

SUBJECT: Organization of the Client Case File for Assistance Programs (Continued)

Case File Organization Continued	File all other eligibility documents chronologically with the most recent on top. These include but are not limited to the following: <ol style="list-style-type: none">1. Application with supporting documents2. Redetermination with supporting documents3. Medical packet
Accommodation Tags	In October 2002, instructions were issued that required DSS staff to identify all cases in need of special accommodations. This serves as a reminder. To identify clients needing accommodations: <ul style="list-style-type: none">• Apply the green colored strip to the back cover of the client case file with the colored portion of the strip visible to the outside.• Enter a description of the type of accommodation needed in the section entitled "Accommodation Required."• Complete the corresponding fields on the EMS screens. <p>As we move towards electronic case records, we will rely exclusively on the accommodation data in EMS to identify clients needing accommodations.</p>
Record Retention	Please reference instructions distributed by the Records Management Liaison Officer – Hope Langer-Marshall at 860-424-5504.

DISPOSITION: Please retain this bulletin for future reference.

DISTRIBUTION: Eligibility Staff

RESPONSIBLE UNIT: Family Support Team – Telephone (860) 424-5540

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