Human Resources Administration
Department of Social Services

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-17-SYS

TAG PACKET PREPARATION PROCESS

Date: February 24, 2011	**Subtopic(s):** TAG
This procedure can now be accessed on the FIAweb. For information on accessing the HRA OneViewer refer to PB #10-103-SYS. For details on scanning and indexing documents please refer to TM #03-06.	The purpose of this Policy Bulletin is to inform staff at Job Centers and the Training Assessment Group (TAG) of the following: • The Paperless Office System (POS) allows the creation of a Team TAG Training Verification Document Packet as a single document into the HRA OneViewer. Job Center staff must scan and index the following into the Team TAG Training Verification Document Packet in the HRA OneViewer: • A completed and signed FIA School/Training Enrollment Letter (**W-700D**) form. • A current Bursar's Receipt, Registrar's Receipt, or a School Letter of Acceptance. TAG staff must scan and index all of the following documents, when appropriate, into the Team TAG Training Verification Document Packet in the HRA OneViewer: • A completed and signed **W-700D** form if not already scanned by the Job Center. • A current Bursar's Receipt, Registrar's Receipt, or a School Letter of Acceptance if not already scanned by the Job Center. • A High School or College Transcript. • Career Programs Assessment Placement Test (CPAT) or a HS Diploma. • Grade Point Average (GPA) Information. • Federal Work Study (FWS) Award Letter. • Child Care Enrollment Call-In Notice (**W-274**) and Enrollment Form for Provider of Legally-Exempt Family Child and Legally-Exempt In-Home Child Care (**LDSS-4699**).

- Notice of Approval of Request for Educational/Training Program (**W-116J**).
- Notice of Denial of Request for Educational/Training Program (**W-116R**).
- Hardship Letter.
- Confirmation of Discrepancy from school representatives.

Please refer to **Attachment A** for a step-by-step description with screenshots showing the appearance of scanned images and illustrating how to index all TAG forms and documentation into the HRA OneViewer as a single Team TAG Training Verification Document Packet.

Effective Immediately

Related Items:

PB #10-103-SYS
PB #10-124-OPE
TM #03-06

Attachment:

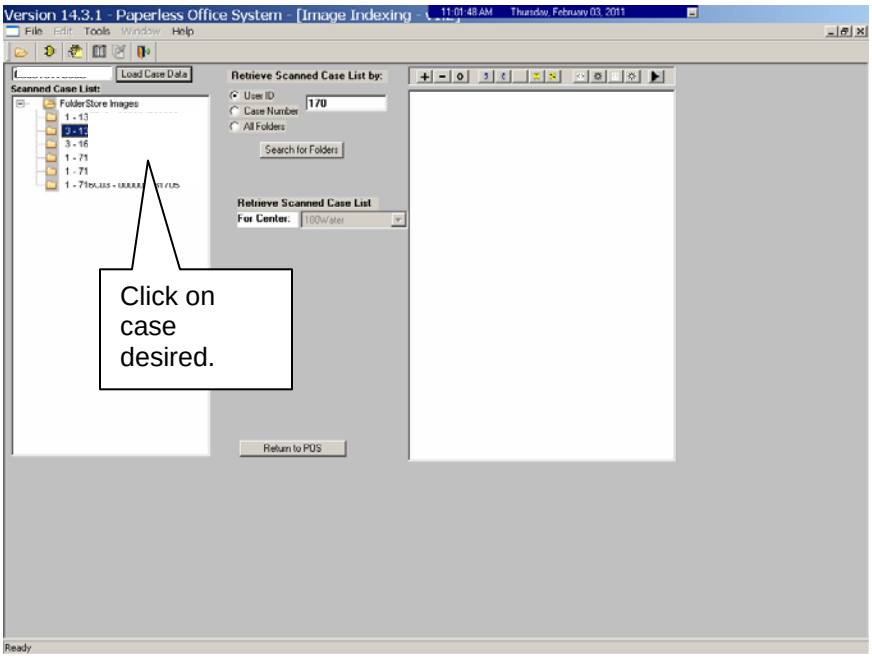
Please use Print on Demand to obtain copies of forms.

