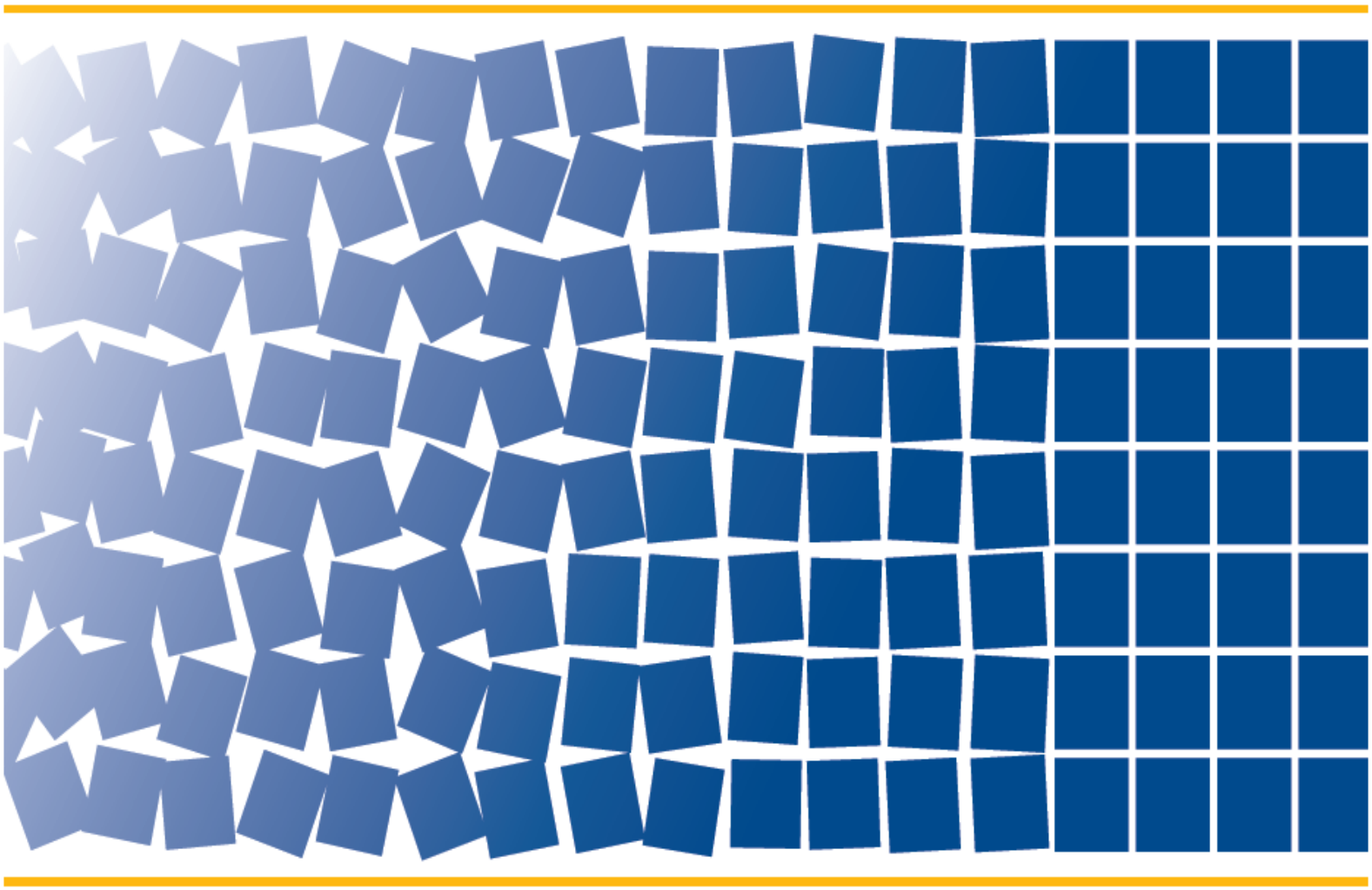
AFFORDABLE CHILD CARE BENEFIT ONGOING RECORDS SCHEDULE



BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

AFFORDABLE CHILD CARE BENEFIT

ONGOING RECORDS SCHEDULE

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ORS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Affordable Child Care Benefit ORS*, in ascending order (i.e., the most recent changes appear first).

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORS* may also have an appendix that provides a more detailed summary of changes.

Original schedule approval date: 2013/02/05

Amendment Number	Amendment Type	Date Approved	Section/ Primary/ Secondary	Changes
195741	Administrative	2023-10-23	Entire *ORS*	Updated program area name. Formatted to align with *ORCS* 2020 standards.

