

4/1/07

Bulletin No. 07-20

P-2113 C1

P-2113 Standard Case File System (Continued)C. Location of Forms

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	class file = classification file
S2 = Section two	ff = facing forward (unattached)
S3 = Section three	fb = facing backward (unattached)
b = brad: 1st brad = left side	n/a = not filed in case file
2nd brad = right side	
RU = Reach Up file	

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

	<u>Form</u>	<u>Case file Location</u>	<u>Purge</u>
001	Directory of District Offices	n/a	----
010B	Application for WIC and Health Care Programs	S1, ff	after 4 years
010D	Documentation/Verification Checklist (obsolete 08/05)	S1, ff	after 4 years
010V	Verification Request (obsolete 08/05)	S1, ff	after 4 years
010W	DSW/VDH Worksheet (obsolete 08/05)	S1, ff or attach to 010B	after 4 years
100	Case Record Contents (obsolete 08/05)	S1, 1st brad	do not purge
101	Case Action Log - stapled together	S1, ff	after 4 years

4/1/07

Bulletin No. 07-20

P-2113 C2

C. Location of Forms (Continued)

105A	District Case Record Transfer Log	n/a	----
105B	Case Record Transfer Memo	S1, ff	after 4 years
108	Suspected Fraud Referral	class file	do not purge
108A	Reimbursement Agreement	S2, 1st brad	do not purge
108FS	FS Claim (pages 1 & 2)	S2, 1st brad	do not purge
108FSA	FS Claim Notice	S2, 1st brad	do not purge
108FSD	FS Claim Reminder Notice	S2, 1st brad	do not purge
108FSDN	Admin. Disqualification Notice	S2, 1st brad	after 4 years*
108FSF	FS Fraud Notice	S2, 1st brad	after 4 years*
108FSHN	Administrative Disqualification Hearing Notice	S2, 1st brad	after 4 years*
108FSHW	Administrative Disqualification Hearing Waiver	class file	do not purge
108P	Property Sale Reimbursement Agreement	S2, ff	after 4 years
109	Theft Report	S1, ff	after 4 years
110	Complaint Form	n/a	-----
113	Fair Hearing Information	class file	(See P-2113 A)
113A	GA/EA Review Notice	S3, ff	after 4 years
113B	Fair Hearing Request	class file	after 4 years
113C	Notice to Comply with Order of HSB and Implementation Order	S1, ff attached to 220FH	after 4 years
115	Nomination of Employee for Non-Recurring Bonus	n/a	----

* retain longer if still in effect.

4/1/07

Bulletin No. 07-20

P-2113 C3

C. Location of Forms (Continued)

116	Educational Assistance/Leave App.	n/a	----
128	Procedures/Forms Work Request (obsolete 08/05)	n/a	----
137	Child and Medical Support Authorization	S2, ff	do not purge any 137 that covers any portion of the last 4 years
137M	Medical Support Authorization	S2, ff	after 4 years
137W	Waiver of Cooperation for Child Support and Medical Support	S2, 2nd brad	do not purge
137WS	Waiver of Cooperation Supplement for Child Support and Medical Support	class file * retain longer if still in effect.	do not purge
140	District Recovery Receipt	S2, ff	after 4 years
143EW	Agreement for Electronic Withdrawal	S1, ff	after 4 years
148	Fuel Supplier Certification Agreement	n/a	----
150	Town Service Officer Time Report	n/a	----
160	Transportation Authorization	Reach Up or class file	do not purge
160FT	VT Pub. Trans. Assoc. Fair Hearing Transportation	n/a	----
160T	VT Pub. Trans. Assoc. Reach Up Transportation	n/a	----
170A	Form Print Request	n/a	----
200	Change Report	S1, ff	after 4 years
201	Application for ANFC/Medicaid/FS/ Fuel/AABD	inside 202	after 4 years but keep most recent 201 for

