

Procedure Section: P2113, Standard Case File System

Subsection: P2113C, Location of Forms

Procedure:	P2213C	Effective Date:	04/01/2007
Bulletin:	07-20	Supersedes:	95-37

Included Programs

All Programs

This section lists forms in chronological order and includes where they should be filed in the case file and how long they should be kept.

Forms listed as "S.O. Only" in the Forms Manual Table of Contents have filing instructions if the district receives a file copy from state office. Otherwise they are listed as "n/a." When forms listed n/a are obsolete, they are removed from the list.

Obsolete forms are noted since the purge instructions still apply.

The abbreviations used are:

S1 = Section one

S2 = Section two

S3 = Section three

b = brad: 1st brad = left side 2nd brad = right side

RU = Reach Up file

class file = classification file.

ff = facing forward (unattached)

fb = facing backward (unattached)

n/a = not filed in case file

For additional information on purging, see P-2113 D.

Form: 001 Directory of District Office

- Case file location: N/A
- Purge: N/A

Form: 010B Application for WIC and Health Care Programs

- Case file location: S1, ff
- Purge: after 4 years

Form: 010D Documentation/Verification Checklist (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 010V Verification Request (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 010W DSW/VDH Worksheet (obsolete 08/05)

- Case file location: S1, ff or attach to 010B
- Purge: after 4 years

Form: 100 Case Record Contents (obsolete 08/05)

- Case file location: S1, 1st brad
- Purge: do not purge

Form: 101 Case Action Log - stapled together

- Case file location: S1, ff
- Purge: after 4 years

Form: 105A District Case Record Transfer Log

- Case file location: N/A
- Purge: N/A

Form: 105B Case Record Transfer Memo

- Case file location: S1, ff
- Purge: after 4 years

Form: 108 Suspected Fraud Referral

- Case file location: class file
- Purge: do not purge

Form: 108A Reimbursement Agreement

- Case file location: S2, 1st brad
- Purge: do not purge

Form: 108FS FS Claim (pages 1 & 2)

- Case file location: S2, 1st brad
- Purge: do not purge

Form: 108FSA FS Claim Notice

- Case file location: S2, 1st brad
- Purge: do not purge

Form: 108FSD FS Claim Reminder Notice

- Case file location: S2, 1st brad
- Purge: do not purge

Form: 108FSDN Admin. Disqualification Notice

- Case file location: S2, 1st brad
- Purge: after 4 years. Retain longer if still in effect.

Form: 108FSF FS Fraud Notice

- Case file location: S2, 1st brad
- Purge: after 4 years. Retain longer if still in effect.

Form: 08FSHN Administrative Disqualification Hearing Notice

- Case file location: S2, 1st brad
- Purge: after 4 years. Retain longer if still in effect.

Form: 108FSHW Administrative Disqualification Hearing Waiver

- Case file location: class file
- Purge: do not purge

Form: 108P Property Sale Reimbursement Agreement

- Case file location: S2, ff
- Purge: after 4 years

Form: 109 Theft Report

- Case file location: S1, ff
- Purge: after 4 years

Form: 110 Complaint Form

- Case file location: N/A
- Purge: N/A

Form: 113 Fair Hearing Information

- Case file location: class file
- Purge: (See P-2113 A)

Form: 113A GA/EA Review Notice

- Case file location: S3, ff
- Purge: after 4 years

Form: 113B Fair Hearing Request

- Case file location: class file
- Purge: after 4 years

Form: 113C Notice to Comply with Order of HSB and Implementation Order

- Case file location: S1, ff attached to 220FH
- Purge: after 4 years

Form: 115 Nomination of Employee for Non-Recurring Bonus

- Case file location: N/A
- Purge: N/A

Form: 116 Educational Assistance/Leave App.

