FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner

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

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #06-152-OPE

IMPLEMENTATION OF SCANNING AND INDEXING AT NPA FS OFFICES

Date: November 24, 2006	Subtopic(s): POS
⌨ This procedure can now be accessed on the FIAweb.	The purpose of this policy bulletin is to inform all Non-Public Assistance (NPA) Food Stamp (FS) Office staff that scanning and indexing of case-related documentation into the Paperless Office System (POS) browser will be implemented at NPA FS Offices selected for the POS pilot. This policy bulletin serves as information for all other staff. In preparation for the POS rollout at NPA FS Offices, each office in the POS pilot will receive training on scanning and indexing case-related documentation approximately two months prior to the actual implementation of POS. This will facilitate a smooth transition from the current paper-based process to the new paperless process. The NPA FS Offices selected for the POS pilot and their respective tentative training dates are as follows:

NPA FS Office   **Training Date**

Borough Hall (F23)   December 4, 2006
Richmond (F99)   January 22, 2007
Long Island City (F43)   March 5, 2007
East End (F02)   April 9, 2007
Queens (F53)   May 21, 2007

Note: Training was conducted at Fordham (F44) on October 30–31, 2006.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

Once the document has been scanned and indexed it can be viewed from the POS browser and the HRA Viewer.

While the NPA FS Office is transitioning to POS, staff will scan and index applicant documents only (e.g., birth certificates, lease, rent receipts, employer statement, pay stubs and any other document the applicant provides to verify an eligibility factor). All other documents associated with the application, recertification or Mail Processing Unit (MPU) will continue to be handled via the Day Forward process. Once the NPA FS Office is fully operational on POS, the Day Forward process will be discontinued.

Effective Immediately