

	Division/Section	Family Support
	Chapter No./Name	07 - Administrative Procedures Manual
	Part No./Name	F-CASE FILE MANAGEMENT
	Section No./Name	F-600 Case Format
	Document No./Name	F-610 Child Care, FITAP, * SNAP **, KCSP, and STEP Cases
	Effective Date	September 1, 2010

A single four-section classification folder must be used to include case material for all programs. Include all Child Care, FITAP, * SNAP **, KCSP, and STEP information in the designated section.

F-611 FOUR-SECTION CASE FOLDER

The case record consists of four sections constructed as follows:

- Section I - Upper Left
- Section II - Upper Right
- Section III - Lower Left
- Section IV - Lower Right

- Section I: Permanent documents, forms, and other material not to be purged.

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- Medical Envelope (OFS 90, 90A, 90AD, 90D, 90DDS, 90L, 90S, 90X, 110PS, and DSS 35-H)
- Copies of birth certificates, SS cards, marriage and divorce papers, custody documents, etc.
- CR 5
- CR 9/LINKS printout
- IPV/Recovery Envelope (CCAP 25A, 25B, OFS 20CD, and STEP 20)
- KCSP 4K
- OFS 1ER
- OFS 117-1
- OFS 4NCP and 4NCP Supplement
- OFS DD1
- OFS Flyer DV, OFS Flyer 6, OFS Flyer 6A, and OFS Flyer 7
- SES 401
- Proof of Identity **

- Section II: Application/re-determination forms, activity sheets, and narratives.

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- Alert sheet
- CCAP 2
- CCAP 5
- CR 8
- LaCAP 1
- LaCAP 1F
- LaCAP 1C
- Narrative
- OFS 4 (4APP, 4MR, 4CS, 4AHM, 4ANC)
- OFS 4 Addendum AS
- OFS 4 EXP
- OFS 4 Supplement

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- OFS 4MW
- OFS 4S
- OFS 4SR
- OFS 11
- OFS 12
- STEP 8 **

- Section III: Turn-around documents, budget worksheets, manual payments, STEP Case Management information, and Drug Screening information (only when drug screening results in referral).

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 - CCAP 3D
 - CCAP 3SN
 - CCAP 7B
 - CCAP 40
 - KCSP 2
 - OFS 2
 - OFS 3
 - OFS 4 FA
 - OFS 4NA
 - OFS 8
 - OFS 9FKC
 - OFS 9FSC
 - OFS 9PRC
 - SNAP 1W and SNAP 1MW
 - STEP 2
 - STEP 6
 - STEP 6A
 - STEP 7
 - STEP 40
 - STEP 312
 - Assessment results, test scores, etc.
 - Drug Envelope (CR 8, OFS DAST 20, DT 2, DT 3, and DDS 35-H)
 - JAS TADS
 - Progress reports
 - School/training diplomas and certificates
 - 302/303 screen printouts **

- Section IV: Correspondence, letters, forms, and verification.

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 - CCAP 2HD
 - CCAP 4
 - CCAP 7A

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- CCAP 9
- CCAP 12
- CCAP 13
- CCAP 13T
- CCAP 14
- CCAP 14HD
- CCAP 22
- LaCAP 4
- OFS DAST 20
- OFS DT 1
- OFS 4AEC
- OFS 4AV
- All 13, 18, and 19 series of OFS notices
- OFS 7CR
- OFS 7P
- OFS 7ST
- OFS 18C
- OFS 19BE
- OFS 38
- OFS 38A
- OFS 53
- OFS 56
- OFS 61
- OFS 80
- OFS 86
- OFS 87
- OFS 88
- OFS 108A
- OFS 108B
- OFS 108DOC
- STEP 2A
- SNAP 4AEC
- STEP 9, STEP 9SES
- STEP 11
- STEP 12
- STEP 16
- STEP 17 and STEP 18T
- STEP 18C
- STEP 34A
- STEP 36
- Any printout or documentation returned by the client and used for verification **