

**PPER Email 2015-10: Faxing Entered Documents to the Electronic Document Management Center (EDMC) (Issued 2/20/2015)**

Effective Monday, February 23, 2015, documents that have been processed in BEACON and have a status of Entered, will be faxed to the EDMC and not be sent by courier with unprocessed documents. TAOs must fax Entered documents to the EDMC via a new designated fax number. Documents faxed to the EDMC via this number will be automatically indexed in BEACON with a status of Entered and thus will not generate Actions or appear on the Available/Reviewed Scanned Documents view of cash case managers.

This new fax number does not replace the designated fax number used to send high priority SNAP applications or the DTA E-Fax number listed on DTA notices and the DTA website. As it is not intended for general use, the new fax number will be made available to TAO managers under separate cover. It is incumbent upon managers to make the number available to the TAO staff who will be responsible for faxing Entered documents to the EDMC.

Please note that Entered documents that have been faxed to the EDMC via this number must not also be sent via courier service. TAO managers must retain these paper documents for 60 days after which time they must be destroyed.

The only documents that are to be sent to the EDMC by courier are those documents that are not Urgent and have not yet been Entered.