- Case file location: N/A
- Purge: N/A

Form: 128 Procedures/Forms Work Request (obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 137 Child and Medical Support Authorization

- Case file location: S2, ff
- Purge: do not purge any 137 that covers any portion of the last 4 years

Form: 137M Medical Support Authorization

- Case file location: S2, ff
- Purge: after 4 years

Form: 137W Waiver of Cooperation for Child Support and Medical Support

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 137WS Waiver of Cooperation Supplement for Child Support and Medical Support

- Case file location: class file
- Purge: do not purge

Form: 140 District Recovery Receipt

- Case file location: S2, ff
- Purge: after 4 years

Form: 143EW Agreement for Electronic Withdrawal

- Case file location: S1, ff
- Purge: after 4 years

Form: 148 Fuel Supplier Certification Agreement

- Case file location: N/A
- Purge: N/A

Form: 150 Town Service Officer Time Report

- Case file location: N/A
- Purge: N/A

Form: 160 Transportation Authorization

- Case file location: Reach Up or class file
- Purge: do not purge

Form: 160FT VT Pub. Trans. Assoc. Fair Hearing Transportation

- Case file location: N/A
- Purge: N/A

Form: 160T VT Pub. Trans. Assoc. Reach Up Transportation

- Case file location: N/A

- Purge: N/A

Form: 170A Form Print Request

- Case file location: N/A
- Purge: N/A

Form: 200 Change Report

- Case file location: S1, ff
- Purge: after 4 years

Form: 201 Application for ANFC/Medicaid/FS/ Fuel/AABD (obsolete 05/06)

- Case file location: inside 202
- Purge: after 4 years but keep most recent 201 for each program

Form: 201A Agreement to Report Change

- Case file location: inside 202
- Purge: after 4 years

Form: 201A LTC Long-Term Care Agreement to Report Change

- Case file location: inside 202LTC
- Purge: after 4 years

Form: 201B Information Release Authorization

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 201C Medicaid Review Notice

- Case file location: S1, ff
- Purge: after 4 years

Form: 201CPA Medicaid Application/Review

- Case file location: S1, ff

- Purge: after 4 years

Form: 201DD Direct Deposit Request

- Case file location: S1, ff
- Purge: after 4 years unless still in effect

Form: 201EF Emergency Fuel Assistance Application (obsolete 05/05)

- Case file location: S3, ff
- Purge: after 4 years

Form: 201G Application for General Assistance and Emergency Assistance

- Case file location: S3, ff
- Purge: after 4 years

Form: 201GE General Assistance Medical Care Request

- Case file location: S1, ff
- Purge: do not purge

Form: 201HI HIV/AIDS Health Insurance Assistance Program Application (obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 201I General Application Letter

- Case file location: N/A
- Purge: N/A

Form: 201ID Declaration of Identify for Children under Age 16

- Case file location: N/A
- Purge: Shred after entering

Form: 201M IV-E Medicaid Application/Review (obsolete 05/06)

- Case file location: S1, ff
- Purge: after 4 years

Form: 201MC Medicaid IV-E Eligibility Certification

- Case file location: S1, ff
- Purge: after 4 years

Form: 201N SSI-AABD Medical Information Request

- Case file location: S1, ff
- Purge: after 4 years

Form: 201SF Fuel Assistance Application

- Case file location: S1, ff
- Purge: after 4 years

Form: 201T Child Care Application (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 201W Wood Supply Request (JDO only) (obsolete 05/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 201WA Wood Supply Request for Fuel Applicants (JDO) (obsolete 05/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 201Z HIV/AIDS Drug Assistance Program Application Form (obsolete 05/05)

- Case file location: N/A
- Purge: N/A

Form: 202 Application for ESD Programs

- Case file location: S1, ff
- Purge: after 4 years

Form: 202A Medicaid Request for Retroactive Assistance

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 202AQ Absence Parent Questionnaire

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 202C Intake Appointment Notice

- Case file location: S1, ff
- Purge: after 4 years

Form: 202D Reminder Notice (Intake Appointment)

- Case file location: S1, ff
- Purge: after 4 years

Form: 202F Citizenship/Legal Alien Statement (obsolete 08/05)

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 202F1 SAVE Program Memo (obsolete 08/05)

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 202G GA Emergency Medical Eligibility

- Case file location: S3, ff
- Purge: after 4 years

Form: 202H Shelter Expense Statement

- Case file location: S1, ff or re: Reach Up, FS or SF attach to 202, re: GA S3, 2nd brad
- Purge: after 4 years

Form: 202HI HIV/AIDS Health Insurance Assistance Program Release of Information/Physician Certification (obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 202LA Admission Resource Assessment