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	***ARCS*** = *Administrative Records Classification System* ***ORCS*** = *Operational Records Classification System*
Office information:	**OPR** = Office of Primary Responsibility
Records life cycle:	**A** = Active **SA** = Semi-active **FD** = Final Disposition
Active and semi-active period codes:	**CY** = Calendar Year **FY** = Fiscal Year **NA** = Not Applicable **SO** = Superseded or Obsolete **w** = week **m** = month **y** = year
Final disposition categories:	**DE** = Destruction **FR** = Full Retention **SR** = Selective Retention **OD** = Other Disposition **NA** = Not Applicable
Special flags:	**FOI** = Freedom of Information/Protection of Privacy **PIB** = Personal Information Bank **VR** = Vital Records

The following links provide additional resources for managing your information:

- *ARCS and ORCS User Guide*.
- Special schedules for records that are not covered by *ARCS* and *ORCS*.
- Legislation, policies, and standards for managing records in the BC Government.
- Tips, guides, and FAQs on related topics.
- Government Records Officer contact information.

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Affordable Child Care Benefit

Ongoing Records Schedule (ORS)

Executive Summary For Amendment 1 - Administrative Amendment

Creating Agency
Ministry of Education and Child Care
Child Care Benefit and Operating Funding
Affordable Child Care Benefit

Amendment Change Summary
Amendment to update name of program area.

Scope
The purpose of this amendment is to change the name of the program area from Child Care Subsidy Program to Affordable Child Care Benefit, and to align formatting with *ORCS* 2020 standards.

Endorsements

Schedule Number: 169600 Amendment Number: 195741

Schedule Developer: Elise Polkinghorne, Archivist, 2023-10-23

Approved by Director, Archives and Records Initiatives: Mario Miniaci, 2023-10-23

END OF EXECUTIVE SUMMARY

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

SECTION 1

AFFORDABLE CHILD CARE BENEFIT

PRIMARY NUMBERS

10500 – 30200

Section 1 covers records relating to the Affordable Child Care Benefit, which was transferred from the Ministry of Social Development to the Ministry of Children and Family Development, effective August 22, 2006. The Affordable Child Care Benefit function was transferred to the Ministry of Education and Child Care in 2022.

Affordable Child Care Benefit records were previously classified and scheduled under primaries 10500 Fraud Detection and Investigations and 30200 Child Care Services within the *Social Services ORCS*, Schedule 133400. The following were discontinued from the *Social Services ORCS* and incorporated into this schedule:

- Primary 10500, secondaries -09, -20, and -25
- Primary 30200, all secondaries
- Child Care Subsidy Information System Overview
- Child Care Subsidy Program (CCSP) Investigation System

Secondary 10500-05, Detection and investigation statistical reports, will be retained in the *Social Services ORCS* and used in this schedule, albeit with modifications, as this secondary is used by both ministries.

It is anticipated that the records covered under this schedule will eventually be incorporated into the *Children and Family ORCS*, Schedule 118669. The same primary and secondary numbers have been retained in this schedule to facilitate client use during the transition period.

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10500 FRAUD DETECTION AND INVESTIGATION

Records related to identifying and investigating cases of fraud against the Affordable Child Care Benefit. Investigations are tracked in the Child Care Subsidy Program (CCSP) Investigation System.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For the CCSP Investigation System, see the Information System Overview (ISO) section.

The ministry OPR is Verification and Audit unless otherwise noted below. See specific secondaries for OPR retention schedules.

10500	FRAUD DETECTION AND INVESTIGATION	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	**Policy and Procedures** (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this *ORS*) RETENTION STATEMENT Transfer to the government archives five years after the policy is replaced or becomes irrelevant.	SO	5y	FR
-01	**General** RETENTION STATEMENT Destroy at the end of the third calendar year. NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.	CY+2y	nil	DE
-05	**Detection and investigation statistical reports** (covers monthly and ad hoc reports from the CCSP investigation system) (arrange by report) RETENTION STATEMENT Destroy at the end of the 10th calendar year. 10y: The 10 year retention period allows for tracking and analysis of client activity if an investigation is required.	CY+9y	nil	DE

