**Document Preparation for Scanning:**

* Each document sent for scanning must include a document code and case number.
	+ Some documents will come with the code and case number already printed on them such as an EVFE or APP.
	+ Some documents will come from the client (mainly at face to face interviews) in which case you will need to code them and note the case number.

**Process First vs Scan First:**

* **Process First**
	+ Process first documents are those that have been reviewed and processed by a worker before being scanned.
	+ These will usually be documents provided directly from the client to the worker (i.e.: face-to-face interview).
	+ These documents will be scanned straight to ECF.
	+ Multiple page Process First documents will require a BLUE scan sheet.
* **Scan First**
	+ Scan first documents are those that have been scanned prior to worker review/processing.
	+ These will usually be documents sent to the CDPU (fax and mail) or dropped off at the local agency.
	+ These documents will be scanned and attached to the case via the Document Viewer.

**Common Document Codes:**

* **App** - Application
* **EVF**E – Employer Verification Form
* **EI** – Earned Income
* **UI** – Unearned Income
* **MAS** – Medical Assessment Statement
* **ME** – Medical Expenses
* **REP** - Representative
* **EVHI** – Employer Verification of Health Insurance
* **OCNTY** – Other County Documents
* **UCOR** – Uncategorized Correspondence
* **MADA** – Medicaid Disability Application
* **LEGAL** – Legal guardianship
* **ID** – Photo Identification
* **SCHL** – School Documentation
* **SEI** – Self Employment Income
* **CCE** – Childcare Expense
* **BNK** – Bank Statements
* **LIP** – Life Insurance Policy
* **VI** – Vehicle Information
* **SUE** – Shelter and Utility Expense
* **CSE** – Child Support Expense
* **CS** – Child Support Court Orders
* **WOSI** – Wisconsin Out of State Inquiry
* **The ECF Handbook can be found on the EM Homepage under “Handbooks and Manuals”. The Handbook contains an extensive list of all document codes.** [**http://www.emhandbooks.wisconsin.gov/ecf/ecf.htm**](http://www.emhandbooks.wisconsin.gov/ecf/ecf.htm)