

Procedure Section: P2113, Standard Case File System

Subsection: P2113B, Order of Material in Case File

Procedure:	P2113B	Effective Date:	11/01/1995
Bulletin:	95-37	Supersedes:	N/A

Included Programs

All Programs

B. Order of Material in Case File (Continued)

ANFC/EP/FS/ME/SF/TCC/Dr Dynasaur/VHAP case action data: This includes applications, statements of need, agreements to report changes, notices of decision (including those related to claim information in section two, first brad), worksheets, correspondence, and verifications. Any material (excluding checks) returned to the district office as undeliverable must be retained as documentation that the client cannot be located.

Staple together all material pertaining to each action or correspondence and file in chronological order facing forward. Documentation for any of these case actions that is filed in the non-purgeable section (section two, second brad) should be referenced here (e.g. work quarters verification.)

When a DSW 202 (Statement of Need) or DSW 202LTC (Medicaid LTC Statement of Need) is involved, put supporting data inside the form with the notice of decision stapled to the top of the form.

NOTE: Return original verification to client. Keep photocopies on file.

Second brad:

Reach Up data related to eligibility. This includes RU 601, RU 606, DSW 210A (when related to an ANFC decision), bootleg forms, DET status change notices, etc. Do not purge information related to current eligibility. (Discard non-eligibility related notices, e.g., a notice from DET informing you of a change in job component.)

Food Stamp work registration data (DSW 218FS, DSW 218FSB, DSW 218FSWR, DET forms)

Section two contains the following:

First brad:

ANFC/FS/ME/SF claims data (includes claims forms, collection letters/memos, bootleg forms, restoration of lost benefits forms) in chronological order. (File notices of decision relating to these claims in section one, facing forward.)

If a fraud referral is being made or a fair hearing has been requested as a result of the claim, keep all materials concerning the claim in the classification file until the fraud or fair hearing decision is finalized.

If a fraud investigation is declined or if repayment is ordered in the fair hearing decision, secure the material concerning the claim to the first brad in this section.

If fraud is not declined, file all materials in the classification file, except the final disposition leading to a case action which should be secured to the second brad in this section.

Unattached:

Child support forms and some of the other material which must be kept four years or as long as it is in effect, whichever is LONGER, is filed unattached (facing forward).

A form which was in effect any time during the prior four years must be kept (even if it was completed more than four years ago). In some cases, workers' input may be needed to help determine "in effect."

Second brad:

Non-purgeable data in chronological order.

This includes: copies of social security and Medicare cards; DSW 202F (Citizenship/Legal Alien Statement); copies of birth certificates and registrations; copies of marriage certificates, divorce and separation papers, court orders; DSW 213 (Medical Eligibility Decision); DSW 213D (Medicaid Disability Medical Eligibility Decision); DSW 213K (DCHC Request); copies of insurance policies; any SDX dated prior to 6/16/75; all Bendex face sheets; SRS referrals (copy with both DSW and SRS comments); DSW 137W (Support Waiver Request) and DSW 220W (Notice of Decision - Waiver Request); work quarters verification; DSW 201B (Information Release Authorization); DSW 204REC (Recovery From Estates); DSW 209 (Joint Acknowledgement of Parentage).

Section three contains the following:

Unattached:

Emergency Fuel data (includes applications, worksheets, verifications, correspondence), with all material pertaining to each action or correspondence stapled together.

GA/ANFC-EA data: correspondence, vendor copies, DSW 203G (GA/EA Worksheet), TSO forms. Staple together all material pertaining to each action or correspondence.

File in chronological order, unattached (facing forward).

Second brad:

DSW 210A (GA/Reach Up Training/Employment Exemption Medical Report) and shelter statements related to GA decisions; DSW 230 & 230A (Recovery of Assistance Agreements) in chronological order secured to the second brad in this section (back cover).

Revision History for P2113B

11/01/1995

Content not available