(obsolete 05/06)

each program

4/1/07

Bulletin No. 07-20

P-2113 C4

C. Location of Forms (Continued)

201A	Agreement to Report Change	inside 202	after 4 years
201A LTC	Long-Term Care Agreement to Report Change	inside 202LTC	after 4 years
201B	Information Release Authorization	S2, 2nd brad	do not purge
201C	Medicaid Review Notice	S1, ff	after 4 years
201CPA	Medicaid Application/Review	S1, ff	after 4 years
201DD	Direct Deposit Request	S1, ff	after 4 years unless still in effect
201EF	Emergency Fuel Assistance Application (obsolete 05/05)	S3, ff	after 4 years
201G	Application for General Assistance and Emergency Assistance	S3, ff	after 4 years
201GE	General Assistance Medical Care Request	S1, ff	do not purge
201HI	HIV/AIDS Health Insurance Assistance Program Application (obsolete 08/05)	n/a	----
201I	General Application Letter	n/a	----
201ID	Declaration of Identify for Children under Age 16	n/a	Shred after entering
201M	IV-E Medicaid Application/Review (obsolete 05/06)	S1, ff	after 4 years
201MCM	Medicaid IV-E Eligibility Certification	S1, ff	after 4 years
201N	SSI-AABD Medical Information Request	S1, ff	after 4 years
201SF	Fuel Assistance Application	S1, ff	after 4 years
201T	Child Care Application (obsolete 08/05)	S1, ff	after 4 years

4/1/07

Bulletin No. 07-20

P-2113 C5

C. Location of Forms (Continued)

201W	Wood Supply Request (JDO only) (obsolete 05/05)	S1, ff	after 4 years
201WA	Wood Supply Request for Fuel Applicants (JDO) (obsolete 05/05)	S1, ff or	after 4 years
201Z	HIV/AIDS Drug Assistance Program Application Form (obsolete 08/05)	n/a	----
202	Application for ESD Programs	S1, ff	after 4 years
202A	Medicaid Request for Retroactive Assistance	inside 202 or S1, ff	after 4 years
202AQ	Absence Parent Questionnaire	S2, ff	after 4 years*
202C	Intake Appointment Notice	S1, ff	after 4 years
202D	Reminder Notice (Intake Appointment)	S1, ff	after 4 years
202F	Citizenship/Legal Alien Statement (obsolete 08/05)	S2, 2nd brad	do not purge
202F1	SAVE Program Memo (obsolete 08/05)	S2, ff	after 4 years*
202G	GA Emergency Medical Eligibility	S3, ff	after 4 years
202H	Shelter Expense Statement re: Reach Up, FS or SF re: GA	S1, ff or attach to 202 S3, 2nd brad	after 4 years after 4 years
202HI	HIV/AIDS Health Insurance Assistance Program Release of Information/Physician Certification (obsolete 08/05)	n/a	----
202LA	Admission Resource Assessment	S1, ff	after 4 years
202LB	LTC Application Resource Allocation	S1, ff	after 4 years

* retain longer if still in effect.

