



FAMILY INDEPENDENCE ADMINISTRATION


Matthew Brune, Executive Deputy Commissioner

James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #13-78-OPE (This Policy Bulletin Replaces PB #13-75-OPE)

IMAGING MANUALLY PREPARED DATA-ENTRY DOCUMENTS

| Date: August 29, 2013 | Subtopic(s): HRA One Viewer |
|---|---|
| <p> This procedure can now be accessed on the FIA web.</p> | <p>The purpose of this policy bulletin is to inform Cash Assistance (CA) and Non-Cash Assistance (NCA) Supplemental Nutrition Assistance Program (SNAP) staff about the process to follow when scanning and indexing manually prepared data-entry documents into the Human Resources Administration (HRA) One Viewer.</p> <p>In addition, this policy bulletin introduces the Receipt for Scanning and Indexing Internal Paper Authorization Documents (FIA-1102) which was developed for use in Job Centers and NCA SNAP Centers to track and confirm the imaging and indexing of documents into the HRA One Viewer.</p> <p>Staff <u>must scan and index all manually prepared data-entry</u> documents into the HRA One Viewer for the following data entry forms:</p> <ul style="list-style-type: none"> • Turnaround Document (TAD) (LDSS-3517) • Public Assistance (PA) Recoupment Data Entry Form (LDSS-3573) • SNAP Single Issue Authorization Form (LDSS-3574) • PA Single Issue Authorization Form (LDSS-3575) • Transaction Cancellation Form (LDSS-3652) • Fair Hearing Update Data Entry Form (LDSS-3722) • Benefits To Be Pulled Data Entry Form (LDSS-3774) • Infraction Deletion Data Entry Form (LDSS-4962) <p>The Worker must:</p> <ul style="list-style-type: none"> • complete the paper document(s) • obtain signatures from all levels of supervisory approval; • scan the document(s) into the Paperless Office System (POS); |

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 Fax* or fax to: (917) 639-0298

Note: all data entry should happen from the paper documents.

- Index the document(s) using the POS indexing window by selecting **Internal Paper Authorization Document** in **Document Type** as shown below:

| | | | | | | | | | | | | | | | | | |
|--|----|--|----|---|----|---|----|---|----|--|----|--|----|--------------------------------------|----|--|----|
| Document Type: | | | | | | | | | | | | | | | | | |
| Internal Paper Authorization Document | | | | | | | | | | | | | | | | | |
| Document Description: | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>1 Paper LDSS-3517 Turn Around Document</td> <td>99</td> </tr> <tr> <td>2 Paper LDSS-3573 PA Recoupment Data Entry Form</td> <td>99</td> </tr> <tr> <td>3 Paper LDSS-3574 Nutrition Assistance Program (SNAP)</td> <td>99</td> </tr> <tr> <td>4 Paper LDSS-3575 Cash Authorization Document</td> <td>99</td> </tr> <tr> <td>5 Paper LDSS-3652 Transaction Cancellation</td> <td>99</td> </tr> <tr> <td>6 Paper LDSS-3722 Fair Hearing Case Update Data Entry Form</td> <td>99</td> </tr> <tr> <td>7 Paper LDSS-3774 EPFT Benefits Pull</td> <td>99</td> </tr> <tr> <td>8 Paper LDSS-4962 Infraction Deletion Form</td> <td>99</td> </tr> </table> | | 1 Paper LDSS-3517 Turn Around Document | 99 | 2 Paper LDSS-3573 PA Recoupment Data Entry Form | 99 | 3 Paper LDSS-3574 Nutrition Assistance Program (SNAP) | 99 | 4 Paper LDSS-3575 Cash Authorization Document | 99 | 5 Paper LDSS-3652 Transaction Cancellation | 99 | 6 Paper LDSS-3722 Fair Hearing Case Update Data Entry Form | 99 | 7 Paper LDSS-3774 EPFT Benefits Pull | 99 | 8 Paper LDSS-4962 Infraction Deletion Form | 99 |
| 1 Paper LDSS-3517 Turn Around Document | 99 | | | | | | | | | | | | | | | | |
| 2 Paper LDSS-3573 PA Recoupment Data Entry Form | 99 | | | | | | | | | | | | | | | | |
| 3 Paper LDSS-3574 Nutrition Assistance Program (SNAP) | 99 | | | | | | | | | | | | | | | | |
| 4 Paper LDSS-3575 Cash Authorization Document | 99 | | | | | | | | | | | | | | | | |
| 5 Paper LDSS-3652 Transaction Cancellation | 99 | | | | | | | | | | | | | | | | |
| 6 Paper LDSS-3722 Fair Hearing Case Update Data Entry Form | 99 | | | | | | | | | | | | | | | | |
| 7 Paper LDSS-3774 EPFT Benefits Pull | 99 | | | | | | | | | | | | | | | | |
| 8 Paper LDSS-4962 Infraction Deletion Form | 99 | | | | | | | | | | | | | | | | |

Note: the indexed documents will appear in the HRA One Viewer.

- print the receipt **FIA-1102** form using the POS Document Intake activity;
- forward the original document(s) along with the **FIA-1102** to Control.

The Control Staff must:

- confirm the receipt of original documents accompanied by the printed **FIA-1102**;
- review document(s) for accuracy and completion of information
- data enter exact information into WMS;
- forward the data-entry document(s) along with the **FIA-1102** to a Control Supervisor.

The Control Supervisor must:

- review the document(s); and
- shred or place in a recycle bin the hard copy of the data-entry document(s), and the **FIA-1102**.


Effective Immediately

Related Item:

[PB#10-103-SYS](#)

Attachment:

FIA-1102 Receipt for Scanning and Indexing Internal Paper Authorization Documents.

 Please use Print on Demand to obtain copies of forms.

Date Scanned/ Indexed: _____
Case Name: _____
Case Number: _____
Center Number: _____

Receipt for Scanning and Indexing Internal Paper Authorization Documents

| | Form Number and Description |
|-----|-----------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | SAMPLE |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| 11. | |
| 12. | |
| 13. | |
| 14. | |
| 15. | |
| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |
| 21. | |
| 22. | |