**Email Distribution Lists to Mail-FAX-Scan**

Revised 8/4/2021

**\*\*\* If the correct distribution list is not used your document may not get to its final destination. \*\*\***

If you need a document **BOTH mailed/faxed AND scanned you MUST send to BOTH distribution list**. Different team members process the different distribution lists.

Items covered in this document: How to handle the following while remote working:

* Mailing and faxing documents
* Applications that need to be RFAd
* Scanning request
* FEVs

**1. MAIL, FAX, APPS TO RFA**

* Distribution list to email:
	+ HSEAPrintCopyFaxMail@countyofdane.com
* **Subject line** should read “Mail”, “Fax”, or “App to RFA”
* **Body needs to include**, any or all of the applicable:
* Detailed description of docs to be mailed
* Client name & case number
* Complete address or fax number
* If postage paid return envelope is needed – specify CDPU or JCO
* Any additional instructions (case comments, etc.)
* Received date to be stamped
* If Good Cause paperwork is needed, specify if you need Good Cause Claim notice
	+ MUST Specify postage paid envelope with JCO address
	+ Clerical team: Write case number on each form mailed out
* Include attachments or links for all docs. **Copying and pasting docs to the body of the email will not print well**
* If specific screens from CWW are needed, screen shot and apply to a word document and send as an attachment. If docs are needed from ECF, also send as an attachment
* Email this distribution list with any questions.
* If you need us to include a cover page, please write and attach one to the email

## Mailing Applications – Capital Consortium

* If a customer requests that a paper application be mailed to them, e-mail HSEACapitalRS@countyofdane.com
* In the subject line include the county name where the customer lives
* Body needs to include:
* customer name, address, and the programs they want to apply for in order for the correct application to be mailed

**2. Scanning**

* Distribution list to email:
* hseaprocessed@countyofdane.com
* **Subject line should read “ScanFirst”, ProcFirst”, or “Rush”**
* Body should include ALL of the following:
* **Client name & case number**
* **Code for each batch**, including the name of the household member belonging to that batch (ex: EI, ID, EVFE, etc.). Those particular codes indicate “N” before the code on the codes list (ex: N EI, N ID, N EVFE, etc.)
* **Date received to be stamped**
* Include attachments or links to docs. Copying and pasting docs to the body of the email will not print well
* If specific screens from CWW are needed, screen shot and apply to a word document and send as an attachment. If docs are needed from ECF, also send as an attachment
* Email this distribution list with any questions

**3. FEV’s**

* Distribution list to email:
* fevbenefit@countyofdane.com
* Subject line should read “FEV Inquiry” or “
* Body should include ALL of the following:
* Case number