Attachment A	Preparation of Team TAG Training Verification Document Packet

After successfully scanning the documents, the images captured will be electronically stored in a folder associated with the proper case number. In the Paperless Office System (POS), the JOS/Worker must index the scanned documents. To do so the JOS/Worker must:

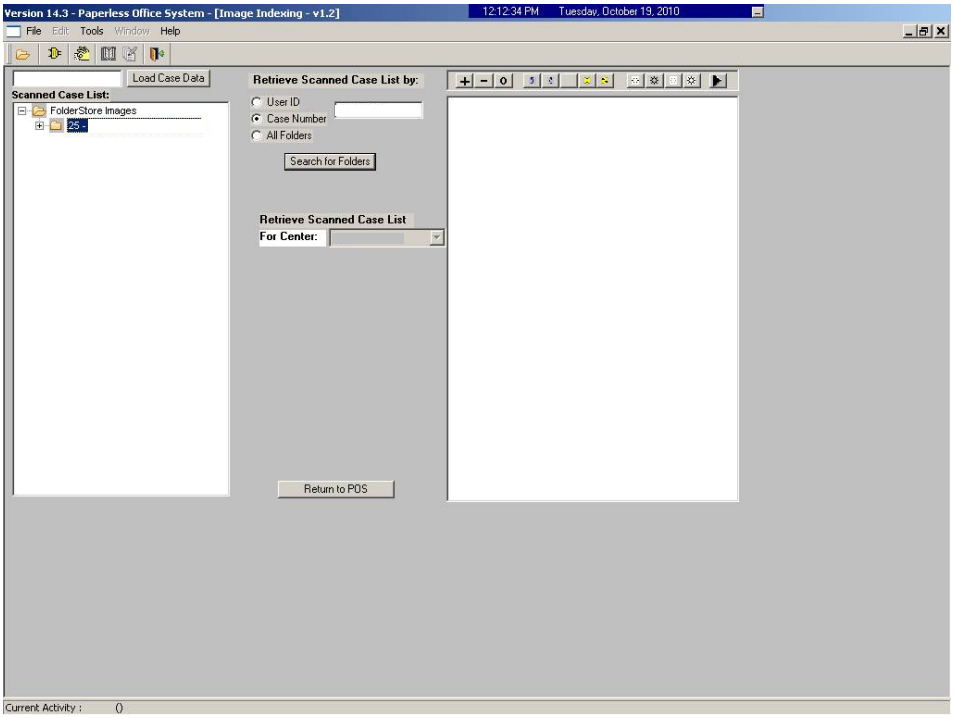
- Select **Tools** from the menu bar in POS.
- Select **Digital Sender Image Indexing**.

POS will then access the **Image Indexing** application.



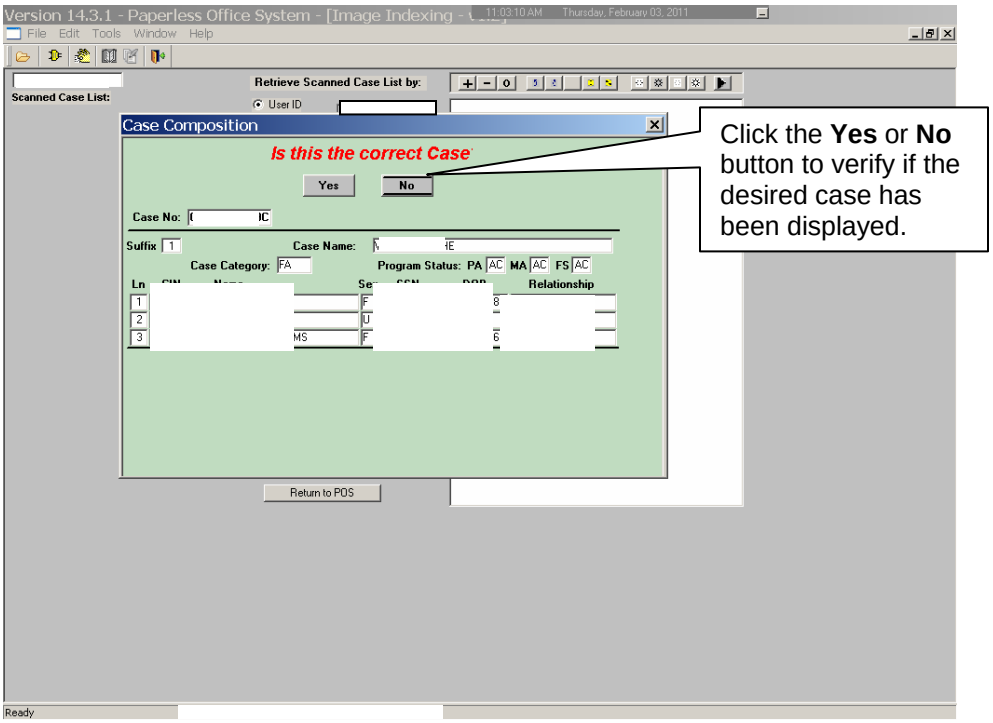
After a successful search is completed, a list of scanned cases associated with the **UserID** will appear in the **Scanned Case List:** field. To select a particular case the JOS/Worker must:

- Click on the desired case.



