

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Departmental Memoranda
	Part No./Name	2008
	Section No./Name	2008-06 Departmental Letterhead - Nichols
	Document No./Name	2008-06 Departmental Letterhead - Nichols
	Effective Date	September 18, 2008

This memorandum serves as notification to staff to update all agency/bureau/division letterhead.

As Governor Jindal has appointed Kristy Nichols Interim Secretary for the Department of Social Services effective September 15, 2008, all forms, stationary, letterhead, etc. requiring the update should be completed immediately. Please remember to adhere to the following when revising your documents:

- The governor's name should be shown as Bobby Jindal (no middle initial).
- The secretary's name should be shown as:
 Kristy H. Nichols
 Interim Secretary
- Appointing authority approval is required for all modifications to the agency/bureau/division's letterhead.
- Modifications to the letterhead other than the governor's name, such as an additional seal that are approved by an appointing authority must also be reviewed and approved by the secretary before mass printing and use.

The revised DSS letterhead is available through DSS Policy 1-01 Departmental Stationary. Employees must log into the DSS Policy Management System to access this document.

Thank you for your cooperation in this matter.

Kristy Nichols
 DSS Interim Secretary