

Schedule 40-1-2

Department of Social Services Public Assistance Division



Nebraska Records Management Division

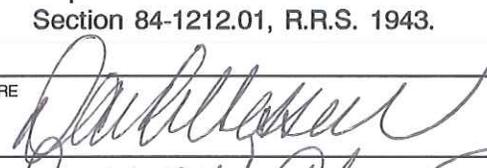
REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	40-1-2
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF SOCIAL SERVICES
DIVISION, BUREAU OR OTHER UNIT	Public Assistance Division
	Supersedes Schedules 40-1-2 and 40-1-3, Editions of June 13, 1989

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE *		
TITLE	Division Administrator	DATE 4/19/90

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE *	Andrea I. Paul	Asst. STATE ARCHIVIST	DATE 4/26/90
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PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE *	Allen Beerman	ADMINISTRATOR	DATE May 1, 1998
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Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule and the Computerized Records Schedule #40 were written specifically for records unique to your office. The General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Analyst at Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, etc.

Records Management Division
NSOB, Lower Level
471-2559

SCHEDULE NO. 40-1-2 - DEPARTMENT OF SOCIAL SERVICES, PUBLIC ASSISTANCE DIVISION

40-1-2-1 ACCEPTED OFFERINGS UPDATE (Form FDP-124-DE)

Form used to add USDA foods which have been requested by recipient agency but were not on the original offering request form.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-2 ADMINISTRATIVE REVIEW REPORT (Form FDP-1-2)

Program evaluation summary of Charitable Institutions, Summer Camps, and Nutrition Programs for the elderly gathered during on site reviews.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-3 AGREEMENT CHILD NUTRITION (Form FDP-CN-1)

Contract for USDA food distribution to Child Nutrition Programs.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-4 AGREEMENT FOR ELDERLY (Form FDP-NPE-1)

Contract for USDA food distribution to Nutrition Programs for the elderly.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-5 APPLICATION AND AGREEMENT SUMMER CAMPS (Form FDP-SC-1)

Application to receive food donated by U.S.D.A. for children participating in summer camping programs.

Dispose of after 3 years provided audit has been completed.¹

40-1-2-6 BILLING STATEMENT (Form FDP-108)

Form used to bill recipient agency for USDA food warehousing, distribution and processing costs.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-7 CERTIFICATE OF OUTSTANDING PERFORMANCE (Form FDP-119)

Form used to show appreciation to recipient agencies for outstanding program performance.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-8 CHILD NUTRITION EVALUATION (Form FDP-CN-3)

Program evaluation summary of Child Nutrition Programs gathered during on site reviews.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-9 CIVIL RIGHTS COMPLIANCE REVIEW

Form is completed for institutions to determine eligibility.

YELLOW COPY: Dispose of after 3 years provided audit has been completed.¹

OTHER COPIES: Send to United States Department of Agriculture.

40-1-2-10 CIVIL RIGHTS SUMMER CAMP REVIEWS (Form FDP-SC-2)

Civil rights evaluation summary of Summer Camps gathered during on site reviews.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-11 CLAIM COLLECTION REPORT (Form FSP-12A)

Filed by county acting as an accounts receivable for reimbursement from recipients because of an over-issue of food stamps.

UNCOLLECTIBLE CLOSED: Retain permanently.

COLLECTIBLE CLOSED: Dispose of after concurrence from Department of Agriculture that accounts paid in full provided audit has been completed.¹

40-1-2-12 COMPLAINT FORM (Form FDP-128)

Form used by recipient agency to make formal complaints regarding USDA foods. Form includes action taken by Food Programs and/or Food and Nutrition Service.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-13 DECLARATION FOR USDA COMMODITIES (Form FDP-S-101)

Multiple listing of self declarations, certifying a household's income, allowing issuance of USDA foods during mass distributions and at pantries.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-14 DECLARATION FORM FOR USDA COMMODITIES (Form FDP-105 series)

