



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section:

TITLE: Claims and Restitution System Records

CUTOFF: EOSFY

DESCRIPTION: Claims and Restitutions Batch Control Form, used to transmit claim payments received to the Division of Financial and Administrative Services in the local office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18403

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Deceased Client Case Files

CUTOFF: EOSFY in which individual is deceased

DESCRIPTION: Closed case files of individuals who have received temporary assistance, and are now deceased. Records include, but are not limited to, an application which contains the following information; proof of household's income, the age of the child(ren), relationship of the child(ren) to the payee, proof that the child(ren) is living in the home of the payee, the status of any non-citizen that provides documentation (individuals can decline to provide documentation, but then cannot receive benefits), and social security numbers. Records kept per Section 208.125 RSMo.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24113

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section:

TITLE: Inactive FUTURES Case Files

CUTOFF: 2 years.

DESCRIPTION: Records of individuals who receive Aid to Families with Dependent Children (AFDC) and are provided with training, education and job placement assistance. These files consist of assessments, employability plans, job components, transportation and work related expenses, child care information, correspondence and miscellaneous information. All records associated with case file will remain in county office for 2 years after case is closed.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1240

SERIES STATUS: Approved

APPROVAL DATE:

9/15/1998

TITLE: Inactive Temporary Assistance (TA) Case Files

CUTOFF: EOY in which case closed

DESCRIPTION: Closed case files of individuals who have an inactive case status and are no longer receiving temporary assistance payments. Records include, but are not limited to, applications, proof of household's income, the age of the child(ren), relationship of the child(ren) to the payee, proof that the child(ren) is living in the home of the payee, the status of any non-citizen that provides documentation (individuals can decline to provide documentation, but then cannot receive benefits), and social security numbers. Records kept per Section 208.040., and 208.125 RSMo. and 13 CSR 40-1.010.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES: Case file information that pre-dates July 1, 1997, when the lifetime limit became law per the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), may be found in series 24115

DISPOSITION ACTION: Destroy

SERIES: 1236

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section:

TITLE: Inactive Temporary Assistance (TA) Legacy Information

CUTOFF: EOY in which individual is deceased

DESCRIPTION: Records containing information showing how many months of assistance have been received since July 1, 1997, when the lifetime limit became law per the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA). Information is also used for ongoing statistical analysis.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES: Payment information that pre-dates what is currently available in the data warehouse is stored on microfiche.

DISPOSITION ACTION: Destroy

SERIES: 24115

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: MO Health Net Case Files

CUTOFF: EOFFY in which case is closed

DESCRIPTION: Case files of individuals who have received MO Health Net benefits. Records include, but are not limited to, application, Guardian/Conservatorship or power of attorney papers, if applicable, insurance, liquid assets, income, and property information. Records kept per Section 208.151.1 RSMo., Title XIX, and Public Law 89-97.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24114

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section:

TITLE: Supplemental Security Income (S.S.I.) Conversion Case Records

CUTOFF: EOY in which claimant deceased

DESCRIPTION: Records of all pertinent material accumulated in the adjudication of a claim for Supplemental Security Income (SSI) Payments. Supplemental Security Income provides assistance to the aged, blind and disabled. Payments are made to those persons who receive less total income than they were receiving in December 1973. Records include, but are not limited to, the initial claims application and supporting documentation, award or denial notices, pertinent re-determination documents, certain payment history forms, and related material. Claims are considered active if they have been adjudicated, in the process of or suspended payment status. Claims are inactive if they have been denied or terminated and all appeals periods have expired. Records kept per Section 208.125.1, and 208.030 RSMo., 42 CFR-435.631, and 20 CFR 416.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1238

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015