- Case file location: S1, ff
- Purge: after 4 years

Form: 202LB LTC Application Resource Allocation

- Case file location: S1, ff
- Purge: after 4 years

Form: 202LTC Choices for Care Application for LTC Medicaid

- Case file location: S1, ff
- Purge: after 4 years

Form: 202MED Application for Health Care Assistance

- Case file location: S1, ff
- Purge: after 4 years

Form: 202PSE Post Secondary Education Application

- Case file location: S1, ff
- Purge: after 4 years

Form: 202RL-M Reminder Letter (Review) (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 202SF Fuel Balance Verification (obsolete 05/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 202T Medicaid Quarterly Report

- Case file location: S1, ff
- Purge: after 4 years

Form: 203B Medicaid Eligibility Worksheet - LTC

- Case file location: inside 202LTC or S1, ff
- Purge: after 4 years

Form: 203B1 Medicaid Eligibility Worksheet SSI/AABD-Related (non-LTC)

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 203B2 Medicaid Eligibility Worksheet ANFC-Related (non-LTC)

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 203B LTC LTC Medicaid Eligibility Worksheet

- Case file location: inside 202LTC
- Purge: after 4 years

Form: 203B (SAW) Spousal Income Allocation Worksheet

- Case file location: inside 202LTC or S1, ff
- Purge: after 4 years

Form: 203C FS Eligibility Worksheet

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 203E AABD/EP Eligibility Worksheet

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 203G GA/EA Worksheet

- Case file location: S3, ff
- Purge: after 4 years

Form: 203MR LTC Medicaid Resource Transfer Worksheet

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 203P Pickle Deduction Worksheet

- Case file location: stapled to 203B. Inside 202 or S1, ff
- Purge: after 4 years

Form: 203R Lost FS Benefits Restoration

- Case file location: S2, 1st brad
- Purge: after 4 years

Form: 203RU Reach Up Eligibility Worksheet

- Case file location: S2, 1st brad
- Purge: after 4 years

Form: 203S Medicaid Spend-Down Worksheet

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 204B Fact Sheet: Business Income and Expenses

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 204F Fact Sheet: Farm Income and Expenses

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 204R Fact Sheet: Rental Income Property

- Case file location: inside 202 or S1, ff
- Purge: after 4 years

Form: 204REC LTC Recovery From Estates

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 206 Verification for Earnings Quarters (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 207 Protective Payment Agreement

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 207FS Authorized Representative-FS

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 208 Verification of Bank Accounts

- Case file location: S2, ff
- Purge: after 4 years

Form: 208A Bank Search

- Case file location: S2, ff
- Purge: after 4 years

Form: 208B Bank Account Ownership Affidavit

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 208C IRS Verification

- Case file location: S2, ff
- Purge: after 4 years

Form: 208D IEVS Verification

- Case file location: S2, ff
- Purge: after 4 years

Form: 208L Jointly Held Liquid Resource Statement

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 208N Jointly Held Non-Liquid Resource Statement

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 209 Joint Acknowledgement of Parentage

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 210 Medical Report

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 210A Training and Employment Medical Report for GA and Food Stamps

- Case file location: S3, 2nd brad
- Purge: after 4 years

Form: 210B DCHC Physician's Letter

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 210E Physician's Report of Eye Examination

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 210MR Medical Report

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: 210NH Daily Activities Assessment

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: 210P Psychological Report

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 210R DCHC Release

- Case file location: class file
- Purge: after 4 years

Form: 210TMD Temporary Medical Deferment

- Case file location: S1, 2nd brad

- Purge: after 4 years

Form: 210U Pregnancy Certification

- Case file location: S1, ff
- Purge: after 4 years

Form: 210V Front End Verification Request

- Case file location: S1, ff
- Purge: after 4 years

Form: 211 Social Report (Incapacity) (obsolete 08/05)

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 211CK Disability Application Checklist

- Case file location: N/A
- Purge: N/A

Form: 211D Disability Social Report

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 211D-S Disability Social Report Supplemental Job Form

- Case file location: attach to 211D, class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 212 Authorization to Furnish Medical Information (obsolete 08/05)

- Case file location: class file
- Purge: after 4 years. Retain longer if still in effect.

Form: 212D Disability Information Release Authorization

- Case file location: class file

- Purge: after 4 years. Retain longer if still in effect.