4/1/07

Bulletin No. 07-20

P-2113 C6

C. Location of Forms (Continued)

202LTC	Choices for Care Application for LTC Medicaid	S1, ff	after 4 years
202MED	Application for Health Care Assistance	S1, ff	after 4 years
202PSE	Post Secondary Education Application	S1, ff	after 4 years
202RL-M	Reminder Letter (Review) (obsolete 08/05)	S1, ff	after 4 years
202SF	Fuel Balance Verification (obsolete 05/05)	S1, ff	after 4 years
202T	Medicaid Quarterly Report	S1, ff	after 4 years
203B	Medicaid Eligibility Worksheet - LTC	inside 202LTC or S1, ff	after 4 years
203B1	Medicaid Eligibility Worksheet SSI/AABD-Related (non-LTC)	inside 202 or S1, ff	after 4 years
203B2	Medicaid Eligibility Worksheet ANFC-Related (non-LTC)	inside 202 or S1, ff	after 4 years
203B LTC	LTC Medicaid Eligibility Worksheet	inside 202LTC	after 4 years
203B (SAW)	Spousal Income Allocation Worksheet	inside 202LTC or S1, ff	after 4 years
203C	FS Eligibility Worksheet	inside 202 or S1, ff	after 4 years
203E	AABD/EP Eligibility Worksheet	inside 202 or S1, ff	after 4 years
203G	GA/EA Worksheet	S3, ff	after 4 years
203MRLTC	Medicaid Resource Transfer Worksheet	inside 202 or S1, ff	after 4 years
203P	Pickle Deduction Worksheet	stapled to 203B Inside 202 or S1, ff	after 4 years
203R	Lost FS Benefits Restoration	S2, 1st brad	after 4 years

4/1/07

Bulletin No. 07-20

P-2113 C7

C. Location of Forms (Continued)

203RU	Reach Up Eligibility Worksheet	S2, 1st brad	after 4 years
203S	Medicaid Spend-Down Worksheet	inside 202 or S1, ff	after 4 years
204B	Fact Sheet: Business Income and Expenses	inside 202 or S1, ff	after 4 years
204F	Fact Sheet: Farm Income and Expenses	inside 202 or S1, ff	after 4 years
204R	Fact Sheet: Rental Income Property	inside 202 or S1, ff	after 4 years
204REC	LTC Recovery From Estates	S2, 2nd brad	do not purge
206	Verification for Earnings Quarters (obsolete 08/05)	S1, ff	after 4 years*
207	Protective Payment Agreement	S2, ff	after 4 years*
207FS	Authorized Representative-FS	S2, ff	after 4 years*
208	Verification of Bank Accounts	S2, ff	after 4 years
208A	Bank Search	S2, ff	after 4 years
208B	Bank Account Ownership Affidavit	S2, ff	after 4 years*
208C	IRS Verification	S2, ff	after 4 years
208D	IEVS Verification	S2, ff	after 4 years
208L	Jointly Held Liquid Resource Statement	S2, ff	after 4 years*
208N	Jointly Held Non-Liquid Resource Statement	S2, ff	after 4 years*
209	Joint Acknowledgement of Parentage	S2, 2nd brad	do not purge
210	Medical Report	class file	after 4 years*
210A	Training and Employment Medical Report for GA and Food Stamps	S3, 2nd brad	after 4 years

* retain longer if still in effect.

4/1/07

Bulletin No. 07-20

P-2113 C8

C. Location of Forms (Continued)

210B	DCHC Physician's Letter	class file	after 4 years*
210E	Physician's Report of Eye Examination	class file	after 4 years*
210MR	Medical Report	S1, 2 nd brad	after 4 years
210NH	Daily Activities Assessment	S1, 2 nd brad	after 4 years
210P	Psychological Report	class file	after 4 years*
210R	DCHC Release	class file	after 4 years
210TMD	Temporary Medical Deferment	S1, 2 nd brad	after 4 years
210U	Pregnancy Certification	S1, ff	after 4 years
210V	Front End Verification Request	S1, ff	after 4 years
211	Social Report (Incapacity) (obsolete 08/05)	class file	after 4 years*
211CK	Disability Application Checklist	n/a	----
211D	Disability Social Report	class file	after 4 years*
211D-S	Disability Social Report Supplemental Job Form	attach to 211D, class file	after 4 years*
212	Authorization to Furnish Medical Information (obsolete 08/05)	class file	after 4 years*
212D	Disability Information Release Authorization	class file	after 4 years*
212I	Health Insurance Info Request Letter (obsolete 08/05)	S1, ff	after 4 years
213	Medical Eligibility Decision (obsolete 08/05)	S2, 2 nd brad	do not purge

213D Disability Medicaid Eligibility Decision
* retain longer if still in effect.

S2, 2nd brad

do not purge

4/1/07

Bulletin No. 07-20

P-2113 C9

C. Location of Forms (Continued)

213K	DCHC Request	S2, 2nd brad	after 4 years*
213VR	Letter of Referral to Vocational Rehabilitation Division (obsolete 08/05)	attach to 213	after 4 years
214	Veteran's Benefit Info Request (obsolete 08/05)	S1, ff	after 4 years
214A	Medicaid Spend-Down Record	S1, ff	after 4 years
214D	Disability Cover Letter	S1, ff	after 4 years
215A	Social Security Number Referral	S2, ff	after 4 years (if SSN's are on file)
216	Financial Aid Info Release	S1, ff	after 4 years
216FP	Funeral Plan Information Release	S2, 2nd brad	do not purge
216FPL	Funeral Plan Cover Letter	attach to 216FP	after 4 years
216L	Life Insurance Info. Release	S1, ff	after 4 years
216LL	Life Insurance Cover Letter	n/a or attach to 216L	after 4 years
218	Income Verification	S1, ff	after 4 years
218B	Dependent Care Information	S1, ff	after 4 years
218CP	Child Care Payment Notices	RU, S 6	do not purge
218FS	FS Work Registrant's Responsibilities and Rights	S1, 2nd brad	after 4 years
218E	Employment Information	RU, S 6	after 4 years
218ET	Employment Termination	RU, S 6	after 4 years
218FSB	Work Registration Letter	S1, 2nd brad	after 4 years

4/1/07

Bulletin No. 07-20

P-2113 C10

C. Location of Forms (Continued)

218FSWR	FS Work Registration Form	S1, 2nd brad	after 4 years
218G	Employment Verification (GA)	S3, ff	after 4 years
218H	GA/EA Housing Search	S3, fb	after 4 years
218P	Child Care Provider Form	S1, ff	after 4 years*
220	Notice of Decision	S1, ff	after 4 years
220B	Notice of Decision (Medicare Buy-In Grant) (obsolete 08/05)	S1, ff	after 4 years
220BD-C	Notice of Decision Medicare Buy-In Denial/Closure (obsolete 08/05)	S1, ff	after 4 years
220C-DLS	Notice of Decision Closure/Denial due to lump sum	S1, ff	after 4 years
220CL	Notice of Decision (Closure)	S1, ff	after 4 years
220D	Notice of Decision (Denial)	S1, ff	after 4 years
220ESB	Notice Of Decision(Expedited Benefits - 1 Mo. FS Cert.) (obsolete 08/05)	S1, ff or attached to 202	after 4 years
220FA	Notice of Decision (Fuel Grant/Change) (obsolete 08/05)	attached to 202 or if EF - S3, ff	after 4 years
220FH	Notice of Decision (Fair Hearing)	S1, ff or attached to 202	after 4 years
220FH-S	Notice of Decision(Fair Hearing - AHS)	S1, ff or attached to 202	after 4 years
220FSCL	Notice of Decision(FS Closure)	S1, ff or attached to 202	after 4 years
220FSR	Notice of Decision(Closed FS Claim) (obsolete 08/05)	S2, 1st brad	after 4 years

* retain longer if still in effect.

