

## Topics in this issue

**Policies and Procedures:** Commerce EAP office closed November 11; Email to Commerce EAP staff

**Notices:** None

## Policies & Procedures

### Commerce EAP office closed November 11

In honor of Veterans Day, the Minnesota Department of Commerce will be closed on Wednesday, November 11, 2015. Veterans Day is a national holiday.



### Email to Commerce EAP staff

When emailing your EAP Program Performance Auditor (PPA), be sure to copy [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us). At this time of year PPAs are conducting monitoring visits and they may not be able to respond to email.

Local Service Provider EAP Coordinators are the liaison between their agency and Commerce EAP staff. EAP policy and procedure questions are to be sent by the EAP Coordinator, who can relay Commerce responses to their staff. EAP Coordinators should contact [ehat.doc@state.mn.us](mailto:ehat.doc@state.mn.us) with eHEAT questions.

If an email or an attachment has household private data, the email must be encrypted. Do not include private data, such as the household's name, in the subject line.

Whenever available, include the EAP Household Number when asking a question related to the household.