Individual self declaration form certifying a household's income allowing issuance of USDA foods during mass distributions and at pantries.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-15 DISPOSAL OF DONATED FOOD (Form FDP-101 series)

Forms provide approval for disposal of USDA foods, reason for disposal and instructions on how to dispose of food.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-16 DONATED FOODS ON ORDER (Form FDP-110)

Form used to record USDA foods ordered and information regarding shipments.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-17 FOOD DISTRIBUTION PROGRAM OFFERING REQUEST (Form FDP-115)

Form used to describe and offer USDA foods to recipient agency on a pro-rate basis.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-18 FOOD COUPON ACCOUNTABILITY REPORT

Report filled out by county showing food stamp coupon inventory, issuances, and collections from those issuances.

Dispose of after 5 years provided audit has been completed.¹

*Supervised
2/3/06
150-1-1-4*

40-1-2-19 FOOD DISTRIBUTION AGREEMENT CHARITABLE INSTITUTIONS (Form FDP-CI-1)

Contract for USDA food distribution to charitable institutions.

Dispose of after 3 years provided audit has been completed.¹

40-1-2-20 FOOD PREFERENCE REPORT (Form FDP-131)

Form is used to gather USDA food preference information from recipient agency. Information is compiled and sent to Food and Nutrition Service Regional Office.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-21 FOOD PREFERENCE REPORT - NUTRITION PROGRAM (FDP-131 NPE)

Form used by the nutrition program for the elderly to specify which USDA foods they prefer and comments on the quality of the foods.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-22 FOOD STAMP CLAIM DETERMINATION FILES

May include Report of Claim Determination - report on recipient receiving an over or under issuance of food stamp coupons, Claim Collection Report - used to recover funds from over issuance of food coupons worthwhile, etc.

Dispose of after 3 years provided audit has been completed.¹

40-1-2-23 FOOD STAMP QUALITY CONTROL SEMI-ANNUAL REPORT (Statistical Report 247 Series 1, 2, and 3)

Statistical report of the quality control reviews completed and a narrative report giving an analysis of the statistical report.

ORIGINAL RECORD: Microfilm and destroy originals.

SECURITY MICROFILM: Transfer to State Archives; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

40-1-2-24 FORWARDING NOTICE

Notice indicating that goods are to be shipped.

STATE COPY: Dispose of after 3 years provided audit has been completed.¹

OTHER COPY: Return to U.S.D.A. with condition of goods received noted.

40-1-2-25 INVENTORY AND ALLOCATION (Form FDP-CN-2A)

Inventory information gathered during on site program reviews.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-26 INVENTORY RECORD (Form FDP-120)

Inventory record kept on all foods received from USDA and issued to recipient agencies.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-27 INVENTORY UPDATE (Form FDP-125-DE)

Form used to add or change inventory of USDA food items.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-28 MANAGEMENT EVALUATION REVIEW WORKSHEET (Form FSP-10)

A form summary of the results of a Management Evaluation Review of a Food Stamp Project Office. Review is conducted by Food Programs staff.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-29 MANIFEST SHEET

Monthly printout sheets listing commodities, number of packages and pounds distributed by carrier for each recipient group.

ORIGINAL AND YELLOW-WAREHOUSE COPY: Dispose of after 3 years provided audit has been completed.¹

PINK COPY: Dispose of after original is received from carrier.

40-1-2-30 NOTIFICATION OF AGREEMENT APPROVED, RENEWAL OR CHANGE

This form is sent to DSS to indicate approval of a recipient for food commodities by the United States Department of Agriculture. The U.S.D.A. reimburses these recipients directly (parochial schools, etc.).

