



FAMILY INDEPENDENCE ADMINISTRATION
 Seth W. Diamond, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
 Policy, Procedures, and Training

Lisa C. Fitzpatrick, Assistant Deputy Commissioner
 Office of Procedures

POLICY BULLETIN #08-53-OPE
(This Policy Bulletin Obsoletes PB #07-112-OPE)

DOCUMENTATION RECEIPT (EXP-76R)

<p>Date: May 29, 2008</p>	<p>Subtopic(s): Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Job Center and NCA FS Center Staff</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 form (EXP-76R) has been revised and to remind staff of the intended use of this form.</p> <p>The EXP-76R has been revised as follows:</p> <ul style="list-style-type: none"> • The Worker’s Initials column has been removed. Staff is no longer required to initial next to each document submitted by the applicant/participant. • The Worker and Date document scanned boxes have been removed, as information regarding the scanning of documents is not needed when providing a receipt to the applicant/participant for documentation submitted. • The Other section has been expanded to provide additional room for the Worker to manually identify other documents submitted by the applicant/participant. • A Spanish language version of the form has been created. <p>Staff is reminded that when an applicant/participant submits requested documentation as a result of the Documentation Requirements and/or Assessment Follow-up form (W-113K) at a Job Center or NCA FS Center, he/she must be provided the EXP-76R to verify which documents were submitted.</p> <p>When a Worker receives requested documents based on the W-113K from an applicant/participant, all fields on the EXP-76R must be completed including:</p>

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*

- the specific document that was submitted and for whom the document was submitted (e.g., birth certificate for Jane Smith);
- the name of the Worker who reviewed the submitted documentation; and
- the date and time the documents were received.

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 POS-Equipped NCA FS Centers

At Job Centers and POS-equipped 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 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 Worker must also scan and index a copy of the **EXP-76R** into the electronic case record.

In instances where POS is temporarily unavailable, the Worker must print a blank **EXP-76R** via Print on Demand and manually indicate which documents were submitted.

NCA FS Centers without Scanning Equipment

At NCA FS Centers without scanning equipment, staff must prepare the **EXP-76R** in triplicate: one copy must be provided to the applicant/participant at the Center if he/she submits the documents in-person (or mailed a copy if documents are submitted by mail or fax), one copy must be filed in the case record for Day Forward imaging, and, if the documents were accepted by someone other than the person assigned to the case (e.g., the Receptionist), one copy must be submitted to the Worker responsible for processing the case.

Workers are reminded that 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). BCIS emerged from the former Immigration and Naturalization Service (INS).

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

The **EXP-76R** and all related documentation are submitted for Day Forward imaging.

Confidential material should be disposed of per the NYC Human Resources Administration Procedure Number 07-05.

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

A sample of the **EXP-76R** is attached.

Effective Immediately

Reference:


[02 INF 33](#)

Related Item:

[HRA Procedure #07-05](#)

Attachments:

EXP-76R	Documentation Receipt (Rev. 5/29/08)
EXP-76R (S)	Documentation Receipt (Spanish)

 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:	Social Security Number:
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Address(bldg./house no., apt. no., street/avenue, borough, state, zip code):	Telephone Number:
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Document reviewed by:	Date document received:	Time document received:
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<input checked="" type="checkbox"/>	Documents	Document submitted for	<input checked="" type="checkbox"/>	Documents	Documents submitted for
	Adoption Papers	SAME		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)		

Recibo de Documentación

Solicitud

Recertificación

Empleo

Cambio en el Hogar

Apellido:		Nombre:		Número del Caso:		Tipo de Caso:		Número del Seguro Social:	
Dirección (edif./núm. de casa, núm. de apto./calle/avenida, condado, estado, código postal):						Número de Teléfono:			
Documento revisado por:				Fecha en que el documento fue recibido:			Hora en que el documento fue recibido:		
<input checked="" type="checkbox"/>	Documentos	Documentos presentados para	<input checked="" type="checkbox"/>	Documentos	Documentos presentados para				
	Documentos de Adopción			Expedientes de 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/Contrato de 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 Mantenición					
	Petición del Tribunal Familiar			Documentos/Correspondencia de USCIS					
	Póliza/Tarjeta/Carta de Seguro de Salud			Pasaporte Norteamericano					
	Carta del Hospital			Libreta/Carta de Beneficios de Desempleo (UIB)					
	Declaración de Impuestos de Ingresos			Facturas Impagas (de servicios públicos, médicas, de alquiler)					
	Carta del Casero/Inquilino Principal			Factura de Servicios Públicos					
	Póliza de Seguro de Vida			Tarjeta de Matrícula Vehicular					
	Certificado de Matrimonio			Documentos de Administración de Veteranos					
	Expedientes Médicos			Otros: (vea la página 2)					

