

# STATE OF NEW JERSEY



## COUNTY WELFARE DEPARTMENTS & BOARD OF SOCIAL SERVICES

**C980000-008**

Records Retention and Disposition Schedule		Agency: C980000	Schedule: 008	Page #:1 of 7
<b>Department:</b>	COUNTY WELFARE DEPARTMENTS & BOARD OF SO	<b>Agency Representative:</b>	Jeanette Page-Hawkins	
<b>Division:</b>		<b>Title:</b>	Director, Division Of Family Development	
<b>Bureau:</b>		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Agency Representative Signature:</b>	<b>Date:</b>	<b>Secretary, State Records Committee Signature:</b>	<b>Date:</b>
	5/13/2013		7/18/2013

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Food Stamp Program</b>										
0150-0000	Case File --- Files kept referring to clients of the County Welfare Department and Board of Social Services. File may include but is not limited to: applications, eligibility documentation, benefit computation work papers, and supporting documentation.	X				P	6 Years		Destroy	
0152-0000	Subsidiary Control Of Food Stamp Identification Cards (FSP-957) --- Consists of a listing of a food stamp identification cards issued, date, case-number, and name. Cards are issued monthly	X				P	3 Years After closing unless in litigation		Destroy	
<b>Fraud Investigation Unit</b>										
0200-0000	Fraud Investigation File	X				P	6 Years After all findings are resolved		Destroy	
0205-0000	Income And Eligibility Verification System (IEVS) Management Reports Destruction Log --- Consists of a log that indicates date of destruction, type of data/report, time period covered, and method of destruction. Used for IRS 1099 and SSA Wage Reports/data	X				P	Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>Income Maintenance - Property And Resources</b>										
0251-0000	Funeral File	X				P	6 Years After final payment		Destroy	
0252-0000	Foreclosure And Bankruptcy File	X				P	7 Years After final action		Destroy	
0253-0000	Recoupment Cards	X				P	6 Years After final action or After final payment		Destroy	
0254-0000	Supplemental Security Incomes - Billings	X				P	6 Years		Destroy	
0255-0000	Inquiry Form --- An Inquiry Form is created whenever a potential client inquiries about program eligibility. It is used to obtain basic information which benefit the interviewer at the time of application.	X				P	3 Years		Destroy	
<b>Records</b>										
0405-0000	Input Document --- Includes but not limited to: copies of DIMS related faxes	X				P	3 Years		Destroy	
0600-0000	Case File --- Files kept referring to clients of the County Welfare Department and Board of Social Services. File may include but is not limited to: applications, eligibility documentation, benefit computation workpapers, and supporting documentation.									

Records Retention and Disposition Schedule				Agency: C980000			Schedule: 008		Page #:3 of 7	
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							Total Retention Period	Minimum Period in Agency		
0600-0002	Case File—Child Support	X				P	4 Years After final agency or court action, influenced the assistance or final payment, whichever is later		Destroy	
0600-0003	Case File—Job Training	X				P	6 Years After final agency or court action, influenced the assistance or final payment, whichever is later		Destroy	
0600-0004	Case File—Emergency Assistance (Approved)	X				P	6 Years		Destroy	
0600-0005	Case File—Emergency Assistance (Denied)	X				P	6 Years		Destroy	
0600-0006	Case File – Temporary Assistance To Needy Families (TANF)/Child Welfare/Social Services	X				P	6 Years		Destroy	
0600-0007	Case File – Medical Case Record-Application And Supporting Documentation - All Programs Administered By Medical Assistance & Health Services --- Includes: Application, supporting documentation for eligibility, and background information for eligibility.	X				P	6 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0601-0000	Inquiry Form --- Inquiry is complete whenever a potential client inquires about program eligibility. Used to obtain basic information which benefits the interviewer at the time of application.	X				P	3 Years		Destroy	
0602-0000	Opportunity To Register To Vote Form	X				P	2 Years		Destroy	
0603-0000	Monthly Assistance Rolls And Related Financial Records	X				P	6 Years		Destroy	
0605-0000	Food Stamp Employability Training Program File --- Consists of documentation relating to Food Stamp Employability Training Program.	X				P	6 Years		Destroy	
0606-0000	Service File --- Includes: Application, Data Summary Sheets and correspondence. If assistance is provided, file is transferred into the Emergency Assistance (Approved) file.	X				P	3 Years Provided No Emergency Assitance Provided		Destroy	
0607-0000	Social Services—Boarding Home Complaint File	X				P	6 Years After File Is Closed		Destroy	
0608-0000	Early Periodic Screening Diagnosis And Treatment (EPSDT) Report	X				P	3 Years		Destroy	
0609-0000	Information And Referral Log Sheet	X				P	3 Years After last entry		Destroy	
0613-0000	Training Reports And Requests --- Report of training activities given each month to the Department of Human Services, Division of Family Development for cost allocation purposes.	X				P	3 Years		Destroy	
0614-0000	Transmittal Letter For Check Replacement	X				P	6 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0615-0000	Credit And Redeposit Notice --- Includes: New Hire Report.	X				P	6 Years		Destroy	
0618-0000	Electronic Benefits Transfer (EBT) Card Log Book – Issued EBT Cards --- Consists of: Daily log of cards issued, cancelled, damaged, etc. As cards are issued each card is logged and the recipient of the card signs the log to acknowledge receipt of the card. Damaged, cancelled or otherwise unusable cards are noted as such.	X				P	3 Years After final entry		Destroy	
0619-0000	Electronic Benefits Transfer (EBT) Card Log Book – Returned EBT Cards --- Consists of: Daily log of EBT cards returned in the mail showing the date received from the mail room, card status, and verifying that card was deactivated if received in active status.	X				P	1 Years After final entry		Destroy	
0620-0000	General Assistance Program	X								
0620-0001	General Assistance Program - General Assistance Case File --- Includes: Application and Affidavit for Public Assistance (WFNJ-1J) and other related forms, documents and correspondence regarding determination, redetermination, denial or change in General Assistance benefits. In addition to forms and documentation relative to the cash assistance program includes the Emergency Assistance program and other programs that support GA clients to end welfare dependency.	X				P	6 Years		Destroy	
0620-0002	General Assistance Program - Fiscal Reports --- Includes: Financial Reports submitted to the Department of Human Services, Division of Family Development, including: Monthly Report of GA Commitments (WFNJ/GA-6), Statement of Refunds (WFNJ/GA-12) and Quarterly and Annual Financial Report (WFNJ/GA-535Q and WFNJ/GA-535A)	X				P	6 Years		Destroy	

