



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-162-OPE

DATE-STAMPING DOCUMENTATION

Date: September 14, 2004	Subtopic(s): Date Stamping Documentation
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PB #04-10-OPE for more information on the EXP-76R.</p> <p>Refer to PD #04-21-OPE for more information on the imaging process.</p>	<p>The purpose of this policy bulletin is to advise staff in the Non-Public Assistance Food Stamp (NPA FS) Centers to:</p> <ul style="list-style-type: none"> • date-stamp all copies of original documents submitted by applicants/participants on the same day that the documents are received; and • give applicants/participants a date-stamped Documentation Receipt (EXP-76R) indicating the documents submitted. <p>Workers are reminded that the <u>original documents must not be date-stamped</u>. Workers must ensure that a date-stamped copy of the EXP-76R is given to applicants/participants to signify the return of the requested documentation (e.g., birth certificate, pay stubs).</p> <p>After date-stamping the copies of the documents submitted, the Worker must send the copies for imaging via the Day Forward Imaging process.</p> <p>Also, the following documentation must be date-stamped on the same day that it is received and, if necessary, sent for imaging:</p> <ul style="list-style-type: none"> • mail coming into the Center • information from central drop-off locations • documentation sent by fax or brought to the Center in person • any undated documentation <p>Reminder: Domestic Violence-related documents must not be included in the case record.</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*