



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: Legal Precedent and Consent Decree Records

CUTOFF: EOSFY in which case closed

DESCRIPTION: Records of all files pursuant to a court order of any court ruling that has set legal precedent for the Family Support Division that would affect the current and future policies of the Division. Records include, but are not limited to, compliance reports, committee recommendations, corrective action plan, training materials, vendor reports, incident reports and monitoring reports.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 1239

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



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: Agency Monitoring Files

CUTOFF: EOFFY

DESCRIPTION: Informational files on recipient agencies. Each state food program agency must monitor the operation of the program to ensure that it is being administered in accordance with federal and state requirements. Records kept per 7 CFR 251.10(4).

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8867

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: ATP (Authorization to Purchase) Cards (IM-106)

CUTOFF:

DESCRIPTION: Original of all cashed ATP Cards. Cards microfilmed. Cards retained 5 years, microfilm retained 10 years.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8827

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Expired ATP Cards Cashed

CUTOFF:

DESCRIPTION: EDP listing of all expired ATP Cards cashed by coupon issuers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8828

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Food Assistance Program

TITLE: Federal-State Agreement - (FNS-74)

CUTOFF: WSO

DESCRIPTION: Authorizes state participation in Donated Commodities Program. Subject to available appropriations, Food and Nutrition Service will provide funds and commodities to the State agency for the programs covered by this agreement. Records include, but are not limited to, agreements. Records kept per 7 CFR 3051 and 3052.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8862

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food and Nutrition Service (FNS-667) Forms

CUTOFF: EOFFY

DESCRIPTION: Forms used to identify designated funds obligated and disbursed to cover the costs associated with the Food Program at the state and local level. The data must be identified on Form FNS-667, Report of Administrative Costs to The Emergency Assistance Food Program (TEFAP) and submitted to the appropriate FNS Regional Office on a quarterly basis. Records kept per the TEFAP Manual and Federal Regulation 7 CFR 251.10 (4).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8868

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food and Nutrition Service Racial/Ethnic Report Forms

CUTOFF: EOFFY

DESCRIPTION: Used by the Food Stamp Program (FSP) and Food Distribution Program (FDP) to report annually the actual number and racial/ethnic designation of households receiving program commodities in the months of April and July. Records include, but are not limited to, Forms FNS-101 and FNS-191. Records kept per 7CFR 247.29(3).

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8875

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: Food Assistance Program

TITLE: Food Stamp Claim Files

CUTOFF: EOSFY in which account balance is zero

DESCRIPTION: Closed records of claims established against individuals, age 18 or over, who were members of an eligibility unit (EU) that received more Food Stamp benefits than the EU was eligible to receive. Records include, but are not limited to, a referral notice, data system information, and third party verifications. Records kept per 13 CSR 40-2.190 and 205.960–205.967 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24117

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food Stamp Disqualification (Fraud) Cases

CUTOFF: EOSFY in which individual is deceased

DESCRIPTION: Case files of individuals disqualified for intentional program violation or claims against an individual who was found guilty of trafficking Food Stamp benefits. Records include, but are not limited to, signed disqualification consent agreements, court determinations, signed waivers waiving the right to an administrative disqualification hearing, and the notification of disqualification. Records kept per 205.967 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1242

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Food Stamp Issuance Activity Reports

CUTOFF: EOSFY

DESCRIPTION: Reports of State activity in the Food Stamp Program relating to households receiving food stamps. Records include, but are not limited to, an activity summary that reports participation and issuance, percent of total issuance, state administrative costs, fair hearing decisions, and recipient claims.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8823

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: Food Assistance Program

TITLE: IM-113

CUTOFF:

DESCRIPTION: "Non-receipt Affidavit/Replacement Authorization for Coupon books Lost in Mail" and supporting documents

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18398

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Inactive Food Stamp 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 food stamp assistance. Records include, but are not limited to, applications documenting household member information, income, collateral, living arrangements and expenses, and legal statements. Records kept per 208.022 RSMo. and 13 CSR 40-1.010.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1237

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Notice of Shortened Certification/Expiration of Food Stamp Benefits (NOE) (IM-32a)

CUTOFF: EOSFY

DESCRIPTION: Used for households whose certification is shortened or expired due to failure to provide verification required for a reported change. Records include, but are not limited to, Form IM-32a and food stamp applications.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8848

