



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-10-OPE

DOCUMENTATION RECEIPT (EXP-76R)

Date: January 20, 2004	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p> <p>Job Center Staff</p> <p>NPA FS Center Staff</p> <p>Job Center and NPA FS Center Staff</p>	<p>The purpose of this policy bulletin is to introduce the Documentation Receipt (EXP-76R) form.</p> <p>When an applicant/participant returns to a Job/NPA Food Stamp Center to submit documentation s/he must be given a receipt to verify which documents were submitted. To this end, the Documentation Receipt (EXP-76R) form was created.</p> <p>This form is to be used in the Paperless Office System (POS) Centers whenever POS is down and the applicant/participant does not have the Documentation Requirements (W-113K) form.</p> <p>In the Non-POS Centers this form must be used whenever the applicant/participant is submitting documents and does not have the W-113K.</p> <p>If the applicant/participant has the W-113K when submitting documents it will serve as the documentation receipt and must be initialed by the Worker with a copy given to the applicant/participant.</p> <p>Note: In the Model Job Centers the EXP-76R will be used by the Customer Service Information Centers (CSICs) even if the applicant/participant has the W-113K.</p> <p>NPA Food Stamp Center staff must use this form whenever an applicant/participant is submitting documents.</p> <p>When a Worker receives documents from an applicant/participant, s/he must annotate the EXP-76R indicating the specific document that was submitted and for whom the document was submitted (e.g., birth certificate submitted for Jane Smith). In addition, the Worker must also initial each item on the list submitted by the applicant/participant.</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*

This form must be prepared in triplicate: one copy must be given to the applicant/participant, one copy must be filed in the case record and if the documents were accepted by someone other than the person assigned to the case (e.g., the receptionist or CSIC), one copy must be submitted to the Worker.

The **EXP-76R** will serve as evidence of the date that the applicant/participant submitted particular documents.

The paper form must be used until an electronic version is available in POS.

Please note: 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).

Effective Immediately

Reference:

02 INF 33

Attachment:

EXP-76R Documentation Receipt

🖨️ 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:		

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:
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Dirección (edif., no. de casa, no. de apt, calle/avenida, condado, estado, código postal):	Número de Teléfono:
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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:		

Scaneados: _____

Clasificados: _____