



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #04-64-OPE

SCANNING AND INDEXING CHILD CARE PROVIDER APPLICATION AND VOUCHER (FORM W-273B)

Date: April 16, 2004	Subtopic(s): Scanning Child Care Forms
<p><input type="checkbox"/> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this bulletin is to instruct JOS/Workers and other staff in the Job Centers responsible for the processing requests for child care to scan and index the Child Care Provider Application and Voucher (form W-273B).</p> <p>Once a parent/guardian returns to the Job Center with form W-273B completed and signed by the parent/guardian and the child care provider, the form <u>must be scanned and indexed into the case file</u>, under Income/Financial Statements, document number 456.</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*