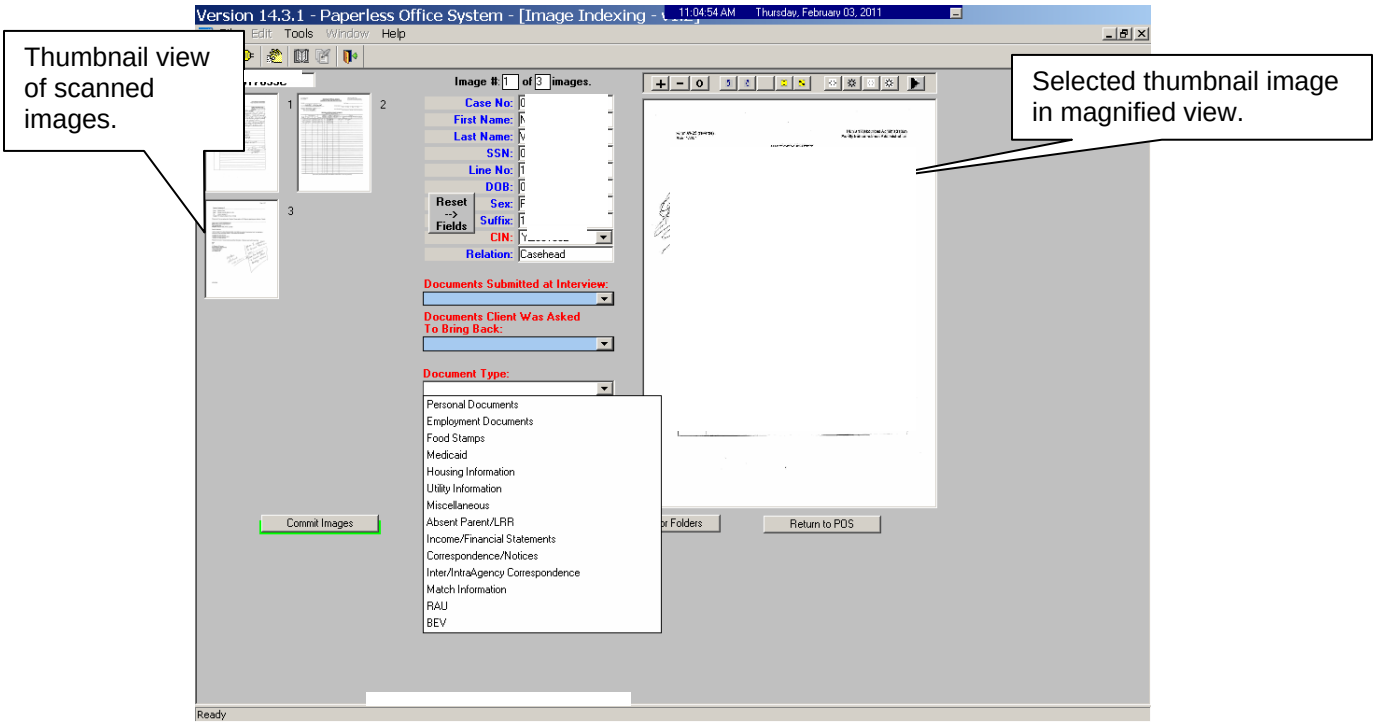
The case number selected will populate the **Load Case Data** field.

- Click **Load Case Data** button.



After the JOS/Worker clicks on the **Load Case Data** button, the **Case Composition** screen appears with information pertinent to the case.

- If the information in the pop-up box is incorrect, select "**No**" and the application will take you back to the **Image Indexing** screen to reenter the correct **Case Number** in the **Load Case Data** field.
- If the **Case Numbe**r and **Case Name** in the pop-up box are correct, select "**Yes**" to proceed to the "**Digital Index Imaging Screen**."

