

Request for Records Disposition Authority

Records Schedule Number DAA-0015-2018-0001

Schedule Status Approved

Agency or Establishment Department of Veterans Affairs

Record Group / Scheduling Group Records of the Department of Veterans Affairs

Records Schedule applies to Department-wide

Schedule Subject Health Eligibility Center (HEC)

Internal agency concurrences will be provided No

Background Information

The Health Eligibility Center is VHA's authoritative source for enrollment and eligibility activities which supports the delivery of VA health care benefits. The Health Eligibility Center (HEC) supports VA's health care enrollment system by providing centralized eligibility verification and determination services. HEC also supports, coordinates and implements VHA's financial assessment process for determining veterans' copay responsibilities for medical care and pharmaceutical services.

The Health Eligibility Center provides national leadership for advancing business practices that support patient care by managing eligibility and enrollment activities for VA's health care benefits package and services.

Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 3 | 0 | 3 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0015-2018-0001

| Sequence Number | |
|-----------------|--|
| 1 | Health Eligibility Center (HEC) Case Files Disposition Authority Number: DAA-0015-2018-0001-0001 |
| 2 | Tapes Received from Social Security Administration (SSA) and the Internal Revenue Service (IRS) Disposition Authority Number: DAA-0015-2018-0001-0002 |
| 3 | Summary Reports and other Output Records Disposition Authority Number: DAA-0015-2018-0001-0003 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>Health Eligibility Center (HEC) Case Files</p> <p>Disposition Authority Number DAA-0015-2018-0001-0001</p> <p>Paper and electronic records of veterans who have applied for medical benefits at VA health care facilities, including data on the veterans' spouses. The records contain identifying information including name, address, date of birth, social Security number, current eligibility category, family information, including spouse and dependent(s) name, address, Social Security Number (SSN); employment information on veteran and spouse including occupation, employer(s) name(s) and address(es); financial information including family income, assets, expenses, debts; and third-party health plan contract information including health insurance carrier name and address, policy number and time period covered by the policy; facility location(s) where treatment is provided, type of treatment provided, i.e., inpatient or outpatient, and length of stay or number of visits.</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? No</p> <p>GRS or Superseded Authority Citation N1-15-98-3, Item 1 and N1-15-98-3, Item 2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at end of FY year.</p> <p>Retention Period Destroy 7 year(s) after The income year for which the means test verification was conducted, when all phases of the Veteran's appeal rights have ended. If an appeal is filed retain records until all phases of the appeal have ended.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> |
| 2 | <p>Tapes Received from Social Security Administration (SSA) and the Internal Revenue Service (IRS)</p> <p>Disposition Authority Number DAA-0015-2018-0001-0002</p> |

Documents generated as a result of income verification by computer match with records from Internal Revenue Service (IRS) and the Social Security Administration (SSA) and during the notification, verification and due process (Appeal process) periods including initial verification letters, income verification forms, income difference/final letters, non-response/final letters, final confirmation letters, confirmation/due process letters, non-response confirmation letters, clarification letters, and all subpoena documentation.

Final Disposition Temporary

Item Status Active

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? No

GRS or Superseded Authority Citation N1-15-98-3, Item 3

Disposition Instruction

Retention Period Destroy 30 days after the data has been validated as being a true copy of the original data.

Additional Information

GAO Approval Not Required

Summary Reports and other Output Records

Disposition Authority Number DAA-0015-2018-0001-0003

All forms of individual correspondence generated during the process or provided to HEC by match participants include, but is not limited to, copies of death certificates; discharge certification; DD 214, notice of Separation; disability award letter; IRS documents (i.e., forms 1040's W-2's, etc.); State Welfare and food Stamp applications; VA and other pension applications; VA form 10-10, Application for Medical Benefits, and 10-10F, Financial Worksheet; workers compensation forms; and various annual earnings statements as well as pay stubs.

Final Disposition Temporary

Item Status Active

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? No

GRS or Superseded Authority Citation N1-15-98-3, Item 4

3

Disposition Instruction

Retention Period

Destroy when no longer needed

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 |
|------------|------------------------|------------------|---|--|
| 11/16/2017 | Certify | Martin Hill | Program Management Office | Office of Information and Technology - Enterprise Records Service |
| 04/17/2018 | Submit for Concurrence | David Weber | Senior Appraisal Archivist | National Archives and Records Administration - Records Management Services |
| 05/02/2018 | Concur | Sebastian Welch | Supervisory Archivist Specialist | National Archives and Records Administration - ACR4 |
| 05/02/2018 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 05/04/2018 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |