



## External Program Investigation Files - No Intentional Program Violation (IPV)

### Core Data

<b>RDA Number:</b>	2120
<b>Effective Date:</b>	2016-02-25
<b>Record Series Abstract:</b>	Record series consist of Family Assistance Claim Determinations, Supplemental Nutrition Assistance Program(SNAP)Hearing and Disqualification Consent Agreements, TDHS Repayment Agreements, Claims Online Tracking System(COTS)screen prints of relevant sections, documentation of field work, proof of overage, related ACCENT client program participation case history screen prints and other collaborative data.
<b>Record Series Active:</b>	Yes
<b>Cut Off at End of:</b>	Other
<b>Total Retention Years:</b>	5
<b>Total Retention Months:</b>	0
<b>Retention End Action:</b>	Destroy
<b>Disposition Notes:</b>	Family Assistance Claim Determination reports are received by TDHS Program Integrity/Investigations for review. These are claims involving Supplemental Nutrition Assistance Program (SNAP) over issuances to recipients where no Intentional Program Violation (IPV) was found. Cut off is when the claim is paid out. TDHS Program Integrity/Investigation offices can keep records either on site or at an authorized records center for 5 years, then destroy by State approved method.
<b>RDA Signed Agency Form:</b>	606.form.pdf



# External Program Investigation Files - No Intentional Program Violation (IPV)

## Worksheet (A)

<b>Record Location:</b>	Records are located at TDHS statewide Program Integrity/Investigation offices.
<b>File Arrangement:</b>	Alpha & Numeric
<b>Media Format Generated:</b>	Paper
<b>Media Format Generated Summary:</b>	
<b>Media Format Stored:</b>	Paper
<b>Media Format Stored Summary:</b>	
<b>Date Range:</b>	to
<b>Agency:</b>	Dept. of Human Services
<b>Allotment Code:</b>	345
<b>Annual Accumulation:</b>	240 cu. ft.
<b>Current Volume:</b>	3000 cu. ft.



# External Program Investigation Files - No Intentional Program Violation (IPV)

## Worksheet (B)

<b>Record Value:</b>	Administrative Fiscal Legal
<b>Audit Requirements:</b>	Both
<b>Information Shared Outside the State:</b>	Yes
<b>Shared Agencies:</b>	When requested, information is shared across state lines with like State agencies.
<b>Essential Record:</b>	Yes - Original
<b>Confidential:</b>	Yes
<b>Does this record series contain sensitive information?:</b>	No
<b>Agency Retention:</b>	5 years
<b>Retention Legal Citation:</b>	45 CFR 92.42 7 CFR 272.1 / FSP - State Retention of Program and Fiscal Records USDA Administrative Notice 9-98 / DHS Rules Chapter 1240-01-13
<b>Record Sample PDF:</b>	606.sample.pdf



## External Program Investigation Files - No Intentional Program Violation (IPV)

		RDA Comments
<b>Records Management Division (RMD)</b>	2016-02-05 No recommended changes.	
<b>Tennessee State Library and Archives</b>	2016-02-05 No recommended changes.	
<b>Comptroller Audit Review</b>	2016-02-05 We have reviewed RDA 2120 from an audit standpoint. We concur with the recommended retention and disposition specifications.	
<b>Agency Records Officer</b>	2016-02-05 No recommended changes.	
<b>RMD Director</b>	2016-02-11 RDA 2120 is a request to revise an RDA. The Title, Abstract, Disposition, Cut Off, and Worksheet have been updated. The retention period will change from three years to five years. The format will remain paper. Recommend approval of request to revise RDA 2120.	
<b>Public Records Commission</b>	2016-02-25 PRC approves RDA 2120.	