State of Nevada  WSS: Eligibility and Payments
Version Date: 2/28/2014

2006195  Computer Reports for Eligibility and Payments: Regularly Scheduled
Reviewed:  11/08/2006
Description:  This record series contains reports printed either on a regular basis or upon request and used to administer the Eligibility and Payments Program. These reports include various printouts from the OASIS computer system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state agencies.
Retention:  Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.
Disposition:  Destroy Securely

2006196  Computer Reports for Eligibility and Payments: Statistical
Reviewed:  11/08/2006
Description:  This record series contains statistical reports printed either on a regular basis or upon request and used to administer and monitor the Eligibility and Payments Program. The reports include various computer system printouts.
Retention:  Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.
Disposition:  Permanent: Transfer to State Archives

2003179  Computer Reports for Eligibility and Payments: Temporary
Reviewed:  11/12/2003
Description:  This record series contains reports printed either on a regular basis or upon request and are used to prepare other reports, complete a task or correct the database in the administration of the Eligibility and Payments Program. These reports may include printouts from various computer systems.
Retention:  Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.
Disposition:  Destroy Securely

2006190  Eligibility and Payments Management Reviews of District Offices
Reviewed:  11/08/2006
Description:  This record series consists of the reviews of district offices performed by the Eligibility and Payments Program. Review jackets may contain copies of material from the files of selected cases and include reviewer worksheets. The purpose of the review is to monitor the function of the district offices concerning the following programs: Child Care, Child Support, TANF, Food Stamps, Medicaid, EAP and Employment & Training.
Retention:  Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.
Disposition:  Destroy Securely

2006160  Food Stamps Computer Reports: Regularly Scheduled
Reviewed:  11/08/2006
Description:  This record series contains standard (non-statistical and non-temporary) reports generated on a regular basis and used to administer the Food Stamp Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.
Retention:  Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.
Disposition:  Destroy Securely

2006161  Food Stamps Computer Reports: Statistical
Reviewed:  11/08/2006
State of Nevada  WSS: Eligibility and Payments

Version Date: 2/28/2014

Description: This record series contains statistical reports generated on a regular basis and used to administer and monitor the Food Stamps Program of the Welfare Division. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Permanent: Transfer to State Archives

2003199  Food Stamps Computer Reports: Temporary

Reviewed: 12/10/2003

Description: This record series contains reports generated on a regular basis or upon request (as needed) and are used to prepare other reports, complete an administrative task or to correct the database in the administration of the Food Stamps Program. These reports include data from various electronic record keeping systems, including the OASIS system, NOMADS system, agency legacy systems, the Federal government (Social Security Administration, IRS, etc.) and various other state and local governmental agencies.

Retention: Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.

Disposition: Destroy Securely

2006191  MAABD Program Reports: Regularly Scheduled

Reviewed: 11/08/2006

Description: This record series contains reports printed either on a regular basis or upon request and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. The files include regularly scheduled reports from OASIS, NOMADS, agency Legacy systems, the Federal Government (Social Security Administration, IRS, etc.) and various other state agencies.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Destroy Securely

2006192  MAABD Program Reports: Statistical

Reviewed: 11/08/2006

Description: This record series contains statistical reports printed either on a regular basis or upon request and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system reports.

Retention: Retain these records for a period of three (3) federal fiscal years from the date of submission of the quarterly, annual or final expenditure report.

Disposition: Permanent: Transfer to State Archives

2003182  MAABD Program Reports: Temporary

Reviewed: 11/12/2003

Description: This record series contains reports printed either on a regular basis or upon request which are used to prepare other reports, complete a task or correct the database and used to administer the MAABD [Medical Assistance for the Aged, Blind and Disabled] program. These reports include various OASIS and other computer system reports.

Retention: Retain the records for a period of thirty (30) days from the accomplishment of the action for which they were generated or from the running of a subsequent report.

Disposition: Destroy Securely

2006180  TANF Data Reporting: Disaggregated Data

Reviewed: 11/08/2006

Description: This record series documents the reporting requirements for the TANF (Temporary Assistance to Needy Families) Program as found in 45 CFR Part 265. The information is found both in paper and computer on-line formats. The files may include: [a] Computer reports from the OASIS, NOMADS and/or Legacy systems; [b]
Welfare Eligibility Certificates and Warrants: Voided or Cancelled

Reviewed: 11/12/2008
Description: This record series consists of documents that are voided or cancelled due to mistakes or as alignment for a computer run as printed by the Controller's Office. Eligibility Certificates contain recipient's name, address and personal data (in code), and indicates month of eligibility. Warrants are used to show eligibility and grant awards.
Retention: Destroy the certificates and/or warrants in a secure manner after completion of a successful in-house audit.