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: Food Assistance Program

TITLE: State Commodities Reports

CUTOFF: EOFFY

DESCRIPTION: Reports documenting availability, receipt and distribution of donated commodities. Records include, but are not limited to, FD-5 series (Donated Foods Loss), FD-8 series (Administrative Reviews), FD-17 series (Availability and Order Solicitation), FD-19 series (Pricing and Distribution Rates), and FD-32 series (Accounts Receivable and Fiscal Reports). Records kept per 7 CFR 1421d.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8866

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: State Issuance and Participation Estimate Records (FNS-388)

CUTOFF: EOFFY

DESCRIPTION: Records used to obtain monthly statewide estimated or actual issuance and participation data for the current and previous months. Timely state monthly issuance estimates are necessary for the Food and Nutrition Service (FNS) to ensure that it remains within the appropriation. Records include, FNS - 388 Report. Records kept per 7 CFR Section 274.4.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8822

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Statement of Loss/Replacement Request Forms (IM-110)

CUTOFF: EOSFY

DESCRIPTION: Records used to report lost food stamp card or food purchased with food stamp benefits destroyed in a household misfortune. Records include, but are not limited to, Identification, reason for loss, and signature.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8833

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: Food Assistance Program

TITLE: Void ATP cards

CUTOFF:

DESCRIPTION: All ATP cards that are received in State Office cancellation or are listed as undeliverable (same as item 21 only cards are void)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8858

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Community Services Block Grant Program

TITLE: Central Agency Files

CUTOFF:

DESCRIPTION: General information about programs operated by anti-poverty agencies

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8459

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Monitoring Reports

CUTOFF:

DESCRIPTION: Reports from field representatives on anti-poverty programs, projects and proposed programs

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8453

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Low Income Home Energy Assistance Program

TITLE: Assisted Household Reports

CUTOFF:

DESCRIPTION: Statewide system report used for state plan - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8892

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: E.A. (Energy Assistance) Monitoring Files

CUTOFF:

DESCRIPTION: Site visits and action plans

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8884

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: E.A. Actual Usage Reports

CUTOFF:

DESCRIPTION: Annual system generated and input vendor verification

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8886

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Low Income Home Energy Assistance Program

TITLE: E.A. Eligibility Statements

CUTOFF:

DESCRIPTION: System generated manual responses for input payments

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8885

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: E.A. Weatherization Printouts

CUTOFF:

DESCRIPTION: System generated DNR weatherization reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8887

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Energy Crisis Assistance Program (ECIP) Audit Files

CUTOFF:

DESCRIPTION: Office of Administration Accounting Reviews

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8893

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Low Income Home Energy Assistance Program

TITLE: Lifeline Eligibility Reports

CUTOFF:

DESCRIPTION: Statewide application system report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8895

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Low Income Home Energy Assistance Program Claims and Restitution Case Files

CUTOFF: EOFFY

DESCRIPTION: Claims and restitutions case files used to transmit claim payments received by the Division of Finance and Administrative Services. Records include, but are not limited to, forms EA-8, EA-6 LIHEAP applications, and screen prints, IM-87 hearing requests, written statements from the applicants, utility bills, and claims and restitutions Reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8889

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Outstanding Error Count by County

CUTOFF:

DESCRIPTION: Statewide application System report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8894

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Division: Family Support Division

Section: Income Maintenance

Sub-Section: Low Income Home Energy Assistance Program

TITLE: Registered Application Count by County

CUTOFF:

DESCRIPTION: Statewide management system report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8896

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Timely Application Reports

CUTOFF:

DESCRIPTION: Statewide application management system report - retain in-house

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8890

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Refugee Program

TITLE: Refugee Cash Assistance Records

CUTOFF: EOFFY Case closure

DESCRIPTION: Records of assistance for those not eligible for other forms of cash assistance (Temporary Assistance, Supplemental Security Income), for up to eight months from either date of entry or date of eligible alien status to the United States. Cash benefits are based on the Temporary Assistance levels of payment. Records include, but are not limited to, applications, documentation related to determining eligibility, and correspondence. Records created per 45 CFR 400.45.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24140

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Refugee Medical Assistance Records

CUTOFF: EOFFY Case closure

DESCRIPTION: Records of assistance for those not eligible for other forms of MO HealthNet assistance for up to eight months from either date of entry or date of eligible alien status to the United States. Records include, but are not limited to, applications, documentation related to determining eligibility, and correspondence. Records created per 45 CFR 400.90 - 400.104. Records kept per HIPPA requirements.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 24141

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016