



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-119-OPE (This Policy Bulletin Replaces PB #08-53-OPE)

REVISIONS TO THE DOCUMENTATION RECEIPT (EXP-76R)

Date: December 1, 2010	Subtopic(s): Forms
<p> This procedure can now be accessed on the FIAweb.</p>	<p>The purpose of this policy bulletin is to inform Job Center and Non Cash Assistance (NCA) Food Stamp (FS) Center staff that the Documentation Receipt (EXP-76R) has been revised and to remind staff of the intended use of this form.</p>
<p>Revisions</p>	<p>The EXP-76R has been revised as follows:</p> <ul style="list-style-type: none"> • The Social Security Number box has been removed. • The box formerly named Document reviewed by has been renamed Document received by.
<p>Job Center and NCA FS Center staff</p>	<p>Staff is reminded that when an applicant/participant submits requested documentation because of the Documentation Requirements and/or Assessment Follow-up (W-113K) at a Job Center or NCA FS Center, he/she must be given the EXP-76R to verify which documents were submitted.</p> <p>When a JOS/Worker receives requested documents based on Form W-113K from an applicant/participant, all fields on the EXP-76R must be completed including:</p> <ul style="list-style-type: none"> • the specific document that was submitted and for whom the document was submitted (e.g. birth certificate for Jane Smith); • the name of the JOS/Worker who received the submitted documentation; and • the date and time the documents were received.

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

The **EXP-76R** will serve as evidence of the date that the applicant/participant submitted the requested documents. The **W-113K** cannot be used as a receipt for documentation.

Job Centers and NCA FS Centers

At Job Centers and NCA FS Centers, documents must be scanned and indexed on the same day via the **Document Intake** activity in POS. The system will automatically indicate on the **EXP-76R** which documents were submitted as well as date/time stamp and print the form. If the documents are submitted in person, the scanning and indexing must be done promptly in order to provide the applicant/participant the **EXP-76R** while he/she is present at the Center. Applicants/participants who submit documents by mail or fax must be mailed the **EXP-76R**. The JOS/Worker must also scan and index a copy of the **EXP-76R** into the electronic case record.

In instances when POS is temporarily unavailable, the JOS/Worker must print a blank **EXP-76R** via Print on Demand and manually indicate which documents were submitted. The documents, as well as the **EXP-76R**, must be scanned and indexed when POS availability is restored.

Center Directors/Managers must ensure that all previous versions of the **EXP-76R** are removed from circulation and recycled.

Samples of the **EXP-76R** are attached.

Effective Immediately


Reference:

[02 INF 33](#)

Attachments:

- EXP-76R** Documentation Receipt (Rev. 12/1/10)
- EXP-76R (S)** Documentation Receipt (Spanish) (Rev. 12/1/10)

The applicant/participant must be provided a copy of the **EXP-76R** while he/she is present at the Center if the documents are submitted in person.

 Please use Print on Demand to obtain copies of forms.

Documentation Receipt

Application Recertification Employment Household Change

Last Name:	First Name:	Case Number:	Case Type:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address(bldg./house no., apt. no., street/avenue, borough, state, zip code):	Telephone Number:
<input type="text"/>	<input type="text"/>

Document received by:	Date document received:	Time document received:
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input checked="" type="checkbox"/>	Documents	Document submitted for	<input checked="" type="checkbox"/>	Documents	Documents submitted for
	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: (see page 2)	

SAME

<input checked="" type="checkbox"/>	Other documents	Documents submitted for
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SAMPLE

Recibo de Documentación

Solicitud

Recertificación

Empleo

Cambio en el Hogar

Apellido:	Nombre:	Número del Caso:	Tipo de Caso:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dirección (edif./núm. de casa, núm. de apto./calle/avenida, condado, estado, código postal):	Número de Teléfono:
<input type="text"/>	<input type="text"/>

Documento recibido por:	Fecha en que el documento fue recibido:	Hora en que el documento fue recibido:
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input checked="" type="checkbox"/>	Documentos	Documentos presentados para	<input checked="" type="checkbox"/>	Documentos	Documentos presentados para
	Documentos de Adopción	<input type="text"/>		Expedientes de Servicio Militar	<input type="text"/>
	Matrícula del Vehículo	<input type="text"/>		Certificado de Naturalización	<input type="text"/>
	Título del Vehículo	<input type="text"/>		Talón de Paga/Datos de Empleo	<input type="text"/>
	Carta de Adjudicación/Otro Tipo de Carta	<input type="text"/>		Tarjeta de Identificación con Foto y Dirección	<input type="text"/>
	Estado de Cuenta Bancaria	<input type="text"/>		Declaración de Embarazo	<input type="text"/>
	Partida de Nacimiento	<input type="text"/>		Estado de Impuesto de Propiedad/Hipoteca	<input type="text"/>
	Cuenta Corriente	<input type="text"/>		Recibo de Alquiler/Contrato de Arrendamiento	<input type="text"/>
	Documentos de Ciudadanía	<input type="text"/>		Carta Escolar	<input type="text"/>
	Certificado de Defunción	<input type="text"/>		Documentos de Divorcio/Separación	<input type="text"/>
	Título de Propiedad	<input type="text"/>		Tarjeta de Seguro Social	<input type="text"/>
	Declaración de Costos de Cuidado de Dependiente	<input type="text"/>		Documentos de Seguro Social	<input type="text"/>
	Declaración de Incapacidad	<input type="text"/>		Carta de SSA	<input type="text"/>
	Documentos de Divorcio	<input type="text"/>		SSI/Cheque de Beneficios de Seguro Social	<input type="text"/>
	Licencia de Conducir	<input type="text"/>		Declaración de Tercera Persona	<input type="text"/>
	Comprobante de Desalojo	<input type="text"/>		Talón de Cheque de Manutención	<input type="text"/>
	Petición del Tribunal Familiar	<input type="text"/>		Documentos/Correspondencia de USCIS	<input type="text"/>
	Póliza/Tarjeta/Carta de Seguro de Salud	<input type="text"/>		Pasaporte Norteamericano	<input type="text"/>
	Carta del Hospital	<input type="text"/>		Libreta/Carta de Beneficios de Desempleo (UIB)	<input type="text"/>
	Declaración de Impuestos de Ingresos	<input type="text"/>		Facturas Impagas (de servicios públicos, médicas, de alquiler)	<input type="text"/>
	Carta del Casero/Inquilino Principal	<input type="text"/>		Factura de Servicios Públicos	<input type="text"/>
	Póliza de Seguro de Vida	<input type="text"/>		Tarjeta de Matrícula Vehicular	<input type="text"/>
	Certificado de Matrimonio	<input type="text"/>		Documentos de Administración de Veteranos	<input type="text"/>
	Expedientes Médicos	<input type="text"/>		Otros: (vea la página 2)	<input type="text"/>

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<input checked="" type="checkbox"/>	Otros documentos	Documentos presentados para

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