



Agency Records Disposition Schedule

Department: Department of Social Services

Section: Income Maintenance

Division: Family Support Division

Sub-Section: Refugee Program

TITLE: Refugee Cash Assistance Records

CUTOFF: EOFFY Case closure

DESCRIPTION: Records of assistance for those not eligible for other forms of cash assistance (Temporary Assistance, Supplemental Security Income), for up to eight months from either date of entry or date of eligible alien status to the United States. Cash benefits are based on the Temporary Assistance levels of payment. Records include, but are not limited to, applications, documentation related to determining eligibility, and correspondence. Records created per 45 CFR 400.45.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 24140

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016

TITLE: Refugee Medical Assistance Records

CUTOFF: EOFFY Case closure

DESCRIPTION: Records of assistance for those not eligible for other forms of MO HealthNet assistance for up to eight months from either date of entry or date of eligible alien status to the United States. Records include, but are not limited to, applications, documentation related to determining eligibility, and correspondence. Records created per 45 CFR 400.90 - 400.104. Records kept per HIPPA requirements.

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 24141

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016