

# Did you know that you can now **upload and send your documents to Tioga County DSS** using your smart phone or tablet?



**NYDocSubmit** is a mobile app that allows applicants and recipients to take pictures of their documents and submit them to their local DSS office using their Apple iOS or Android device. There is no need to take time off from work, stand in line or travel to the district office to drop off documents.

**Note:** **NYDocSubmit** is not monitored for emergencies and is **not to be used to submit an application or to submit a periodic report.**

## Which Social Services programs does NYDocSubmit support?

- ❖ Supplemental Nutrition Assistance Program (SNAP)
- ❖ Home Energy Assistance Program (HEAP)
- ❖ Temporary Assistance (TA)
- ❖ Medicaid

## What type of documents should NOT be submitted using NYDocSubmit?

- ❖ Child Protective Services (CPS) case information or to report suspected child abuse or maltreatment.
- ❖ Documents that contain HIV information.
- ❖ Domestic violence information.
- ❖ Addresses that must remain confidential to safeguard any member of an applicant's or recipient's household.

## What type of documents can be submitted using NYDocSubmit?

- ❖ Identification
- ❖ Citizenship Status
- ❖ Proof of Income
- ❖ Medical Documentation
- ❖ Proof of Household
- ❖ Residence
- ❖ Resources
- ❖ Shelter/Utilities
- ❖ SSN or proof of an SSN application

## What is needed to use NYDocSubmit?

- An **Apple iOS** or **Android** phone or tablet with a working camera and data or Wi-Fi connectivity.
- Go to the Apple App Store or Google Play Store.
- Search for **NYDocSubmit**
- Click on **GET** or **INSTALL**.
- An existing or new **NY.gov ID** from <https://my.ny.gov>  
*The app will prompt you on how to create a NY.gov ID*