Form: 212I Health Insurance Info Request Letter (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 213 Medical Eligibility Decision (obsolete 08/05)

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 213D Disability Medicaid Eligibility Decision

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 213K DCHC Request

- Case file location: S2, 2nd brad
- Purge: after 4 years. Retain longer if still in effect.

Form: 213VR Letter of Referral to Vocational Rehabilitation Division (obsolete 08/05)

- Case file location: attach to 213
- Purge: after 4 years

Form: 214 Veteran's Benefit Info Request (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 214A Medicaid Spend-Down Record

- Case file location: S1, ff
- Purge: after 4 years

Form: 214D Disability Cover Letter

- Case file location: S1, ff
- Purge: after 4 years

Form: 215A Social Security Number Referral

- Case file location: S2, ff
- Purge: after 4 years (if SSN's are on file)

Form: 216 Financial Aid Info Release

- Case file location: S1, ff
- Purge: after 4 years

Form: 216FP Funeral Plan Information Release

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 216FPL Funeral Plan Cover Letter

- Case file location: attach to 216FP
- Purge: after 4 years

Form: 216L Life Insurance Info. Release

- Case file location: S1, ff
- Purge: after 4 years

Form: 216LL Life Insurance Cover Letter

- Case file location: n/a or attach to 216L
- Purge: after 4 years

Form: 218 Income Verification

- Case file location: S1, ff
- Purge: after 4 years

Form: 218B Dependent Care Information

- Case file location: S1, ff
- Purge: after 4 years

Form: 218CP Child Care Payment Notices

- Case file location: RU, S 6
- Purge: do not purge

Form: 218FS FS Work Registrant's Responsibilities and Rights

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: 218E Employment Information

- Case file location: RU, S 6
- Purge: after 4 years

Form: 218ET Employment Termination

- Case file location: RU, S 6
- Purge: after 4 years

Form: 218FSB Work Registration Letter

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: 218FSWR FS Work Registration Form

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: 218G Employment Verification (GA)

- Case file location: S3, ff
- Purge: after 4 years

Form: 218H GA/EA Housing Search

- Case file location: S3, fb
- Purge: after 4 years

Form: 218P Child Care Provider Form

- Case file location: S1, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: 220 Notice of Decision

- Case file location: S1, ff
- Purge: after 4 years

Form: 220B Notice of Decision (Medicare Buy-In Grant) (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220BD-C Notice of Decision Medicare Buy-In Denial/Closure (obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220C-DLS Notice of Decision Closure/Denial due to lump sum

- Case file location: S1, ff
- Purge: after 4 years

Form: 220CL Notice of Decision (Closure)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220D Notice of Decision (Denial)

- Case file location: S1, ff
- Purge: after 4 years

**Form: 220ESB Notice Of Decision(Expedited Benefits - 1 Mo. FS Cert.)
(obsolete 08/05)**

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220FA Notice of Decision (Fuel Grant/Change) (obsolete 08/05)

- Case file location: attached to 202 or if EF- S3, ff
- Purge: after 4 years

Form: 220FH Notice of Decision (Fair Hearing)

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220FH-S Notice of Decision(Fair Hearing - AHS)

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220FSCL Notice of Decision(FS Closure)

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220FSR Notice of Decision(Closed FS Claim) (obsolete 08/05)

- Case file location: S2, 1st brad
- Purge: after 4 years

Form: 220FW Notice of Decision (SF Wooder) (obsolete 08/05)

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220FW-J Notice of Decision (SF Wooder - JDO only) (obsolete 08/05)

- Case file location: S1, ff

- Purge: after 4 years

Form: 220G-1 Notice of Decision (Grant)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220GAD Notice of Decision (GA/EA Denial)

- Case file location: S3, ff
- Purge: after 4 years

Form: 220LTC Long-Term Care Notice

- Case file location: S1, ff
- Purge: after 4 years

Form: 220MD P.1 Notice of Decision (Medicaid/Dr. Dynasaur)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220MD P.2 Reason Codes

- Case file location: S1, ff
- Purge: after 4 years

Form: 220MP Notice of Decision (Medicaid Provider)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220MR Notice of Decision (Gearwar/Wilson Reimbursement Letter)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220MT Notice of Decision (Medical Transportation)

- Case file location: S1, ff

- Purge: after 4 years

Form: 220PAR Notice of Decision (Medicaid/Dr. Dynasaur Prior Authorization Request)

