

Title xx eligibility declaration (GRS-424)

Utah General Retention Schedule

Description

This form is completed by a service worker to determine whether an individual is eligible to receive services from the agency. It includes applicant's name, address, and social security number; reason for eligibility; birth date, income declaration, indication of action taken (open, close, redetermination), and applicant's and service worker's signatures.

Retention and Disposition

Retain for 4 years after separation, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Aging and Adult Services

Effective

12/1992

Previous Schedule Number

CO-19-24