4/1/07

Bulletin No. 07-20

P-2113 C11

C. Location of Forms (Continued)

220FW	Notice of Decision (SF Wooder) (obsolete 08/05)	S1, ff or attached to 202	after 4 years
220FW-J	Notice of Decision (SF Wooder - JDO only) (obsolete 08/05)	S1, ff	after 4 years
220G-1	Notice of Decision (Grant)	S1, ff	after 4 years
220GAD	Notice of Decision (GA/EA Denial)	S3, ff	after 4 years
220LTC	Long-Term Care Notice	S1, ff	after 4 years
220MD P.1	Notice of Decision (Medicaid/ Dr. Dynasaur)	S1, ff	after 4 years
220MD P.2	Reason Codes	S1, ff	after 4 years
220MP	Notice of Decision (Medicaid Provider)	S1, ff	after 4 years
220MR	Notice of Decision (Gearwar/ Wilson Reimbursement Letter)	S1, ff	after 4 years
220MT	Notice of Decision (Medical Transportation)	S1, ff	after 4 years
220PAR	Notice of Decision (Medicaid/Dr. Dynasaur Prior Authorization Request)	S1, ff	after 4 years
220P-A	Notice of Decision – PSE acceptance	S1, ff	after 4 years
220P-C	Notice of Decision – PSE completion notice	S1, ff	after 4 years
220P-CL	Notice of Decision – PSE closure	S1, ff	after 4 years
220P-D	Notice of Decision – PSE denial	S1, ff	after 4 years
220P-R	Notice of Decision – PSE continuing eligibility	S1, ff	after 4 years
220R	Overpayment Notice	S2, 1st brad	after 4 years
220RTA	Right to Appeal	n/a	----
220Rx	Important Information	S1, ff	after 4 years

220S	Notice to Medicaid Applicant	n/a	----
Vermont Department for Children and Families			All Program Procedures

4/1/07	Bulletin No. 07-20		P-2113 C12
--------	--------------------	--	------------

C. Location of Forms (Continued)

220SF	Notice of Decision (Fuel Credit Balance) (obsolete 08/05)	S1, ff or attached to 202	after 4 years
220TM	Notice of Decision (Transitional Medicaid)	S1, ff or attached to 202	after 4 years
220W	Notice of Decision (Waiver Request)	S2, 2nd brad	do not purge
220WD	Notice of Decision Reach Up Work Requirements Deferment	RU, S 6	do not purge
222	Fair Hearing Request Response Letter	class file	after HSB decision
222W	Waiver of Benefits	class file	after HSB decision
224	Check/Vendor Manual Issuance Auth. re: Reach Up, SF, FS Cash-Out or Exp. Services, EP re: GA re: EF (obsolete 08/05)	S1, ff S3, ff S3, ff	retain until information is entered into ACCESS
224EA	EA Pre-authorization of Expenditure (obsolete 02/02)	S3, ff	after 4 years
225A	Verification of Eligibility for Medical Payment of Assistive Community Care Services	S1, ff	after 4 years
225C	Vermont Medical Assistance ID and Mailer	n/a; if returned to DO by Post Office S1, ff	after 4 years
225FS	Identification Card Food Stamps (Obsolete 08/05)	n/a	----
225M-T	Temporary Medicaid Identification Card (Obsolete 08/05)	S1, ff	after 4 years

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

n/a; if returned to DO after 4 years
S1, ff

4/1/07

Bulletin No. 07-20

P-2113 C13

C. Location of Forms (Continued)

225P	Medicaid or Dr. Dynasaur Temporary ID	n/a; if returned to DO by Post Office S1, ff	after 4 years
228	Lost/Stolen/Delayed Check Replacement (Obsolete 08/05)	S1, ff	after 4 years
230	Recovery of Assistance Agreement (Initial SSI)	S3, 2nd brad	after 4 years
230A	Recovery of Assistance Agreement (Reinstated SSI)	S3, 2nd brad	after 4 years
233	Contact/Intraoffice Memo	S1, ff	after 4 years
245A	Supervisory Case Review (Obsolete 08/05)	n/a	----
245B	Supervisory Case Review Follow-up Report	n/a	----
247	QA Report Reply	class file	after 4 years
248	Insurance/Accident Questionnaire	n/a	----
250	DO Check (Obsolete 08/05)	n/a	----
250B	Check Replacement Affidavit (Obsolete 08/05)	S1, ff	after 4 years
250C	District Check Bond Form (Obsolete 08/05)	S1, ff	after 4 years
251L	Summary of DSW Clients in Residence (Obsolete 08/05)	n/a	----
251R	Income Verification Request (Obsolete 08/05)	n/a	----
260GB	General Assistance Burial Expenses	S3, ff	after 4 years

4/1/07

Bulletin No. 07-20

P-2113 C14

C. Location of Forms (Continued)

273	D.O. FS Cash Out Checks Returned (Obsolete 08/05)	n/a	----
280	Admission-Discharge Notice (LTC) (Obsolete 11/05)	S1, ff	after 4 years**
281	In-Hospital Level II Certification Notice (Obsolete 11/05)	S1, ff	after 4 years**
282	VT Dept. of Health...Patient Certification (Obsolete 11/05)	S1, ff	after 4 years**
283	LTC Action/Reply Request (Obsolete 11/05)	S1, ff	after 4 years
287	VT Medicaid Provider Notification to Recipients (Obsolete 11/05)	n/a	----
287A	VT Medicaid Recipient Complaint	S1, ff	after 4 years
288B	Statement of Need for Personal Care Services	S1, ff	do not purge
288C	Statement of Cost for Personal Care Services	S1, ff	do not purge
289A	Qualified Medicare Beneficiary Identification (Obsolete 08/05)	S1, ff	after 4 years
291G	Town Service Officer Issuance Report	S3, ff	after 4 years
292	Vendor Authorization	S3, ff	after 4 years
292L	Vendor Authorization Assignment Log (Obsolete 08/05)	n/a	----
293	Physician/Supplier/Ambulance General Assistance Invoice	n/a	----
302	Referral to Voc. Rehab.	S1, 2nd brad	after 4 years**
303	Referral to FUTURES or Getting Ready to Work	S1, ff	after 4 years

** keep the most recent form.

4/1/07

Bulletin No. 07-20

P-2113 C15

C. Location of Forms (Continued)

317	Petition (Legal Representative) (Obsolete 08/05)	n/a	----
318	Appointment (Legal Representative) (Obsolete 08/05)	S2, 2nd brad	do not purge
400	DSW Social Services Intake Form (Obsolete 08/05)	n/a	----
507WRP	Community Mental Health Resources	n/a	----
510WRP	Parent Child Centers	n/a	----
511WRP	Regional Child Care Resource and Referral Services	n/a	----
512WRP	Vermont Network Against Domestic Violence and Sexual Assault	n/a	----
515WRP	Housing Resources	n/a	----
601	Reach Up Referral Form	S1, 2nd brad	do not purge if covering any of the last 4 years
601SR	Screening and Referral for Vocational Rehabilitation Services	S2, 2 nd brad	do not purge
602	Reach Up Deferment Form (obsolete 08/05)	RU	do not purge
603	Reach Up Child Care IV-A Authorization	RU	do not purge
604	Self-Assessment Form	RU	do not purge
605	Mileage Statement	RU, S 4	do not purge
606	Sanction Authorization	S1, 2nd brad and RU	after 4 years do not purge RU
606APPT	Appointment Reminder	RU; S2, 1 st brad	do not purge

607	Appointment for Assessment	RU	do not purge
-----	----------------------------	----	--------------

Vermont Department for Children and Families	All Program Procedures
--	------------------------

4/1/07	Bulletin No. 07-20	P-2113 C16
--------	--------------------	------------

C. Location of Forms (Continued)

609	ANFC Refusal to Participate Notice (obsolete 08/05)	RU	do not purge
-----	--	----	--------------

610	Assessment Narrative	RU	do not purge
-----	----------------------	----	--------------

612	Case Notes	RU	do not purge
-----	------------	----	--------------

613	Family Assesment Summary	RU S 1	do not purge
-----	--------------------------	--------	--------------

613M	Family Support Matrix	RU S 1	do not purge
------	-----------------------	--------	--------------

