

# State of Nevada WSS: Eligibility and Payments

Version Date: 2/28/2014

## **2006195 Computer Reports for Eligibility and Payments: 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 Eligibility and Payments Program. These reports include various printouts from the OASIS computer system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state agencies.

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

## **2006196 Computer Reports for Eligibility and Payments: 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 Eligibility and Payments Program. The reports include various computer system printouts.

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

## **2003179 Computer Reports for Eligibility and Payments: Temporary**

Reviewed: 11/12/2003

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 Eligibility and Payments Program. These reports may include printouts from various computer systems.

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

## **2006190 Eligibility and Payments Management Reviews of District Offices**

Reviewed: 11/08/2006

Description: This record series consists of the reviews of district offices performed by the Eligibility and Payments Program. Review jackets may contain copies of material from the files of selected cases and include reviewer worksheets. The purpose of the review is to monitor the function of the district offices concerning the following programs: Child Care, Child Support, TANF, Food Stamps, Medicaid, EAP and Employment & Training.

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

## **2006160 Food Stamps Computer Reports: Regularly Scheduled**

Reviewed: 11/08/2006

Description: This record series contains standard (non-statistical and non-temporary) reports generated on a regular basis and used to administer the Food Stamp Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

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

## **2006161 Food Stamps Computer Reports: Statistical**

Reviewed: 11/08/2006

## State of Nevada WSS: Eligibility and Payments

Version Date: 2/28/2014

Description: This record series contains statistical reports generated on a regular basis and used to administer and monitor the Food Stamps Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

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

### **2003199 Food Stamps Computer Reports: Temporary**

Reviewed: 12/10/2003

Description: This record series contains reports generated on a regular basis or upon request (as needed) and are used to prepare other reports, complete an administrative task or to correct the database in the administration of the Food Stamps Program. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

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

### **2006191 MAABD Program Reports: 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 MAABD [Medical Assistance for the Aged, Blind and Disabled] program. The files include regularly scheduled reports from OASIS, NOMADS, agency Legacy systems, the Federal Government (Social Security Administration, IRS, etc.) and various other state agencies.

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

### **2006192 MAABD Program Reports: 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 the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system 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

### **2003182 MAABD Program Reports: Temporary**

Reviewed: 11/12/2003

Description: This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system 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

### **2006180 TANF Data Reporting: Disaggregated Data**

Reviewed: 11/08/2006

Description: This record series documents the reporting requirements for the TANF (Temporary Assistance to Needy Families) Program as found in 45 CFR Part 265. The information is found both in paper and computer on-line formats. The files may include: [a] Computer reports from the OASIS, NOMADS and/or Legacy systems; [b]

## State of Nevada WSS: Eligibility and Payments

Version Date: 2/28/2014

on-line data with security backup copies; [c] copies of federal reports (produced by TANF), including; Annual TANF Report (45 CFR 265.9), Quarterly TANF Reports (45 CFR 265.3 and 265.9), TANF Financial Reports (45 CFR 265.3 and 45 CFR 92.41) and SSP-MOE (Self Sufficiency Program - Maintenance of Effort) Data Report (45 CFR 265.3); and [d] paper files including internal data collection forms, correspondence, internal reports, notes, Federal transmission reports, Federal edit reports and similar documents.

Retention: For records described in sections [a], [b] and [c]: purge the paper files and computer data after a retention of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report. Records described in section [d] may be purged from the file when the report has been completed and sent to the Federal government.

Disposition: Destroy Securely

### **2006193 TANF Program Reports: 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 TANF [Temporary Aid for Needy Families] program. These reports include regularly scheduled computer printouts from the OASIS, NOMADS, and agency Legacy computer systems.

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

### **2006194 TANF Program Reports: 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 the TANF [Temporary Aid For Needy Families] program. The reports include statistical computer printouts from the OASIS, NOMADS and agency Legacy systems.

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

### **2003186 TANF Program Reports: Temporary**

Reviewed: 11/12/2003

Description: This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the TANF [Temporary Aid For Needy Families] program. These reports include various printouts from the OASIS, NOMADS and agency Legacy systems.

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

### **2008039 Welfare Eligibility Certificates and Warrants: Audits**

Reviewed: 11/12/2008

Description: These records document the in-house audit of voided or cancelled eligibility certificates and warrants. The records may contain but are not limited to: Audit workpapers; List of certificates and warrants; Related correspondence; Similar documentation.

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

Disposition: Destroy Securely

### **2003187 Welfare Eligibility Certificates and Warrants: Voided or Cancelled**

Reviewed: 11/12/2008

Description: This record series consists of documents that are voided or cancelled due to mistakes or as alignment for a computer run as printed by the Controller's Office. Eligibility Certificates contain recipient's name, address and personal data (in code), and indicates month of eligibility. Warrants are used to show eligibility and grant awards.

Retention: Destroy the certificates and/or warrants in a secure manner after completion of a successful in-house audit.

**State of Nevada WSS: Eligibility and Payments**

Version Date: 2/28/2014

Disposition: Destroy Securely