

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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2	Child Care Subsidy Program Unapproved or Withdrawn Applications Disposition Authority Number DAA-0468-2012-0002-0002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>Child Care Subsidy Program Approved Applications</p> <p>Disposition Authority Number DAA-0468-2012-0002-0001</p> <p>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)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>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>Retention Period Destroy 3 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Child Care Subsidy Program Unapproved or Withdrawn Applications</p> <p>Disposition Authority Number DAA-0468-2012-0002-0002</p> <p>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)</p> <p>Final Disposition Temporary</p> <p>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

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
10/17/2011	Certify	Elaine Pankey	Records Officer	Offices of the Secretary - OCIO
01/24/2012	Submit for Concurrency	Andrea Loiselle	Appraiser	National Archives and Records Administration - Records Management Services
01/30/2012	Concur	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
01/31/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
01/31/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist