



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN 07-112-OPE

(This Policy Bulletin Replaces PB# 04-10-OPE)

DOCUMENTATION RECEIPT (EXP-76R)

Date: 8/30/07	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Job Center and NPA FS Center Staff</p>	<p>The purpose of this policy bulletin is to inform staff that when an applicant/participant submits documentation by mail, fax, or in person at a Job or Non-Public Assistance (NPA) Food Stamp (FS) Center, s/he must be given the Documentation Receipt form (EXP-76R) to verify which documents were submitted.</p> <p>The Documentation Requirements and/or Assessment Follow-up form (W-113K) cannot be used as a documentation receipt.</p> <p>When a Worker receives documents by mail, fax, or in person from an applicant/participant, s/he must complete all the fields on the EXP-76R including:</p> <ul style="list-style-type: none"> • the specific document that was submitted and for whom the document was submitted (e.g., birth certificate for Jane Smith) • the date and time the document was received • the date the document was scanned (for Centers with the ability to scan documents) <p>In addition, the Worker must also initial each item on the list submitted by the applicant/participant.</p> <p>The EXP-76R will serve as evidence of the date that the applicant/participant submitted particular documents.</p> <p><u>Job and Paperless Office System (POS) NPA FS Centers:</u></p> <p>In Job and POS-equipped NPA FS Centers, on the day documents are received, they should be copied with the time and date stamped before they are scanned and indexed.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center*

POS will electronically time and date stamp the **EXP-76R** when documents are scanned and indexed.

The **EXP-76R** must be prepared in duplicate: one copy must be mailed or given to the applicant/participant and a copy must be saved in the electronic case record.

NPA Food Stamp Centers without scanning equipment:

The **EXP-76R** must be prepared in triplicate: one copy must be mailed or given to the applicant/participant, one copy must be filed in the case record for day forward imaging, and, if the documents were accepted by someone other than the person assigned to the case (e.g., the receptionist), one copy must be submitted to the Worker responsible for processing the case.

Workers are reminded that documents referred to on the **EXP-76R** labeled "USCIS" refer to documents received from the United States Citizenship and Immigration Service (USCIS). This agency was formerly known as the Bureau of Citizenship and Immigration Service (BCIS). BCIS emerged from the former Immigration and Naturalization Service (INS).

Confidential material should be disposed of per the NYC Human Resources Administration Procedure Number 07-05.

A sample of the **EXP-76R** is attached.

Effective Immediately

Reference:

[02 INF 33](#)


Related item:

[PB #04-162-OPE](#)
[HRA Procedure #07-05](#)

Attachment:

EXP-76R Documentation Receipt

The **EXP-76R** and all related documentation are submitted for Day forward imaging.

 Forms can now be accessed through Print on Demand at all Job Centers

Documentation Receipt

Application **Recertification** **Employment** **Household Change**

Last Name:	First Name:	M.I.:	Case Number:	Case Type:	Social Security Number:
Address (<i>bdg, house no., apt. no, street/avenue, borough, state, zip code</i>):					Telephone Number:

Document reviewed by:	Date document received:	Time document received:
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Worker:	Date document scanned:
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<input checked="" type="checkbox"/>	Documents	Document submitted for	Worker's Initial	<input checked="" type="checkbox"/>	Documents	Document submitted for	Worker's Initial
	Adoption Papers				Military Services Record		
	Auto Registration				Naturalization Certificate		
	Auto Title				Pay Stub/Job Information		
	Award Letter/Other Letter				Photo I.D. with Address		
	Bank Statement				Pregnancy Statement		
	Birth Certificate				Property Tax/Mortgage Statement		
	Checking Account				Rent Receipt/Lease		
	Citizenship Papers				School Letter		
	Death Certificate				Separation/Divorce Papers		
	Deed to Property				Social Security Card		
	Dependent Care Costs Statement				Social Security Papers		
	Disability Statement				SSA Letter		
	Divorce Papers				SSI/Social Security Benefit Check		
	Driver's License				Statement from a Third Party		
	Eviction Papers				Support Check Stub		
	Family Court Petition				USCIS Documentation/Correspondence		
	Health Insurance Policy/Card/Letter				U.S. Passport		
	Hospital Letter				UIB Book/Letter		
	Income Tax Return				Unpaid Bills (utility, medical, rent)		
	Landlord/Primary Tenant Letter				Utility Bill		
	Life Insurance Policy				Vehicle Registration Card		
	Marriage Certificate				Veterans Administration Papers		
	Medical Records				Other:		

SAMPLE

Scanned: _____

Indexed: _____

Recibo de Documentación

Solicitud **Recertificación** **Empleo** **Cambios en el Hogar**

Apellido:	Nombre:	S.N.:	Número del Caso:	Tipo de Caso:	Número del Seguro Social:
Dirección (edif., no. de casa, no. de apt, calle/avenida, condado, estado, código postal):					Número de Teléfono:

Documento visto por:	Fecha que documento fue recibido:	Hora en que documento fue recibido:
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Trabajador:	Fecha que documento fue scaneado:
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<input checked="" type="checkbox"/>	Documentos	Documentos entregados para	Inicial del Trabajador	<input checked="" type="checkbox"/>	Documentos	Documentos entregados para	Inicial del Trabajador
	Documentos de Adopción				Expedientes del Servicio Militar		
	Matrícula del Vehículo				Certificado de Naturalización		
	Título del Vehículo				Talón de Paga/Datos de Empleo		
	Carta de Adjudicación/Otro Tipo de Carta				Tarjeta de Identificación con Foto y Dirección		
	Estado de Cuenta Bancaria				Declaración de Embarazo		
	Partida de Nacimiento				Estado de Impuesto de Propiedad/Hipoteca		
	Cuenta Corriente				Recibo de Alquiler/Arrendamiento		
	Documentos de Ciudadanía				Carta Escolar		
	Certificado de Defunción				Documentos de Divorcio/Separación		
	Título de Propiedad				Tarjeta de Seguro Social		
	Declaración de Costos de Cuidado de Dependiente				Documentos de Seguro Social		
	Declaración de Incapacidad				Carta de SSA		
	Documentos de Divorcio				SSI/Cheque de Beneficios de Seguro Social		
	Licencia de Conducir				Declaración de Tercera Persona		
	Comprobante de Desalojo				Talón de Cheque de Manutención		
	Petición de la Corte de Familias				Documentos/Cartas de USCIS		
	Poliza/Tarjeta/Carta de Seguro de Salud				Pasaporte Norteamericano		
	Carta del Hospital				Libreta/Carta de Beneficios de Desempleo (UIB)		
	Declaración de Impuestos de Ingresos				Facturas por pagar (servicio público, gastos médicos, alquiler)		
	Carta del Casero/Inquilino Primario				Facturas de Servicios Públicos		
	Poliza de Seguro de Vida				Tarjeta de Matrícula Vehicular		
	Certificado de Matrimonio				Documentos de Administración de Veteranos		
	Expedientes Médicos				Algún Otro:		

SAMPLE

Scaneados: _____

Clasificados: _____