

PPER Email 2014-15: EDM Release 2 Clarification of Documents Considered Urgent

Operations Memo 2014-33 issued April 24, 2014 advised staff that all documents hand delivered to TAOs would be considered as either Urgent or Non-urgent for purposes of forwarding to the Electronic Document Management Center (EDMC). Effective with the issuance of this email, the definition of an Urgent document will change from that defined in Operations Memo 2014 - 33 to the following:

To be assigned an Urgent status, all SNAP and Cash documents, including the Monthly Report and ESP Participation and Attendance Record (ESP-7), with a due date of 5 calendar days or fewer from the date the document is hand delivered, are considered Urgent. Following current procedures, these documents must be processed in BEACON prior to the due date.

Additionally, all hand delivered applications and recertifications/reevaluations will be considered Urgent regardless of the due date.

An Operations Memo adjusting procedures to address Release 2 issues is in development and will be issued in the near future.