

# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #07-82-OPE

### REMINDER REGARDING THE SCANNING AND INDEXING OF NONCITIZEN DOCUMENTATION

<b>Date:</b> June 29, 2007	<b>Subtopic(s):</b> Food Stamps, Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Scanned images must be legible.</p>	<p>The purpose of this policy bulletin is to remind Workers at Job Centers and Non Public Assistance (NPA) Food Stamps (FS) sites that all documents that support a determination of eligibility for or denial of Public Assistance (PA), Medical Assistance (MA) and/or FS, including documents that support or provide an explanation of a noncitizen's current immigration status, must be scanned and indexed into the electronic case file.</p> <p>When scanning documents that support a noncitizen's current immigration status, such as a passport, Legal Permanent Resident card (<b>I-551</b>) or any other immigration document that that comprises more than one side of a page, Workers must ensure that each page is scanned and indexed appropriately.</p> <p>Workers in NPA FS Offices without imaging capabilities must ensure that all documents submitted by a noncitizen, including those documents that relate to his/her immigration status, are sent for day forward imaging per current procedure.</p> <p><i>Effective Immediately</i></p>

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*