

RECORDS RETENTION AND DISPOSITION SCHEDULE

Family And Social Services Administration. Early Childhood And Out of School Learning.

NO. SERIES (This Retention Schedule is approved on a space-available basis) 1 2008-44 CHILDCARE DEVELOPMENT FUND ELIGIBILITY FILES/INTAKE AGENTS This program is funded via a federal grant agreement. A thirty (30) days typical file contains an Application For Child Care Services, State Form Number 46513, correspondence, eligibility determination and any adverse action information. A complete file includes the signed application, pre-voucher reports, verifications of an applicant's identity, service need, income, residence, a provider information page, a signed Parent Rights and Obligations, no State Form Number shown, a signed Hoosier Works for Child Care Authorization, a TANF (Temporary Assistance to Needy Families) referral, many other state and federal forms and any applicable "ICES" screens. Disclosure of these records may be subject to IC 4-1-10 and IC 5-14-3-4(a)(3) and (12), Version a. Retention based on IC 34-13-1-1. 2 90-22 CHILD CARE HOME FILES These files contain basic licensing information, including the original application for a license, a narrative home study, updates and any departmental recommendations to approve or disapprove the license application. Copies of the licenses are included. If a license was to have enforcement action, the file would typically contain notices of action taken, including appeals, the hearing decision and related documents. IMAGE according thichity, (30) days application. DEST (1) pear and six verification. Dest deplication. DEST (1) pear and six verification of an application of an app	TENTION PERIOD TO IARA imaging standards after approval of the TROY hard copies after one (6) months, and after images for completeness and TE electronic records after fiscal years and after BOARD OF ACCOUNTS Audit faction of unsettled
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3 87-545 LICENSED CHILD CARE CENTERS IMAGE according t	to IARA imaging standards.
These are files of licensees in accordance with IC DESTROY hard copi	ies after verification of
12-17.2-4-1 and Child Care Center Rules, 470 IAC 3-4.7-1. electronic record	ds for completeness and
Typical file consists of an Application for License to legibility. After	facility closure,
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child care ministries is received from the Office of Early	the last licensure.
Childhood and Out of School Learning.	· · · ·

6	2019-28	CHILD CARE RESOURCE REFERRAL PROGRAM FILES	TRANSFER to the RECORDS CENTER after
		Files are collected upon expiration of a contract, and	receipt and review of files. DESTROY in the
		include all information pertaining to child care programs,	RECORDS CENTER after an additional five (5)
		Paths to Quality Participation, and staff professional	years.
		development retained onsite by Child Care Resource and	
		Referral programs per fulfillment of contractual duties. No	
		fiscal records or information on individual recipients of	
		services are present. All information is organized by	
		Service Delivery Area, and sub-organized by county.	
7	2020-01	ON MY WAY PRE-KAY ELIGIBILITY FILES/INTAKE AGENTS	TRANSFER to the RECORDS CENTER after
		A typical file contains an Application for Pre-K Services	closure and after receipt of STATE BOARD OF
		(SF 56213, 56214, 56215, 56216, 56236, 56237, or 56239),	ACCOUNTS Audit Report and satisfaction of
		correspondence, eligibility determination, and any adverse	unsettled charges. DESTROY in the RECORDS
		action information. A complete file includes the signed	CENTER after an additional ten (10) years.
		application, verifications of an applicant?s identity,	
		service need, eligibility documents, residence, a provider	
		information page, a signed Parent Rights and Obligations, a	
		signed Hoosier Works for Child Care Authorization, as well	
		as many other state forms and supporting documents.	
		Application is closed after services are rendered.	
		Disclosure of these records may be subject to IC 4-1-10 and	
		IC 5-14-3-4(a)(3) and (12). Retention based on IC	
		34-13-1-1.	
8	2020-04	BACKGROUND CHECK CONSENT FORMS	IMAGE according to IARA imaging standards.
		This is the consent form to conduct a background check to	DESTROY hard copies after verification of
		verify qualification to work in childcare. The form will	images for completeness and legibility.
		contain name, address, DOB, SSN, previous addresses and	DELETE electronic records ten (10) years
		names. A new consent form is submitted every year.	after the date of the application.
		Disclosure of these records may be subject to IC 4-1-10 and	
		IC 5-14-3-4(a)(3) and (12).	
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