file clerks are responsible for opening their mail. If you have to open another unit's mail, please see the following:

### Disability Unit:

Stamp envelope only for:

- Jim Sheldon
- Jessica Abbott
- Krista McDonald
- Charles Marinaccio
- Viola Palmer
- Diana Alvira
- Linda DeTine

Ellen Lawson: Date stamp all client documents on white area of document or the back. Do not cover any printing on the document with the date stamp.

Marge Gustas: Stamp hearing notices near the top but don't obscure any information. Stamp all envelopes so as not to obscure postage meter information.

### Family Unit:

Eileen Katz: Do not stamp any court documents, front or back. Do not stamp any mail only envelopes.

Wallace Wiens: Only stamp letters. Any court documents stamp on the back.

Aparna Balakrishnan: Only stamp letters. Any court documents stamp on the back.

Dawn Myszka: Only stamp letters. Any court documents stamp on the back.

Keith Morganheim: Please give to Family Unit Secretary. Hearing decisions, notices of hearing, letters from Appeals Council – most times come with a cover page with advocates name/address – this does not

get stamped. The actual first page (says Notice of Hearing or Decision or Appeals Council action) of the document gets stamped. Be careful not to cover any dates with date stamp.

Records from treatment providers get stamped on the first page – not our letter to them or the authorization.

Letters from Social Security (notice of planned action or important information or Notice of Award) get stamped on the first page. When they come in Spanish – go to English version of that document, stamp and put that document on top.

Diana Straube: Use your best judgment. Don't obscure any information with stamp. Stamp client documents on the back side.

Hallie Brownstein: Only stamp letters, if returns stamp outside of envelopes. Any court documents stamp on the back.

Amy Bushberg: Only stamp letters, if returns stamp outside of envelopes. Any court documents stamp on the back.

#### **DAP Unit:**

Stamp all envelopes. Hearing decisions, notices of hearing, letters from Appeal Council – usually come with a cover page with advocates name and address – this does not get stamped. The actual first page (says Notice of Hearing or Decision or Appeals Council Action) of the document gets stamped. Be careful not to obscure any information.

Records from treatment providers get stamped on the first page – not our letter to them or the authorization.

Letters from Social Security (notice of planned action or important information or Notice of Award) get stamped on the first page. When they come in Spanish – go to English version of that document, stamp and put that document on top.

If the secretary is not here and a hearing notice comes in for Alan or JoAnn, a copy should be made of the notice, the advocate and judge's name (if available) should be written on the copy, and the copy should be placed on the DAP secretary's desk.

Any mail addressed to Bruce Caulfield should go to the DAP secretary.

#### **Housing Unit:**

Sharon Nosenchuck: Notices, stamp front. Letters, stamp front. Court orders, stamp back.

#### **Housing Unit Staff (including Sharon Nosenchuck):**

- NLS letter returned because client moved or evicted, stamp envelope.
- Court orders, stamp back.
- Court papers from other law offices, stamp front of attached cover letter.
- General letters, stamp front.

- Announcements, solicitations, invitations, etc., stamp in any available space.
- Greeting cards, thank you cards, stamp envelope.

**Public Benefits Unit:**

Use best judgment. Do not obscure information. Do not stamp original documents from clients.

Hearing Notices should be stamped, scanned to Penny Selmonsky and the advocate addressed on the notice. The original goes to the advocate and a copy should be left on the unit secretary's desk.

Fair Hearing Decisions should be stamped in an appropriate place and copied. The original goes to the advocate and the copy should be left on the unit secretary's desk.