



SNAP 1510-1 Case File Retention/Archive/ Destruction

References:	7 CFR 272.1(f); 42 CFR 431.17(c) and ARM 37.78.102 , ARM 37.82.101
Overview:	GENERAL RULE: Accurate case files must be maintained to ensure all required documentation is available for future reference in accordance with State and Federal regulations. At the same time, files must be maintained to eliminate unnecessary documents and allow the files to be of a manageable size. When case files become an unmanageable size separate volumes may need to be created and stored as a local archive. To reduce postage costs large case files must be evaluated and reduced prior to case transfer or other mailing.
Policy:	<p>Destruction Guidelines</p> <p>Return to client or destroy:</p> <p>1. Income or resource verification that is easily obtainable by client and coded on TEAMS with a VV (Visually Verified) verification code</p> <p>Retain for three full federal fiscal years from date of receipt:</p> <p>1. Income or resource verification that is not easily obtainable by client and coded on TEAMS with an HC (Hard Copy) verification code.</p> <p>2. If a hard copy is provided, PLEASE maintain the document in the file and code it HC regardless of how easy it is to obtain a copy.</p> <p>3. Non-professional screenings and assessments. (e.g., domestic violence screening guide).</p> <p>4. <u>ALL State Forms</u> including those listed in "Retain most recent copy" column.</p> <p>Retained for three full federal fiscal years from date of closure:</p> <p>1. Permanent records not listed elsewhere on this chart such as: Soc. Sec. Card, SSN Application, Birth Certificate, Custody Documents, Divorce/Separation Documents, Indian Enrollment Card, Marriage Certificate, Medicare Cards, and, Alien documents.</p> <p>** All are not "required".</p> <p>Please follow program policy.</p> <p>Retain TANF doc. Indefinitely:</p> <p>1. Screening guides and assessment reports completed by outside agency professionals (e.g., assessment from Vocational Rehabilitation).</p> <p>Retain for pending concern:</p> <p>1. Primary original records pertaining to any of the following: **Open Fraud or Intentional Program Violation (IPV) Investigation;</p>

	<p>**Current Litigation; **Open Audit; **Open Over Issuance Claim; or, **Conditional Assistance (Agreement to Sell Property HCS-97)</p> <p>2. <u>NOTE-For open or closed cases-</u> Documents supporting an over-issuance claim or Conditional Assistance (Agreement to Sell Property) must be retained for three federal fiscal years after the debt has been paid in full or after the death of the participant.</p> <p>Retain most recent copy:</p> <ol style="list-style-type: none"> 1. Authorization to Release Information (HCS 101, 102, 103) 2. Application for each prog. currently open regardless of how old the app. is. (NOTE: When a rede/recert form is used to add a Medicaid involvement, the form should be retained as if it were an application.) 3. Notice of Use of Protected Health Information (HPS 400) 4. TANF Direct Deposit 5. Rights and Responsibility 6. Child Support Referral for each child 7. TANF Cash Assistance Payment Selection Form (HCS180) 8. Adding new HH member form (HCS-261A) when the new member is an adult. 9. Signed Family Investment Agreement (FIA) 10. All verifications relating to TANF time clock concerns including but not limited to out-of-state TANF months and retroactive time clock adjustment requests. <p>Retain until death-<u>either spouse</u>:</p> <ol style="list-style-type: none"> 1. Resource Assessment (HCS 457) <p>Retain until death- <u>participant</u>:</p> <ol style="list-style-type: none"> 1. Estate Recovery for NH Residents (HCS 120); 2. Real Property Liens for Nursing Home Residents (HCS 121) <p>***The most recent copy and all copies less than three years old must be retained as long as the case is open. Then can be destroyed three federal fiscal years from the date of <u>closure</u>.</p>
Date Revised	January 2006