

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 84-31

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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

RM-7.1

AGENCY Department of Children and Family Services	RECOMMENDATION:  <i>Jim Edgar</i> 4/18/84 ARCHIVIST DATE
DIVISION Financial Management	
SUBDIVISION Day Care Claims Unit	
I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.  <i>[Signature]</i> 4/2/84 HEAD OF AGENCY DATE	STATE RECORDS COMMISSION APPROVAL <i>[Signature]</i> CHAIRMAN <i>Oliver Foster</i> 6AA SECRETARY  APR 18 1984 DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.</p> <p>Title XX Eligibility Forms and Supporting Documents (Originals and Duplicates)</p> <p>Dates: 1982- Volume: 20 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Alphabetical by Day Care Center</p> <p>This record series consists of applications for Title XX Services (Form IL76A) and supporting documents which include invoice vouchers (Form C-13) and monthly enrollment reports (Form CFS 420-21a). This record series is maintained to document reimbursement to the Department of Children and Family Services for payments the department makes to day care centers for children whose day care expenses are subsidized under the Social Security Act.</p> <p>The application lists the names of each family member, each family member's date of birth and social security number (if applicable), the applicant's I.D. number (other than the Department of Public Aid), the case number if known, the amount of income and the type of income.</p> <p>A copy of this form is sent to the Department of Public Aid, the agency responsible for monitoring the compliance and eligibility of other state agencies requesting reimbursement under Title XX of the Social Security Act. The Department of Public Aid, under the authority of State Records Application 78-65, items 1 and 2 retain their copies of the application until all pertinent data has been transferred to computer tape, then may dispose of their copy. The computer tape is to be retained in the office for six (6) fiscal years or until all audits</p>	

**APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

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A RM-44A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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(federal and state) have been completed.

The monthly enrollment reports (or attendance reports) list the names of the children and the claim for reimbursement. The invoice voucher will show the amount of reimbursement to the day care center.

Records for the years 1975-1981 are to be maintained according to the provisions of item 2 of this application.

This application is submitted to rewrite State Records Application 65-9, item 3 to provide for Records Center storage of this record series.

**Recommendation:** Retain in the office for one (1) fiscal year, then transfer to the State Records Center for five (5) fiscal years then dispose of provided no litigation is pending or anticipated and provided all audits (federal and state) have been completed under the authority of the Auditor General.

***Disposition  
Approved***

2. Title XX Eligibility Forms and Supporting Documents (Originals and Duplicates)

Dates: (1975-1981) Annual Accumulation: 30 Cu. Ft.

Volume: 93 Cu. Ft.

Arrangement : Alphabetical by Day Care Center

This record series consists of applications for Title XX Services (Form IL76A) for reimbursement to the Department of Children and Family Services for payments the department makes to day care centers for children whose day care expenses are subsidized under the Social Security Act.

The application lists the names of each family member, their date of birth, social security number (if applicable), the applicant's I.D. number (other than Department of Public Aid), the case number if known, amount of income and the type of income.

A copy of this form is sent to Public Aid, the agency responsible for monitoring the compliance and eligibility of other state agencies requesting reimbursement under Title XX of the Social Security Act. The Department of Public Aid under the authority of State Records Application 78-65, items 1 and 2 retain their copy of the application until all pertinent data has been transferred to computer tape, then may dispose of their copy. The computer tape is to be retained in the office for six (6) fiscal years or until all audits (federal and state) have been completed.

This record series also contains cost reports (for the years 1975-1981 - which are no longer generated), attendance reports listing the names of the children and the claims for reimbursement, a copy of the invoice voucher and any supporting documents.

The agency wishes to retain this record series for six (6) years to allow sufficient time for the federal audit of this material to be completed.

**Recommendation:** Transfer accumulation to the State Records Center and retain until December 31, 1987, then dispose of provided

***Disposition  
Approved***

**APPLICATION FOR AUTHORITY TO  
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.	<p align="center">all audits (federal and state) have been completed under authority of the Auditor General and provided no litigation is pending or anticipated.</p> <p>Day Care Claims Unit Correspondence File (Originals and Duplicates)</p> <p>Dates: 1975- Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological/Alphabetical</p> <p>This record series consists of incoming and outgoing correspondence between the Day Care Claims Unit and the Department of Public Aid, other divisions/units in DCFS, day care centers, federal agencies, and other individuals relative to eligibility for reimbursement for child care expenses incurred at day care facilities under Title XX of the Social Security Act.</p> <p>This record series also includes some general correspondence received or transmitted by the unit with other government agencies as well as inter-office correspondence relative to the unit's daily operations.</p> <p><b>Recommendation:</b> Retain in the office for six (6) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General, and provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>