

## Request for Records Disposition Authority

Records Schedule Number           DAA-0468-2012-0002  
 Schedule Status                    Approved

Agency or Establishment           Department of Health and Human Services  
 Record Group / Scheduling Group   General Records of the Department of Health and Human Services  
 Records Schedule applies to       Major Subdivision  
 Major Subdivision                  Office of the Assistant Secretary for Administration  
 Minor Subdivision                  Program Support Center  
 Schedule Subject                   Child Care Subsidy Program Files  
 Internal agency concurrences will be provided   Yes

Background Information              This record series contains information on employees, spouses and their children that is used for determining eligibility for government-subsidized childcare. Eligibility and benefits are determined by verifying the identity of the individual, eligibility of the childcare center and their compliance with regulations. Files that relate to investigating possible fraud might also be included. Application files include, but are not limited, to the following documents:

- HHS-698 – Application for Child Care Subsidy
- OPM-1644 – Provider Form
- Center License or Exemption from Licensing Letter
- Pay Statements
- Income Taxes
- W-2's
- SF-50 – Notification of Personnel Action
- Acceptance Letters, denial letters and other related documents

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0468-2012-0002

Sequence Number	
1	Child Care Subsidy Program Approved Applications Disposition Authority Number DAA-0468-2012-0002-0001
2	Child Care Subsidy Program Unapproved or Withdrawn Applications Disposition Authority Number DAA-0468-2012-0002-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="376 417 1087 453"><b>Child Care Subsidy Program Approved Applications</b></p> <p data-bbox="376 470 1163 497">Disposition Authority Number      DAA-0468-2012-0002-0001</p> <p data-bbox="376 521 1493 704"><b>This record series contains information on employees, spouses and their children that is used for determining eligibility for government-subsidized childcare Eligibility and benefits are determined by verifying the identity of the individual, eligibility of the childcare center and their compliance with regulations (Approved Applications)</b></p> <p data-bbox="376 721 931 753">Final Disposition                      Temporary</p> <p data-bbox="376 772 865 804">Item Status                              Active</p> <p data-bbox="376 823 832 855">Is this item media neutral?          Yes</p> <p data-bbox="376 874 832 995">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="376 1015 816 1102">Do any of the records covered by this item exist as structured electronic data?                      No</p> <p data-bbox="376 1142 678 1174"><b>Disposition Instruction</b></p> <p data-bbox="376 1198 1513 1306">Cutoff Instruction                      Cut off annually at the end of the year in which applicant is no longer in the program and the subsidy has ended</p> <p data-bbox="376 1325 1182 1357">Retention Period                      Destroy 3 year(s) after Cutoff</p> <p data-bbox="376 1398 674 1430"><b>Additional Information</b></p> <p data-bbox="376 1453 964 1485">GAO Approval                          Not Required</p>
2	<p data-bbox="376 1508 1314 1544"><b>Child Care Subsidy Program Unapproved or Withdrawn Applications</b></p> <p data-bbox="376 1561 1163 1589">Disposition Authority Number      DAA-0468-2012-0002-0002</p> <p data-bbox="376 1613 1513 1796"><b>This record series contains information on employees, spouses and their children that is used for determining eligibility for government-subsidized childcare Eligibility and benefits are determined by verifying the identity of the individual, eligibility of the childcare center and their compliance with regulations (Unapproved or Withdrawn Applications)</b></p> <p data-bbox="376 1815 931 1847">Final Disposition                      Temporary</p> <p data-bbox="376 1866 865 1898">Item Status                              Active</p>

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Cutoff Instruction	Cut off annually at the end of the year in which the file is not approved or withdrawn
Retention Period	Destroy 3 year(s) after Cutoff
Additional Information	
GAO Approval	Not Required