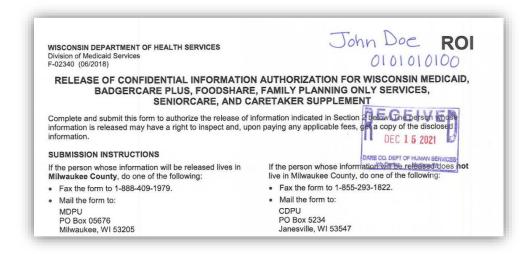
SCANNING PREP DESK AID – Working at JCO

Include the following:

☐ Step 1 → Date stamp every page with text (front and back)

First Page must include:

- ☐ (should already be **date** stamped)
- ☐ Document Code
- ☐ Case #
- ☐ Name of customer, if applicable (PIN specific document code)



If a new code within same case:

- ☐ Insert a **separator sheet** before the new document code
- (should already be **date** stamped)
- ☐ Document **Code**
- □ Name of customer, if applicable (PIN specific document code)

Repeat until all document codes are added

- ☐ Place color **separator sheet** on top according to scanning need (ScanFirst, ProcFirst, Apps)
 - Pink Scan First
 - Salmon Process First
 - Blue Apps (any paper application received while at the front desk should go in the "Apps" slot. This
 could include any type of application, but the majority will be "Page One FoodShare Registration"
 apps and "Signature Page" apps)

Reminders

- The case number/code/etc. should be ½ inch from borders, so it is not cut off when scanned
- Staples must be removed
- Pages should all be right side up and facing the same way
- Business cards and other very small items cannot be scanned, please provide copies
- Do not submit picture files. Copy/paste to a MS Word file. Submit only Word docs or PDF files.
- Include attachments or links to docs. Do not copy/paste text in the body of an email.
- Scanning email requests from ESS workers can be sent to hseaprocessed@danecounty.gov.