- Case file location: S1, ff
- Purge: after 4 years

Form: 220P-A Notice of Decision – PSE acceptance

- Case file location: S1, ff
- Purge: after 4 years

Form: 220P-C Notice of Decision – PSE completion notice

- Case file location: S1, ff
- Purge: after 4 years

Form: 220P-CL Notice of Decision – PSE closure

- Case file location: S1, ff
- Purge: after 4 years

Form: 220P-D Notice of Decision – PSE denial

- Case file location: S1, ff
- Purge: after 4 years

Form: 220P-R Notice of Decision – PSE continuing eligibility

- Case file location: S1, ff
- Purge: after 4 years

Form: 220R Overpayment Notice

- Case file location: S2, 1st brad
- Purge: after 4 years

Form: 220RTA Right to Appeal

- Case file location: N/A
- Purge: N/A

Form: 220Rx Important Information

- Case file location: S1, ff
- Purge: after 4 years

Form: 220SF Notice of Decision (Fuel Credit Balance) (obsolete 08/05)

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220TM Notice of Decision (Transitional Medicaid)

- Case file location: S1, ff or attached to 202
- Purge: after 4 years

Form: 220W Notice of Decision (Waiver Request)

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 220WD Notice of Decision Reach Up Work Requirements Deferment

- Case file location: RU, S 6
- Purge: do not purge

Form: 222 Fair Hearing Request Response Letter

- Case file location: class file
- Purge: after HSB decision

Form: 222W Waiver of Benefits

- Case file location: class file
- Purge: after HSB decision

Form: 224 Check/Vendor Manual Issuance Auth. (obsolete 08/05)

- Case file location: re: Reach Up, SF, FS Cash-Out or Exp. Services, EP: S1, ff, re: GA: S3, ff, re: EF: S3, ff
- Purge: retain until information is entered into ACCESS

Form: 224EA EA Pre-authorization of Expenditure (obsolete 02/02)

- Case file location: S3, ff
- Purge: after 4 years

Form: 225A Verification of Eligibility for Medical Payment of Assistive Community Care Services

- Case file location: S1, ff
- Purge: after 4 years

Form: 225C Vermont Medical Assistance ID and Mailer

- Case file location: n/a; if returned to DO by Post Office S1, ff
- Purge: after 4 years

Form: 225FS Identification Card Food Stamps (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 225M-T Temporary Medicaid Identification Card

- Case file location: S1, ff
- Purge: after 4 years

Form: 225M-T (2) Temporary Medicaid or Dr. Dynasaur ID

- Case file location: n/a; if returned to DO S1, ff
- Purge: after 4 years

Form: 225P Medicaid or Dr. Dynasaur Temporary ID

- Case file location: n/a; if returned to DO by Post Office S1, ff
- Purge: after 4 years

Form: 228 Lost/Stolen/Delayed Check Replacement (Obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 230 Recovery of Assistance Agreement (Initial SSI)

- Case file location: S3, 2nd brad
- Purge: after 4 years

Form: 230A Recovery of Assistance Agreement (Reinstated SSI)

- Case file location: S3, 2nd brad
- Purge: after 4 years

Form: 233 Contact/Intraoffice Memo

- Case file location: S1, ff
- Purge: after 4 years

Form: 245A Supervisory Case Review (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 245B Supervisory Case Review Follow-up Report

- Case file location: N/A
- Purge: N/A

Form: 247 QA Report Reply

- Case file location: class file
- Purge: after 4 years

Form: 248 Insurance/Accident Questionnaire

- Case file location: N/A
- Purge: N/A

Form: 250 DO Check (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 250B Check Replacement Affidavit (Obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 250C District Check Bond Form (Obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 251L Summary of DSW Clients in Residence (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 251R Income Verification Request (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 260GB General Assistance Burial Expenses

- Case file location: S3, ff
- Purge: after 4 years

Form: 273 D.O. FS Cash Out Checks Returned (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 280 Admission-Discharge Notice (LTC) (Obsolete 11/05)

- Case file location: S1, ff
- Purge: after 4 years. Keep the most recent form.

Form: 281 In-Hospital Level II Certification Notice (Obsolete 11/05)

- Case file location: S1, ff
- Purge: after 4 years. Keep the most recent form.

