



TANF 1509-1

Case File Retention/Archive/ Destruction

Supersedes: TANF 1509-1 (7/1/19)

Reference: 7 CFR 272.1(f); 42 CFR 431.17(c)

Overview: Accurate case files must be maintained to ensure all required documentation is available for future reference in accordance with State and Federal regulations.

Current and closed files must eliminate and destroy unnecessary documentation as allowed by policy.

RECORD RETENTION:

All records generated or created during the application or maintenance process and those not otherwise easily retrieved must be retained for seven (7) full federal fiscal years from the date the case closed. Some records are not to be destroyed even after seven (7) federal years.

TANF CONTRACTORS:

The Contractor must maintain all records (written or electronic) generated or created during the term of the contract and for seven (7) Federal Fiscal Years after the completion contract date. For example, records for contract year ending 6/30/19 need to be retained until 6/30/2026.

Records related to the following situations must be retained for the duration of the concern.

1. Open fraud or IPV investigation;
2. Current litigation;
3. Open audit; and
4. Open over-issuance claim.

Documents supporting an over-issuance claim must be retained for seven (7) federal fiscal years after the debt has been paid in full or after the client has died.

MOST RECENT COPY RETAINED:

The most recent copy of the following documents must be retained even if more than seven (7) years old. Older versions can be destroyed seven (7) federal fiscal years after date of program closure.

1. Application;

- a. When an adding a new member form (HCS-261A) is used to add an adult to a TANF case, they must be retained as if they were an application.
2. Child support referral (HCS/CS-332) for each child;
3. Authorization to release information/confidentiality forms for each adult;
 - a. When an authorization to release information form is used to collect medical information to determine eligibility or benefit amount, both the form and the information obtained by using the form must be retained.
4. Rights and Responsibilities Form (if signed by the household);
5. TANF Direct Deposit Form (HCS-179);
6. TANF Cash Assistance Payment Selection Form (HCS-180); and
7. All verifications relating to TANF time clock concerns.

RECORDS RETAINED INDEFINITELY:

Assessment reports completed by outside agency professionals are retained indefinitely.

RECORDS STORAGE:

Case records must be safeguarded. Records must be stored in a secured location when not in use. Each employee responsible for records must use reasonable diligence to protect them and to prevent information disclosure.

RECORD DESTRUCTION:

Identified materials to be destroyed must be:

1. shredded; or
2. burned.

Effective Date: October 1, 2021