

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-4622



July 29, 1981

ALL COUNTY LETTER NO. 81-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: RETENTION AND MICROFICHE OF IHSS PAYROLL RECORDS

REFERENCE:

The Department of Social Services has developed a record retention policy for the IHSS Payrolling System. This retention policy will meet the minimum qualifications in establishing an audit trail for the IHSS Payrolling System. The following items should be retained for four (4) years in accordance with Division 23-353: Timesheets, Form SOC 311, Form SOC 312, County Payment Voucher Reports (alpha sequence) and Recipient/Provider Eligibility Reports (alpha sequence). The retention of the SOC 311 and SOC 312 along with timesheets will be covered in Division 30.

The Management Statistics Summary and the Quarterly Eligibility Report provided by EDS-F that is used by the counties to complete the SOC 296 and SOC 242 respectively, should be retained in accordance with Division 26-090. The counties should retain these reports for one complete fiscal year following submission to the State.

In conjunction with the above record retention policy, the DSS is offering the counties the option of having the County Payment Voucher Reports (alpha sequence) and the Recipient/Provider Eligibility Reports (alpha sequence) in microfiche retroactive to January 1980. For those counties who wish to have these reports in microfiche, contact your IHSS Payroll Systems Management Consultant. All counties will continue to receive hardcopy of all reports that they are now receiving from EDS-F. For those counties who request microfiche, they will receive one copy of the County Payment Voucher Reports (alpha sequence) and Recipient/Provider Eligibility Reports (alpha sequence) in microfiche.

If you have any questions, concerning the retention policy as well as microfiche, please contact your IHSS Payroll Systems Management Consultant at (916) 323-0270 or ATSS 473-0270.

Sincerely,

*Byron A. Smitz*

for CLAUDE E. FINN  
Deputy Director  
Administration

cc: CWDA