Dispose of after 3 years provided audit has been completed.¹

40-1-2-31 OPERATING PROCEDURES STANDARDS (Form FDP-133)

Contract between Food Distribution Program and carriers for delivery of USDA foods to recipient agencies.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-32 PERPETUAL INVENTORY (Form FDP-103)

Form used by recipient agencies to record receipt, usage, physical inventories, etc., of USDA foods.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

*Superseded
7-26-07*

40-1-2-33 PROCESSING AGREEMENT (Form FDP-127 series)

Contract used for further processing of USDA foods between the State of Nebraska, school districts and processing companies.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-34 PROJECT SPONSOR AGREEMENTS

Contracts between State Food Commodities Agency and project sponsor for food commodities.

Dispose of after 3 years provided audit has been completed.¹

40-1-2-35 QUESTION REFERRAL REPORT (Form ASD-17)

Form allowing local office Income Maintenance staff to request a policy interpretation of Central Office regarding a specific client case.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-36 RECEIPT AND DISTRIBUTION OF DONATED COMMODITIES

Form is completed monthly and sent to U.S.D.A. with a copy kept in the files. Report names the commodity and the distribution of those commodities.

Dispose of after 3 years provided audit has been completed.¹

40-1-2-37 RECEIPTS, WAREHOUSE

Warehouse issues a receipt for goods received.

Dispose of after 3 years provided audit has been completed.¹**40-1-2-38 RECIPIENT UPDATE (Form FDP-122-DE)**

Form used to update or change recipient agency information such as: mailing address, Average Daily Participation, recipient number, etc.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹**40-1-2-39 REFUNDS/CANCELLATIONS (Form IM-12)**

Used by Central Office to notify local office that a refund has been received or a warrant cancelled.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹**40-1-2-40 REPORT OF OVER/UNDER ISSUANCE (Form FSP-12)**

Form used by local office staff to summarize the circumstances of an over/under issuance of food coupons. Upon completion, workers submit a copy of the form to Central Office for approval and system entry.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹**40-1-2-41 REPORT OF SHIPMENT RECEIVED OVER, SHORT, AND/OR DAMAGED**

Used to report shortages or damaged goods received from U.S.D.A.

Dispose of after 3 years provided audit has been completed.¹**40-1-2-42 REQUISITION, FOOD**

Form used to requisition food items made available by U.S.D.A.

Dispose of after 3 years provided audit has been completed.¹**40-1-2-43 REQUISITION FOR FOOD COUPON BOOKS**

Requisition used by the state to order food stamps from the U.S. Department of Agriculture.

Dispose of after 3 years provided audit has been completed.¹**40-1-2-44 RESOLUTIONS (For Food Stamp Participation)**

One-time request that a county be assigned as a "Project Area" to allow food stamps to be issued in that county (according to Food Stamp Act of 1964) (P.L. 88-524, 78-Stat 703).

Retain permanently.**40-1-2-45 SCHEDULE A (Form FDP-CI-1A)**

Form completed by correctional institutions providing rehabilitative program information.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹**40-1-2-46 SCHOOLS AND SERVICE INSTITUTIONS OFFERING AND REQUEST FOR FEDERALLY DONATED FOODS**

Schools and institutions complete form requesting food commodities from the warehouse.

Dispose of after 3 years provided audit has been completed.¹*Superseded
2/15/06
150-1-1-1-4**Superseded
7/26/07
150-3-2**Superseded
2/15/06
150-1-1-1-4*

40-1-2-47 STOCK RECORD CARD

Card keeps a running total of quantities available of each item at the state's warehouse.

Dispose of after 3 years provided audit has been completed.¹

*Supplemental
7/31/06
150-1-1-4*
40-1-2-48 STRAIGHT BILL OF LADING (Form FDP-112)

Form shows issuance and receipt of USDA foods and charges to recipient agency.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

40-1-2-49 TRANSFER OF DONATED FOOD (Form FDP-102)

Form provides approval for transfer of USDA foods from one eligible agency to another eligible agency, why the commodities are being transferred and instructions for the transfer.

Dispose of 3 years after end of the federal fiscal year provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

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Superseded 7-26-07

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