

B Time Frames for Requesting Verification by Mail

REVISION 13
(07/01/10 – 09/30/10)

When a request for information or verification is mailed to the PI, give the PI ten days to provide the verification. The request period starts the day after the mail date of the request.

CA EXCEPTION

Give the participant four days to complete a drug test when it is required.

When the notice is created on a Friday, AZTECS prints the notice Friday night and it mails on the following Monday. The request period starts on Tuesday. When the Monday is a holiday, AZTECS does not mail the notice until Tuesday. In this circumstance, the request period starts on Wednesday.

NOTE Follow the same procedures for handwritten notices that are mailed.

When the request period ends on a weekend or holiday, the due date is the following [workday\(g\)](#).