616	Incentive Authorization	RU S 6	do not purge
-----	-------------------------	--------	--------------

617	Reach Up Conciliation Letter	RU	do not purge
-----	------------------------------	----	--------------

617CR	Conciliation Resolution	RU	do not purge
-------	-------------------------	----	--------------

618	Reach Up Program Complaint/Grievance (obsolete 08/05)	RU	do not purge
-----	--	----	--------------

619	Good Cause Recommendation (obsolete 08/05)	RU	do not purge
-----	---	----	--------------

620D	Support Services Denial	RU S 6	do not purge
------	-------------------------	--------	--------------

620D-C	Notice of Decision (RU Denial-Closure)	RU	do not purge
--------	---	----	--------------

625WA	Worksite Agreement	RU	do not purge
-------	--------------------	----	--------------

625 Supp	Supplemental Participant Worksite Agreement	RU	do not purge
----------	---	----	--------------

630	Reach Up Check Issuance Authorization (obsolete 08/05)	RU	do not purge
-----	---	----	--------------

635	Reach Up Confidentiality Agreement	RU	do not purge
-----	------------------------------------	----	--------------

4/1/07

Bulletin No. 07-20

P-2113 C17

C. Location of Forms (Continued)

BC/BS 2260.01	Patient Care Referral Form	S1, ff	after 4 years**
DA&D 101	Medicaid Home and Community – Based Waiver Services Application and Choice Of Care	S1, ff	after 4 years**
DA&D 101 Instructions	Department of Aging & Disabilities 101 Form Instructions	n/a	----
DA&D 101TBI	Division of Voc. Rehab. TBI Waiver Application Form	n/a	----
DA&D 102TBI	Division of Voc. Rehab. TBI Medicaid Waiver Eligibility Notification Form	S1, ff	after 4 years**
		** keep the most recent form.	
DSW/SRS 1	Referral	S2, 2nd brad	do not purge
ES-511	Vermont DET Application	S1, 2nd brad	after 4 years
ET-511C	VT DET Application for Correction	S1, 2nd brad	after 4 years
ET-910	Interagency Notification - FS Work Plan	S1, 2nd brad	after 4 years
FNS-524	Disqualified Recipient Report	class file	after 4 years
G-154	Authorization to Furnish Info (RR Retirement Board)	S2, 2nd brad	do not purge
G-845	Document Verification Report	S2, ff	after 4 years*
	Link Up Vermont	n/a	
SRS/DSW 201 FC/M	Title IV-E/Medicaid Eligibility	S1, ff	after 4 years
SRS 201M	Medicaid Change of Status	S1, ff	after 4 years
SRS 305	Report of Suspected Abuse/Neglect	S2, 2nd brad	do not purge

4/1/07

Bulletin No. 07-20

P-2113 C18

C. Location of Forms (Continued)

SS 5	Application for SS Card	n/a	----
SSA-18 F5	Application for Hospital	n/a	----
SSA-19 F6	Application for Special Age 72-or-over Monthly Payments	n/a	----
SSA-491	TC TPQY INPUT		
SSA 1610-U2	Public Assistance Agency Information Request	S1, ff	after 4 years
SSA 1957	Report of State Buy-In Problem	S2, 2nd brad	after 4 years
SSA 2853	Information about when you will receive your baby's Social Security Card	S2, ff	after 4 years if SSN on file
SSA 3911	Report of Change-SSI Data	S2, 2nd brad	after 4 years
SSA 5028	Receipt for Application for a Social Security Number	S2, ff	after 4 years if SSN on file
SSA 8220	SSA State SSI Info Exchange	S1, ff	after 4 years
Form 15	State Treasurer Form	S1, ff	after 4 years
VT/ORR-8	Refugee Checklist	S1, ff	after 4 years
VSHA	Verification of Public Assistance	S1, ff	after 4 years
Bendex		S2, 2nd brad	do not purge
SDX		S2, 2nd brad	(See P-2113 D)
Fraud Disposition Memo		S2, 1st brad	do not purge