April 19, 2007

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators, Supervisors, and Staff

SUBJECT: Records Retention Schedule for Work First

In January of 2007, the Department of Health and Human Services Controller's Office published the DHHS Records Retention and Disposition Schedule for Grants. The schedule provides by funding source and State fiscal year the earliest date that records for the funding source can be destroyed. The purpose of this letter is to inform you not to purge any Work First Family Assistance case files beginning SFY 1997. The Work First program provides medical assistance benefits to recipients of Work First Family Assistance. As a result, we must use the most restrictive retention period based on the Division of Medical Assistance Programs. All financial and programmatic records, supporting documents, and all other pertinent documents for Work First Family Assistance must be retained from SFY 1997 through present.

If there are questions, please contact your Work First Representative.

Sincerely,

Esther T. High, Acting Chief
Family Support and Child Welfare Section

ETH/SDM

cc: Sherry Bradsher
    JoAnn Lamm
    Hank Bowers
    Sarah Barham
    Family Support and Child Welfare Team Leaders
    Work First Representatives
    Local Business Liaisons

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