

**Work Instruction**  
**Document Control Group -**  
**Receive BFE Publication**  
**Affidavit**

## Purpose

This work instruction is used to outline the process conducted by the Document Control Group of entering the final dates that the BFE changes were published in a local newspaper.

The steps include:

- Enter date affidavit was received
- Enter the final dates that the BFEs were published
- Enter the Appeal/Protest Period End Date

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## Prerequisites

- Distribute Determination activity is complete

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## Navigation

Via Menu Path	<b>Log in to the MIP → Workbench → Work Items →</b> <b>and</b> <b>Claim → Receive BFE Publication Affidavit</b>
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## Work Steps

The screenshot shows the 'Mapping INFORMATION PLATFORM' header with the FEMA logo. Below the header is a navigation menu with options like 'Home', 'Map Modernization', 'News & Events', 'Tools & Links', 'Map Viewer', 'Workbench', and 'MIP User Care'. The 'Workbench' tab is active, showing a breadcrumb trail: 'Home > Workbench > Work Items'. The main content area is titled 'Work Item List - JenDocControl - February 12, 2009'. It includes instructions on how to claim a task and filter the list. A table below shows a single work item:

Action	Activity Name	Case Number	Project Name
<a href="#">Claim</a>	Receive BFE Publication Affidavit	09-05-0009P	The Villas at Dawson's Creek



Only claim an activity that you are certain you own or have been instructed to claim. Contact your manager if you claimed an activity in error.

1. Click on: [Claim](#) to claim the activity
2. Click on: [Receive BFE Publication Affidavit](#) to enter the Receive BFE Publication Affidavit

The screenshot shows the 'Work Item Details - Project # 09-05-0009P' page. The title bar includes a question mark icon. The main heading is 'Receive BFE Publication Affidavit | Review'. Below this, there is a section titled 'Receive BFE Publication Affidavit' with instructions: 'Enter BFE publication and affidavit information for the listed Community. Click "Continue.' A note states '\* indicates a required field.' The form contains the following fields:

- Community: FORT WAYNE, CITY OF, CID: 180003  
Letter Type: 102-I-A-C
- \* Newspaper:
- \* Affidavit Date:  (MM/DD/YYYY)
- \* 1st Actual Publication Date:  (MM/DD/YYYY)
- \* 2nd Actual Publication Date:  (MM/DD/YYYY)
- \* Appeal/Protest Period End Date:  (MM/DD/YYYY)

A 'Continue >' button is located at the bottom right of the form.



At any time, the user may click the ? to see helpful hints regarding this screen.

3. Click to enter Newspaper
4. Click to enter Affidavit Date in MM/DD/YYYY format
5. Click to enter 1st Actual Publication Date in MM/DD/YYYY format
6. Click to enter 2nd Actual Publication Date in MM/DD/YYYY format

	<p>The Appeal/Protest Period End Date should be 90 days from the 2nd Actual Publication Date.</p>
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7. Click to enter Appeal/Protest Period End Date in MM/DD/YYYY format
8. Click on:  to move to the Review screen

**Work Item Details - Project # 09-05-0009P** ?

Receive BFE Publication Affidavit | **Review**

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**Receive BFE Publication Affidavit**

Review Data  
[Expand All / Collapse All](#)

Review the information. Click "Continue" if no changes are necessary. Click "Back" to return to the step(s) to be modified.

- ▶ **Project Data**
- ▶ **Requestor Mailing Address**
- ▶ **Other Mailing Address**
- ▶ **Flooding Source**
- ▶ **Supplementary Data**
- ▶ **Fee Invoice Information**
- ▶ **Community 180003 Information:**
- ▶ **Violation Status**
- ▶ **Letters**
- ▶ **Data Received**
- ▶ **Assign Project Resource**
- ▶ **Administer Fee/Receive Additional Fee**
- ▶ **Suspend Project**
- ▶ **Audit Determination**
- ▶ **Review Determination**
- ▶ **Distribute Determination**
- ▶ **Receive BFE Publication Affidavit**

< Back
Continue >

	<p>On the Review screen, click the twisties to the left of the listed name to expand a single element. To view all elements, click the Expand All hot link to show all data fields and information entered.</p>
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9. Review the information and click  to advance to Complete Task

Work Item Details - Project # 09-05-0009P ?

Receive BFE Publication Affidavit | Review

**Receive BFE Publication Affidavit** **Complete Task**

Click "Complete Task" when you have completed this task. Once complete, this task will be removed from your Work Item List and you will not be able to view or update this task.

The dates of publication in a local newspaper registering BFE changes.

Click to view the [workflow history](#) for this project.

**< Back**



Once you click Complete Task you cannot return to this task. Confirm all information is correct before clicking the Complete Task button. Click the Back button to make any changes to previous screens.

10. Click on: **Complete Task** to complete activity

**Results**

The next activity for the Task Lead is Receive Appeal or Protest.

Last updated: March 2009