

State of Nevada WSS: SCADU / Child Support Enforcement Program

Version Date: 2/28/2014

2003163 Audit Files

Reviewed: 11/12/2003

Description: This record series is used to document the audits of the county support enforcement entities and activities of each District Attorney as required by 42 USC s. 654 and NRS Chapter 425 relating to collections and disbursements of child support payments. The files may include audit work papers, draft reports, audit reports, correspondence, and related documents.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2003164 Child Support Case Files

Reviewed: 11/12/2003

Description: This record series documents the enforcement actions taken by the Division in child support services as required by Title IV Part D of the Social Security Act (42 USC s.651 et. seq.), NRS Chapter 128 and NRS Chapter 425. This record series contains application for Child Support Enforcement Services (see 45 CFR 302.15 and 45 CFR 302.33); copies of legal documents (court orders, service of process, stipulations, determinations, etc.); determination of paternity documents; wage, earnings and withholding statements (from employers, the Employment Security Division, the Social Security Administration [SSA], the Internal Revenue Service [IRS], workers compensation agencies, etc); documents from financial institutions (banks, credit unions, credit reporting agencies, etc.); support payment and related accounting records; locator records (from state and Federal Parent Locator Systems, DMV's, SSA, IRS and other agency records); copies of computer reports; related correspondence and similar documents. These records may include documents from other states (see the Uniform Interstate Family Support Act in NRS Chapter 130).

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar year in which the case was closed (see "Case Closure" in the Welfare Division Administrative and Support Enforcement Manuals and 45 CFR 303.11).

Disposition: Destroy Securely

2006197 Computer Reports for Child Support: Regularly Scheduled

Reviewed: 11/08/2006

Description: This record series contains reports printed either on a regular basis or upon request and used to administer the Child Support Enforcement Program. These reports include printouts from: legacy systems within other programs of the Welfare Division; the NOMADS system; ESD, DMV and other state agencies; local governments; the Federal government; and various printouts from other states.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006198 Computer Reports for Child Support: Statistical

Reviewed: 11/08/2006

Description: This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Child Support Enforcement Program. The statistical reports may include: Incentive (Annually) [identifies the amount of performance award for each county, etc.], Program Expenditures, Case Characteristics, Hearing Statistics, Five Quarter Report, Program Effectiveness, Office Effectiveness, Annual Effectiveness, Annual Collections & Cost Effectiveness, Financial Monitoring Report, Program Monitoring Report, Locate Activity [identifies worker statistics by activity, such as number of cases initiated, case contacts, etc.], Paternity Establishment [identifies worker statistics by paternity activity: cases initiated & pending, # blood tests and paternitys established, etc.] and similar reports.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Permanent: Transfer to State Archives

2003167 Computer Reports for Child Support: Temporary

Reviewed: 11/12/2003

State of Nevada WSS: SCADU / Child Support Enforcement Program

Version Date: 2/28/2014

Description: This record series contains reports printed either on a regular basis or upon request and are used to prepare other reports, complete a task or correct the database in the administration of the Child Support Enforcement Program. These reports may include: case closure reports, emancipation report, tables update, invalid transaction reports, error and exception reports, office worker table, master file case comparison, various financial reports and similar computer reports.

Retention: Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.

Disposition: Destroy Securely

2003168 Statewide IRS Reconciliation Summary

Reviewed: 11/12/2003

Description: This record series is used to check information available from the IRS with information in Nevada Medicaid files to accurately assess child support obligations of a noncustodial parent and identifies Medicaid benefits being received by applicants for child support. A reconciliation list is then prepared and sent to the IRS. These files may include: various reports from the Social Security Administration (SSA), reports from the IRS, various Nevada Medicaid reports, the Statewide IRS Reconciliation Summary Report, worksheets and similar documents.

Retention: Retain these records for a period of three (3) federal fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2006199 Support Enforcement Accounting Reports

Reviewed: 11/08/2006

Description: This record series is used to document the collections and disbursements of funds from the State Child Support Disbursement Fund in accordance with 42 USC s.654 (10), 45 CFR 302.15, NRS 425.363 and NRS 425.410 to 425.490. These files may include: monthly cash summary, interim/norm distribution, interim/norm account worksheet, audit trail sheet, warrant report, incentives payable, Federal incentive receivable disregard, warrant control report, payroll register, UIB summary collection report, warrant control, IRS intercept listing (several different types), related correspondence and notes, and similar documentation.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006200 Support Enforcement Federal Reports

Reviewed: 11/08/2006

Description: This record series is used to prepare reports for to the Federal Government in accordance with 42 USC s.654 (15) and 45 CFR 302.15 (7). The files may include: Child Support Enforcement Program Quarterly Data Report [which lists case inventory, services required, services provided, and interstate activity], Child Support Enforcement Program Data Summary Report [which includes an annual summary of staff equivalent (FTE), program expenditures, paternity establishment, voluntary collections received, and ordered collections received and receivable] with related work papers and other computer reports.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely