

PPER Email 2015-3 Separation of Documents

Effective immediately, non-permanent documents no longer need to be separated by household member.

When preparing documents for transport to the EDMC, only permanent verifications are required to be separated by household member. Each household member's permanent verifications must be bundled separately with an accompanying Document Cover Sheet. If multiple permanent documents have been submitted for the same household member they should be sent to EDMC in one bundle. For a list of what constitutes a permanent document for each program, refer to Operations Memo 2010-55.

Permanent verification belonging to the grantee of the case as well as all non-permanent verifications and non-client specific documents for the entire household must be sent in one bundle with a completed Document Cover Sheet containing the grantee's identifying information.

At the EDMC, permanent verifications will be scanned, indexed, stored and become searchable in BEACON under the individual client to whom they apply. All non-permanent documents will reside under the grantee.

Important: An exception to this rule applies to new applications for applicants who are not known to BEACON. Verification, including permanent verification, for clients who have not yet been assigned Agency Identification Numbers must be batched and scanned under the grantee with the application. Once the application has been entered in BEACON and Agency Identification Numbers have been assigned to each household member, permanent verification belonging to non-grantee household members must be printed and sent to the EDMC for rescanning and indexing under the correct client.