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0620-0003	General Assistance Program - Interim Assistance Program --- Authorization for Reimbursement of General Assistance from Initial SSI Payment WFNJ/GA-30, Agreement to Repay Assistance for Initial SSI Payment WFNJ/GA-30A, Net amount Due Client from SSI Payment WFNJ/GA-31.	X				P	6 Years		Destroy	
0621-0000	Management Reports And System Reports (Copy) --- Original reports are maintained by Department of Human Services, Division of Family Development on I Acquire System for 7 years.	X				P	Periodic review		Destroy	
0622-0000	Income And Eligibility Verification System (IEVS) Reports File --- Reports pertaining to county investigations to identify ineligible recipients and determine if fraud was involved. If a client was not eligible or overpaid, benefits are recalculated and the amounts overpaid are recovered. Note: IRS 1099 and SSA Wage Management Report forms must be destroyed in accordance with Federal Government guidelines and witnessed by an agency representative. These documents may not be released to a private contractor.	X				P	5 Years After All Audit Findings Are Resolved		Destroy	
0623-0000	Federal Treasury Offset Program (TOP) File --- The TOP set-off/offset program prevents an individual or business from receiving payment from the Federal Government while owing money to either Federal or State Government. It is a reciprocal agreement between the State of New Jersey and the Federal Government which match tax and non-tax debt against payments due to a contract vendor.									
0623-0001	Federal Treasury Offset Program (TOP) File – Program Audit --- File contains policies and supporting documentation for program audit and review purposes.	X				P	3 Years		Destroy	

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0623-0002	Federal Treasury Offset Program (TOP) File – Financial And Violation Records --- File includes financial documents pertaining to each client and if any violations had occurred against them.	X				P	6 Years From Date Of Fiscal Or Administrative Closure		Destroy	
0624-0000	State Set-Off Individual Liability (SOIL) Program File --- The SOIL set-off/offset program prevents an individual or business from receiving payment from State Government while owing money to either Federal or State Government. SOIL withholds personal NJ Gross Income Tax Refunds, Saver Rebates, and Homestead Rebates from taxpayers who have State and/or Federal tax and non-tax debt.									
0624-0001	State Set-Off Individual Liability (SOIL) Program File – Program Audit Records --- File contains policies and supporting documentation for program audit and review purposes.	X				P	3 Years		Destroy	
0624-0002	State Set-Off Individual Liability (SOIL) Program File – Financial And Violation Records --- File includes financial documents pertaining to each client and if any violations had occurred against them.	X				P	6 Years From Date Of Fiscal Or Administrative Closure		Destroy	
0625-0000	Verification Documents --- Documents used to determine clients' eligibility. Includes but not limited to: Drivers License, Birth Certificate, Tax Return, Pay Stub, etc.	X					6 Years		Destroy	