Form: 282 VT Dept. of Health...Patient Certification (Obsolete 11/05)

- Case file location: S1, ff
- Purge: after 4 years. Keep the most recent form.

Form: 283 LTC Action/Reply Request (Obsolete 11/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 287 VT Medicaid Provider Notification to Recipients (Obsolete 11/05)

- Case file location: N/A
- Purge: N/A

Form: 287A VT Medicaid Recipient Complaint

- Case file location: S1, ff
- Purge: after 4 years

Form: 288B Statement of Need for Personal Care Services

- Case file location: S1, ff
- Purge: do not purge

Form: 288C Statement of Cost for Personal Care Services

- Case file location: S1, ff
- Purge: do not purge

Form: 289A Qualified Medicare Beneficiary Identification (Obsolete 08/05)

- Case file location: S1, ff
- Purge: after 4 years

Form: 291G Town Service Officer Issuance Report

- Case file location: S3, ff
- Purge: after 4 years

Form: 292 Vendor Authorization

- Case file location: S3, ff
- Purge: after 4 years

Form: 292L Vendor Authorization Assignment Log (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 293 Physician/Supplier/Ambulance General Assistance Invoice

- Case file location: N/A
- Purge: N/A

Form: 302 Referral to Voc. Rehab.

- Case file location: S1, 2nd brad
- Purge: after 4 years. Keep the most recent form.

Form: 303 Referral to FUTURES or Getting Ready to Work

- Case file location: S1, ff
- Purge: after 4 years

Form: 317 Petition (Legal Representative) (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 318 Appointment (Legal Representative) (Obsolete 08/05)

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: 400 DSW Social Services Intake Form (Obsolete 08/05)

- Case file location: N/A
- Purge: N/A

Form: 507WRP Community Mental Health Resources

- Case file location: N/A
- Purge: N/A

Form: 510WRP Parent Child Centers

- Case file location: N/A
- Purge: N/A

Form: 511WRP Regional Child Care Resource and Referral Services

- Case file location: N/A
- Purge: N/A

Form: 512WRP Vermont Network Against Domestic Violence and Sexual Assault

- Case file location: N/A
- Purge: N/A

Form: 515WRP Housing Resources

- Case file location: N/A
- Purge: N/A

Form: 601 Reach Up Referral Form

- Case file location: S1, 2nd brad
- Purge: do not purge if covering any of the last 4 years

Form: 601SR Screening and Referral for Vocational Rehabilitation Services

- Case file location: S2, 2nd brad

- Purge: do not purge

Form: 602 Reach Up Deferment Form (obsolete 08/05)

- Case file location: RU
- Purge: do not purge

Form: 603 Reach Up Child Care IV-A Authorization

- Case file location: RU
- Purge: do not purge

Form: 604 Self-Assessment Form

- Case file location: RU
- Purge: do not purge

Form: 605 Mileage Statement

- Case file location: RU, S4
- Purge: do not purge

Form: 606 Sanction Authorization

- Case file location: S1, 2nd brad and RU
- Purge: after 4 years. Do not purge RU

Form: 606APPT Appointment Reminder

- Case file location: RU; S2, 1st brad
- Purge: do not purge

Form: 607 Appointment for Assessment

- Case file location: RU
- Purge: do not purge

Form: 609 ANFC Refusal to Participate Notice (obsolete 08/05)

- Case file location: RU

- Purge: do not purge

Form: 610 Assessment Narrative

- Case file location: RU
- Purge: do not purge

Form: 612 Case Notes

- Case file location: RU
- Purge: do not purge

Form: 613 Family Assessment Summary

- Case file location: RU S1
- Purge: do not purge

Form: 613M Family Support Matrix

- Case file location: RU S1
- Purge: do not purge

Form: 616 Incentive Authorization

- Case file location: RU S6
- Purge: do not purge

Form: 617 Reach Up Conciliation Letter

- Case file location: RU
- Purge: do not purge

Form: 617CR Conciliation Resolution

- Case file location: RU
- Purge: do not purge

Form: 618 Reach Up Program Complaint/Grievance (obsolete 08/05)

- Case file location: RU

- Purge: do not purge

Form: 619 Good Cause Recommendation (obsolete 08/05)

- Case file location: RU
- Purge: do not purge

Form: 620D Support Services Denial (obsolete 08/05)