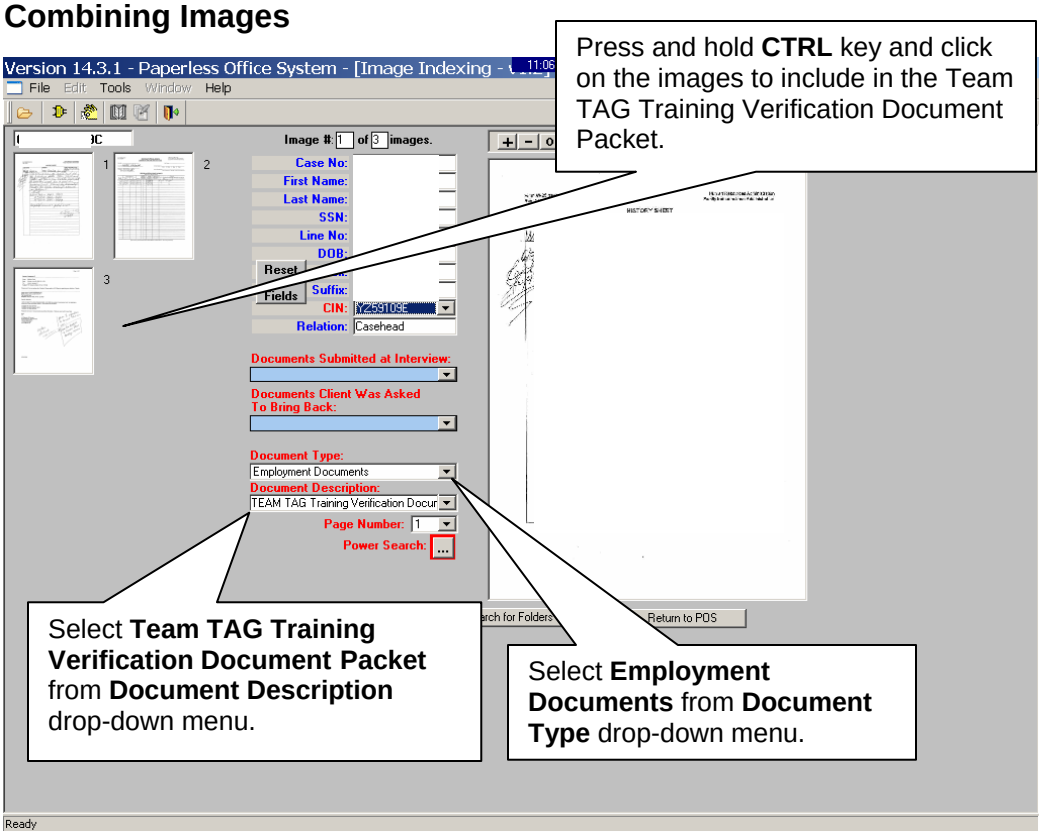


POS displays all the images that were scanned by the JOS/Worker in a thumbnail view. If there are more than eight images, a scroll bar will appear that will allow the JOS/Worker to view/access additional thumbnail images.

On the far right side is a magnified view of the document thumbnail selected. The JOS/Worker can view any of the images in magnified view by clicking on the thumbnail of the scanned document. At the top of this area, there is a Tool Bar, which is utilized to change the appearance of the selected image.

The JOS/Worker must verify that all documents that are to become part of the image have been scanned properly. If a document was incorrectly scanned or inadvertently added, it can be selected, deleted, and/or re-scanned.

