

State of Alaska
Department of Health and Social Services
Division of Public Assistance

SUGGESTIONS FOR EIS CHANGE

This form is used by Division of Public Assistance district office staff to submit requests to Field Services to fix or enhance the Eligibility Information System (EIS), including system-related problems, ideas for improvements, new notices, and revisions to current notices.

Instructions: Complete this form and send it to DPA Field Services via email at dpafield@alaska.gov.

Requestor Information:

Name: _____

Position: _____

Office: _____

Region: _____

Description:

Include in this section a description of what is needed and desired, and the outcome. Provide examples or attach other documentation.

Impact:

Include in this section why you want or need this done and a description of how it will improve case processing. Explain what you are using or doing right now without it. When requesting a new notice, tell us how often the notice might be used.

Frequency:

How often do you encounter this issue?

Occasionally

Frequently

All the time