- Case file location: RU S6
- Purge: do not purge

Form: 620D-C Notice of Decision (RU Denial-Closure)

- Case file location: RU
- Purge: do not purge

Form: 625WA Worksite Agreement

- Case file location: RU
- Purge: do not purge

Form: 625 Supp Supplemental Participant Worksite Agreement

- Case file location: RU
- Purge: do not purge

Form: 630 Reach Up Check Issuance Authorization (obsolete 08/05)

- Case file location: RU
- Purge: do not purge

Form: 635 Reach Up Confidentiality Agreement

- Case file location: RU
- Purge: do not purge

Form: BC/BS 2260.01 Patient Care Referral Form

- Case file location: S1, ff

- Purge: after 4 years. Keep the most recent form.

Form: DA&D 101 Medicaid Home and Community – Based Waiver Services Application and Choice of Care

- Case file location: S1, ff
- Purge: after 4 years. Keep the most recent form.

Form: DA&D 101 Instructions Department of Aging & Disabilities 101 Form Instructions

- Case file location: N/A
- Purge: N/A

Form: DA&D 101TBI Division of Voc. Rehab. TBI Waiver Application Form

- Case file location: N/A
- Purge: N/A

Form: DA&D 102TBI Division of Voc. Rehab. TBI Medicaid Waiver Eligibility Notification Form

- Case file location: S1, ff
- Purge: after 4 years. Keep the most recent form.

Form: DSW/SRS 1 Referral

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: ES-511 Vermont DET Application

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: ET-511C VT DET Application for Correction

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: ET-910 Interagency Notification - FS Work Plan

- Case file location: S1, 2nd brad
- Purge: after 4 years

Form: FNS-524 Disqualified Recipient Report

- Case file location: class file
- Purge: after 4 years

Form: G-154 Authorization to Furnish Info (RR Retirement Board)

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: G-845 Document Verification Report

- Case file location: S2, ff
- Purge: after 4 years. Retain longer if still in effect.

Form: Link Up Vermont

- Case file location: N/A
- Purge: N/A

Form: SRS/DSW 201 FC/M Title IV-E/Medicaid Eligibility

- Case file location: S1, ff
- Purge: after 4 years

Form: SRS 201M Medicaid Change of Status

- Case file location: S1, ff
- Purge: after 4 years

Form: SRS 305 Report of Suspected Abuse/Neglect

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: SS 5 Application for SS Card

- Case file location: N/A
- Purge: N/A

Form: SSA-18 F5 Application for Hospital

- Case file location: N/A
- Purge: N/A

Form: SSA-19 F6 Application for Special Age 72-or-over Monthly Payments

- Case file location: N/A
- Purge: N/A

Form: SSA-491 TC TPQY INPUT

- Case file location:
- Purge:

Form: SSA 1610-U2 Public Assistance Agency Information Request

- Case file location: S1, ff
- Purge: after 4 years

Form: SSA 1957 Report of State Buy-In Problem

- Case file location: S2, 2nd brad
- Purge: after 4 years

Form: SSA 2853 Information about when you will receive your baby's Social Security Card

- Case file location: S2, ff
- Purge: after 4 years if SSN on file

Form: SSA 3911 Report of Change-SSI Data

- Case file location: S2, 2nd brad

- Purge: after 4 years

Form: SSA 5028 Receipt for Application for a Social Security Number

- Case file location: S2, ff
- Purge: after 4 years if SSN on file

Form: SSA 8220 SSA State SSI Info Exchange

- Case file location: S1, ff
- Purge: after 4 years

Form: Form 15 State Treasurer Form

- Case file location: S1, ff
- Purge: after 4 years

Form: VT/ORR-8 Refugee Checklist

- Case file location: S1, ff
- Purge: after 4 years

Form: VSHA Verification of Public Assistance

- Case file location: S1, ff
- Purge: after 4 years

Form: Bendex

- Case file location: S2, 2nd brad
- Purge: do not purge

Form: SDX

- Case file location: S2, 2nd brad
- Purge: (See P-2113 D)

Form: Fraud Disposition Memo

- Case file location: S2, 1st brad

- Purge: do not purge
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Revision History for P2113C

04/01/2007

- 1) Updated to reflect forms introduced since the last update, title changes and forms which are now obsolete.

11/01/1995

Content not available