Combining Images

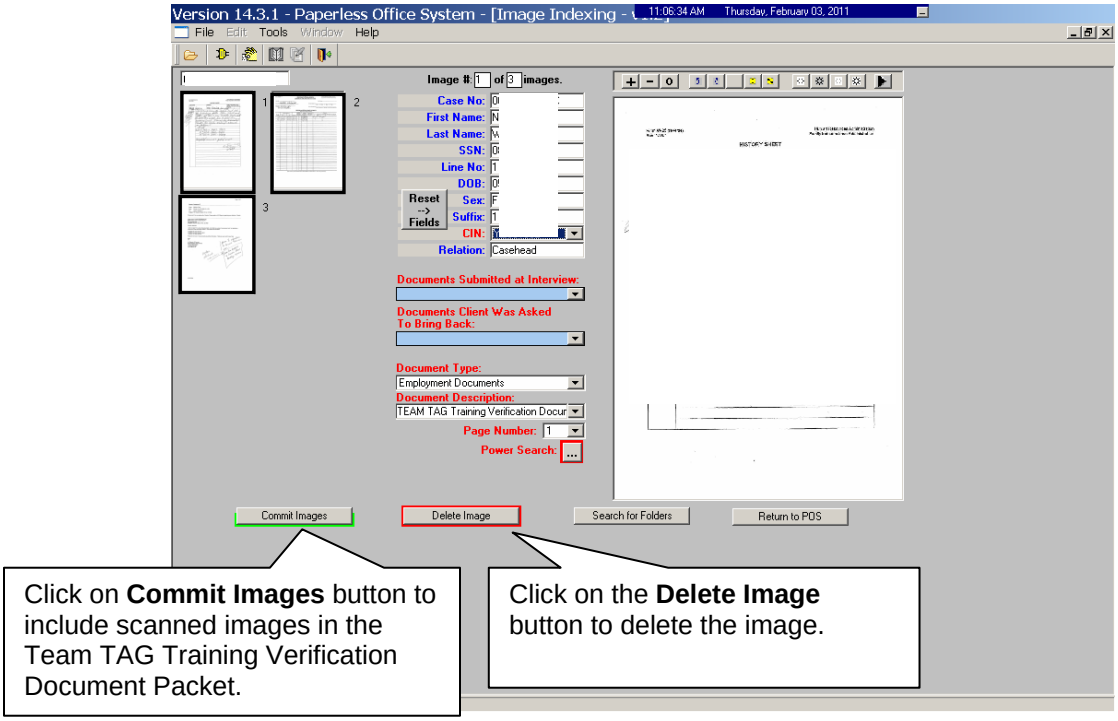


To combine scanned images to be included in the packet, press and hold the **CRTL** key and click on the individual images. Images selected are illuminated with a blue border. The image displayed in the normal viewer is illuminated in red.

To properly label and classify the scanned documents the JOS/Worker must:

- Select **Employment Documents** from the **Document Type** drop-down menu.
- Select **Team TAG Training Verification Document Packet** from the **Document Description** drop-down menu.

Preparation of Team TAG Training Verification Document Packet

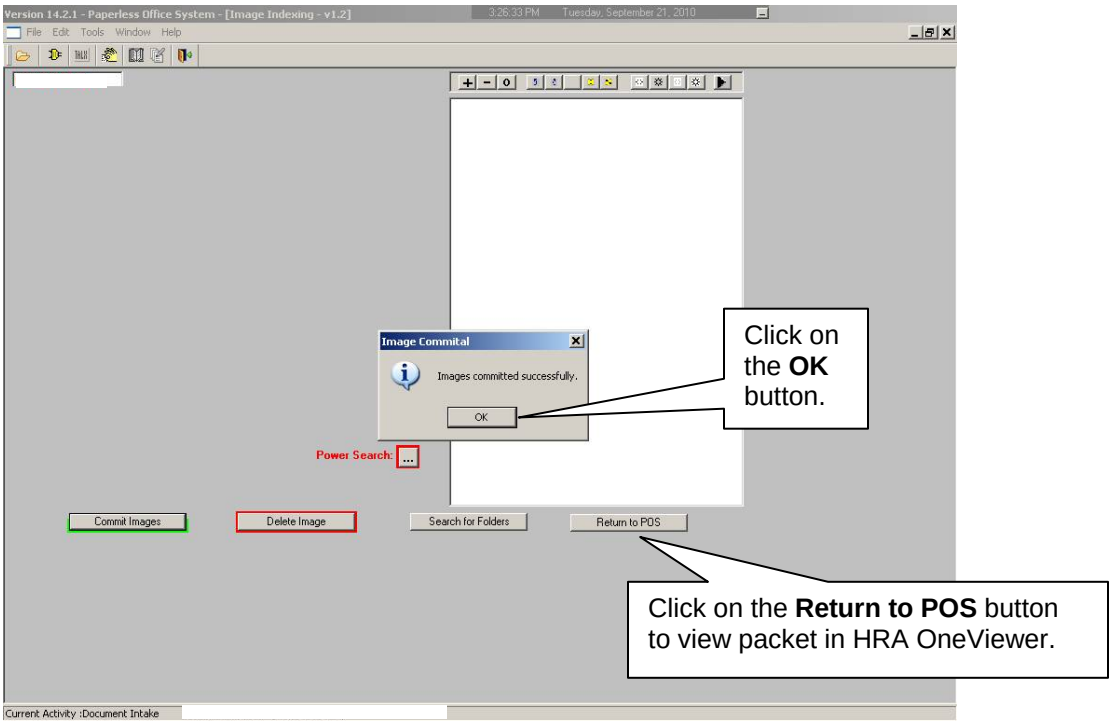


Once the JOS/Worker has selected all the images that are to be indexed and the required fields have been populated with information, the JOS/Worker can commit the images. To commit the images:

- Click on the **Commit Images** button to include scanned images in the Team TAG Training Verification Document Packet.

If an image should be deleted from the folder, the JOS/Worker must:

- Click on the thumbnail image to be deleted.
- Click on the **Delete Image** button.



When the images have been successfully combined into the Team TAG Training Verification Document Packet, an **Image Committal** information window will appear with the message "**Images committed successfully**". The JOS/Worker must:

- Click the **OK** button.

To exit the **Image Indexing** application:

- Click on the **Return to POS** button; or
- Go to **File** and select **Close.**