

# State of Nevada WSS: Information Systems

Version Date: 2/28/2014

## **2006181 Electronic EAP (Energy Assistance Program) Files**

Reviewed: 11/08/2006

Description: This documents the data entered, received and maintained for the administration of the EAP in accordance with 42 U.S.C. § 8621 et. Seq. and Title 38 of Nevada Revised Statutes "Public Welfare." The electronic files are maintained by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The data includes information on: applicant (name, address, SSN, etc.), eligibility determination, services / benefits received, accounting data (monies expended, encumbered, etc.), vendor information and related information.

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

## **2006179 Electronic Food Stamp Files**

Reviewed: 11/08/2006

Description: This documents the data entered, received and maintained for the administration of the Food Stamp program of the Welfare Division by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The electronic record keeping systems include data on: names, address, SSN, birthdate, citizenship, eligibility, benefits received, data concerning the Internal Revenue Service (IRS), data concerning Child Support Enforcement and similar data.

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

## **2006182 Electronic TANF / Employment & Training Files**

Reviewed: 11/08/2006

Description: This documents the data entered, received and maintained for the administration of the TANF and related Employment & Training programs of the Welfare Division by the Information Services Bureau of the Division. The electronic record keeping systems include the NOMADS and other computer systems within the division. The electronic record keeping systems include data on: TANF eligibility and benefits received; forms, reports & correspondence concerning the Internal Revenue Service (IRS); forms, reports & correspondence concerning the Social Service Administration (SSA); forms, reports & correspondence concerning the Employment Security Department (ESD); Employment and Training Program eligibility and services received.

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

## **2004072 Electronic TANF Time Limits Files**

Reviewed: 05/12/2004

Description: This record series is used in the administration of the Temporary Aid to Needy Families (TANF) program as authorized by 42 U.S.C. § § 601 et seq. (Title IV Part A of the Social Security Act) by the Information Services Bureau of the Welfare Division. The record may contain data documenting: case ID, name, Federal time limit (60 months) data (out-of-state months and Nevada months with totals), unemployment code, last month counted, 60-month system override (adult and child indicators), Nevada time limits counted (24 months), 12-month sit-out (beginning and ending dates), Hardship codes, Hardship denial codes, and related data.

Retention: Retain all data on TANF cases for thirty (30) calendar years from the end of the calendar year in which the benefits were approved or initially denied. Provision must be made for the migration of the data in accordance with NAC 239.698.

Disposition: Destroy Securely

## **2006183 Electronic Welfare System Files**

Reviewed: 11/08/2006

Description: This documents the data entered, received and maintained for the administration of the various programs of the Welfare Division (except TANF) by the Information Services Bureau of the Division. The electronic record

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keeping systems include the NOMADS and other computer systems within the division. The electronic record keeping systems include data for the following services and programs: Eligibility; Medical Assistance to the Aged, Blind and Disabled (MAABD); Supplemental Security Income/State Data Exchange (SSI/SDX); Beneficiary Data Exchange (BENDEX); Internal Revenue Service (IRS); Referral; Welfare Security System; Employment Security Department (ESD); Header System; Buy-in; Claims Processing; Child Support Enforcement, and others.

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