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10500		FRAUD DETECTION AND INVESTIGATION	A	SA	FD
PIB	-09	**Repayment agreements batch filed** RETENTION STATEMENT Destroy at the end of the 10th calendar year. 10y: The 10 year retention period allows for tracking and analysis of client activity if an investigation is required.	CY+9y	nil	DE
PIB	-20	**Investigation case files** (includes claims, cheque stubs, screen prints and confirmation of earnings, Investigation Registration and Conclusion form, court documents [i.e., judgments and orders] and repayment agreement) (arrange by “CI” investigation number) RETENTION STATEMENT Destroy 15 years after investigation is closed. SO: when investigation is closed 15y: The 15 year retention period provides adequate time for the tracking and analysis of client activity if future investigations are required, and provides a substantial period for clients to challenge an investigation.	SO+1y	14y	DE
PIB	-25	**Investigation data files** (electronic database records) RETENTION STATEMENT Destroy 15 years after the investigation is closed. SO: when investigation is closed 15y: The 15 year retention period provides adequate time for the tracking and analysis of client activity if future investigations are required, and provides a substantial period for clients to challenge an investigation. NOTE: This secondary is not to be used for filing. It classifies the data contained within the CCSP Investigation System.	SO+15y	nil	DE

END OF PRIMARY

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

30200 CHILD CARE SERVICES

Records related to providing employment and assistance clients and low income families with daycare services as defined by the *BC Benefits (Child Care Subsidy) Act* (RSBC 1996, c. 26).

Client data and histories are contained within the Child Care Subsidy (CCS) module of the Management Information System (MIS). Client files are uniquely identified in MIS by the Daycare Subsidy (DS) number and client files may be referred to as DS files.

The provision of daycare/child care services is administered by the involvement of several ministries and by the fact that pieces of the program have moved numerous times. Currently, the ministry disperses monies directly to daycares on behalf of the Child Care Benefit and Operating Funding Branch of the Ministry of Education and Child Care (ECC). The licensing of the daycares is through the Ministry of Health's regional Health Authorities. ECC funds the program and creates the policies and procedures, but is also directly involved when children with special needs and requirements use daycares. For information on these other aspects of child care, please refer to the Operational Records Classification Systems (*ORCS*) of these ministries.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

For ad hoc reports, such as the caseload management reports, see *ARCS* secondary 440-25.
For contract management, see *ARCS* primary 1070.
For liaison with other ministries, see *ARCS* secondary 230-20.
For the MIS CCS, see the information system overview (ISO) section.
For monthly reports, see *ARCS* primary 400.
For transitory data files, see special schedule 102901.

The ministry OPR is Affordable Child Care Benefit unless otherwise noted below. See specific secondaries for OPR retention schedules.

30200	CHILD CARE SERVICES	A	SA	FD
	All non-OPR offices will retain these records for:	SO	nil	DE
-00	**Policy and procedures** (covers final/approved versions of policies, procedures, standards, and guidelines pertaining to this section) (includes rates and rate tables) RETENTION STATEMENT Transfer to the government archives five years after policy is replaced or becomes irrelevant.	SO	5y	FR

(cont'd)

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

30200	CHILD CARE SERVICES		A	SA	FD
		OPR: Child Care Benefit and Operating Funding Branch SO: when the policy is replaced or becomes irrelevant FR: The government archives will fully retain final versions of operational policy documentation because these provide significant evidence of the governance of the functions and programs covered by this *ORS.*			
	-01	**General** RETENTION STATEMENT Destroy at the end of the third fiscal year.	FY+2y	nil	DE
	-02	**Child care caseload summary reports** RETENTION STATEMENT Destroy at the end of the fifth fiscal year.	FY+4y	nil	DE
	-03	**Child care communication logs** (covers phone and mail logs) (arrange by type of log) RETENTION STATEMENT Destroy when log is replaced or becomes irrelevant.	SO	nil	DE
PIB	**-20**	**Child care client case files** (covers daycare information, client identification and client income documentation) (includes the application and referral) (arrange by DS number) RETENTION STATEMENT Destroy 10 years after any repayment or investigation is complete and file is closed. SO: when any repayment or investigation is complete and when the client has not completed an authorization or contacted the ministry for three months, the file is closed at the date of last contact 10y: The 10 year retention period allows for tracking and analysis of client activity if an investigation is required.	SO+16m (cont'd)	9y	DE

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30200		CHILD CARE SERVICES	A	SA	FD
		NOTE: During a fraud investigation, enforcement staff may either copy the client file or may borrow the original file, in which case a convenience copy is made for temporary use. When the original file is returned, the copy is destroyed.			
PIB/VR	**-25**	**Child care client data files** (electronic database records) (covers client history data) RETENTION STATEMENT Destroy 10 years after any repayment or investigation is complete and file is closed. SO: when any repayment or investigation is complete and when the client has not completed an authorization or contacted the ministry for three months, the file is closed at the date of last contact 10y: The 10 year retention period allows for tracking and analysis of client activity if an investigation is required. NOTE: This secondary is not to be used for filing. It classifies the data contained within the Child Care Subsidy (CCS) module of the MIS.	SO+16M	9y	DE
PIB	**-30**	**Child care client NCM case files** (No Case Made) (covers client identification and client income documentation) (includes the application and referral) (arrange by client's surname) RETENTION STATEMENT Destroy one year after the client file is determined to be NCM. SO: when the client file is determined to be NCM	SO+1y	nil	DE

