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 | INFORMATIONAL LETTER |
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TRANSMITTAL: 98 INF-3

TO: Commissioners of
 Social Services

DIVISION: Temporary
 Assistance

DATE: February 13, 1998

SUBJECT: Food Stamp Program: Record Retention

SUGGESTED

DISTRIBUTION: Income Maintenance Directors
 Food Stamp Directors
 Staff Development Coordinators
 Child Assistance Program Coordinators

CONTACT PERSON: Region I-(518) 473-0332; Region II-(518) 474-9344;
 Region III-(518) 474-9307; Region IV-(518) 474-9300;
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ATTACHMENTS: NONE

FILING REFERENCES

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		387.2(k)	FNS Program Regulations 272.1(f)	FSSB Appendix v 1.1 - 1.4	LDMG Appendix pp 75

The purpose of this letter is to remind local social services districts (SSDs) of the Food Stamp Program's state agency record retention requirements. As stated in the appendix v.1.1 - v 1.4 of the Food Stamp Source Book (FSSB) all Non-services and Services case files where the first entry is 1951 or later, and including but not limited to application for assistance or services, eligibility forms, authorization of assistance or services, and correspondence, the New York State policy requires that records be retained for six years after the case is closed. The purpose of record retention is to ensure that the information will be available to enforce program requirements arising from investigations, long-term ineligibility determinations or disqualifications and claims collection activity. Record retention requirements have been expanded to include the following situations:

- o Intentional Program Violations
- o Work requirement violations and disqualification
- o Outstanding claims

For cases in which an investigation of a suspected intentional program violation (IPV) has started prior to the expiration of the six year retention period, the applicable casefile shall be retained until the case has been resolved. Records on IPV disqualifications shall be retained for the life of the individual or until the Food and Nutrition Service (FNS) has notified the State agency that the record is no longer needed.

For cases in which there are work requirement violations and permanent disqualifications for work requirement violations, records shall be maintained for the life of the individual or the individual's working lifespan (e.g., age 60), whichever is less.

Records supporting or pertaining to outstanding claims shall be maintained for three years after the claim has been paid or the claim is closed administratively.

These situations will be included in the next Food Stamp Source Book update.

Patricia A. Stevens
Deputy Commissioner
Division of Temporary Assistance