END OF PRIMARY

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AFFORDABLE CHILD CARE BENEFIT

ONGOING RECORDS SCHEDULE (*ORS*)

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This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

SYSTEM SECTION

CHILD CARE SUBSIDY (CCS)

SYSTEM OVERVIEW

Creating Agency
Ministry of Children and Family Development
Child Care Programs

Date of System Description
2013/02/05

Purpose
CCS is a sub-system of the Management Information System (MIS) (see the Social Services *ORCS*, Schedule 133400, ISO Section for information on the MIS). It records, tracks and reports on child care applications, authorizations and payments.

Information Content
The CCS database contains client data (e.g., name and some contact information, status, social and financial evaluation data), caregiver data (e.g., name, contact information, license and status) and caregiver financial data (e.g., rates and rate tables; claims and payments; and amounts and dates).

The CCS subsystem began operations in 1989.

Inputs, Processes, and Outputs
EAC staff input client related CCS data and process the authorizations. The system also connects with the MIS Central Registry (CR) in order to fill in additional client data (e.g., contact information and client history and current status with the ministry). For more information on MIS CR, see the information system overview (ISO) section.

Child Care branch staff from the Ministry of Community, Aboriginal and Women's Services (MCAWS) input the claims and caregiver license information. They also add comments to the history screen.

The Corporate Accounting System (CAS) updates the system nightly with payment information. For more information on the CAS database, see the information system overview (ISO) section of the Information Technology Services Operational Records Classification Systems (*ORCS*).

CCS tracks client and caregiver data and caregiver financial information. It also assists EAC staff in calculating the subsidy levels.

CCS outputs in the EACs consist of monthly and ad hoc statistical reports such as the sixteen month closed files report and data match printouts. CCS also produces caseload summary reports, which are used for trend analysis. Two authorizations are printed by the system and are sent to the client and the caregiver. Screen prints and reports may also be printed for inclusion in client files and program files.

The Child Care branch of MCAWS, use CCS monthly and ad hoc statistical and financial reports. They are also responsible for the CCS nightly payment requests which are sent to the Corporate Accounting System (CAS) for cheque processing.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

Historical Note

Responsibility for child care subsidy records transferred from the Ministry of Social Development to the Ministry of Children and Family Development, effective August 22, 2006.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

CHILD CARE SUBSIDY (CCS)

DATA RETENTION PLAN

Data Description	Data Retention Period
Child care client data files Classification 30200-25	Destroy 10 years after any repayment or investigation is complete and file is closed.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the *System Section FAQ*.

END OF OVERVIEW

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

CHILD CARE SUBSIDY PROGRAM (CCSP) INVESTIGATION SYSTEM

SYSTEM OVERVIEW

Creating Agency
Ministry of Children and Family Development
Child Care Programs (CCS)

Date of System Description
2013/02/05

Purpose
The purpose of the CCSP investigation system is to record, track, and report on the progress of fraud investigations in the CCSP.

Information Content
The CCSP is a web-accessed database that contains day care operator's data (name and contact information, age, region, Social Insurance Number, day care number, and the clients' Employment and Assistance or “GA” file number), data about the investigation (dates, fraud type, investigation number, caseload number, estimated fraud amount and investigator's comments) and data about the results of the investigation (civil or criminal litigation, and repayment agreement).

The system began operation in March, 2001.

Inputs, Processes, and Outputs
PCE investigators enter all data into the CCSP investigation system except for data about the day care and the day care operator which is gathered from the Management Information System (MIS). For more information on the MIS, see the information system overview (ISO) section.

The CCSP investigation system tracks the progress and status of an investigation. It also tracks activities logon.

The CCSP investigation system outputs consist of statistical reports for analysis. Screens may also be printed for inclusion in the investigation file.

Historical Note
Responsibility for child care subsidy records transferred from the Ministry of Social Development to the Ministry of Children and Family Development, effective August 22, 2006.

This is an approved information schedule, as defined by the *Information Management Act* (SBC 2015, c. 27). For more information consult your Government Records Officer.

CHILD CARE SUBSIDY PROGRAM (CCSP) INVESTIGATION SYSTEM

DATA RETENTION PLAN

Data Description	Data Retention Period
Investigation data files Classification 10500-25	Destroy 15 years after the investigation is closed.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory electronic data processing (EDP) records), see the *System Section FAQ*.

END OF OVERVIEW