

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99) and constitutes authority for retention and disposition of the records it covers. Consult your Records Officer.

SECTION 1

CHILD CARE SUBSIDY PROGRAM

PRIMARY NUMBERS

10500 – 30200

Section 1 covers records relating to the child care subsidy program, which was transferred from the Ministry of Social Development to the Ministry of Children and Family Development, effective August 22, 2006.

Child care subsidy 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 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, which is currently under amendment. 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 Child Care Subsidy Program (CCSP). 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 (Child Care Programs) unless otherwise noted below. See specific secondaries for OPR retention schedules.

| | | A | SA | FD |
|-----|---|----------|-----------|-----------|
| | All non-OPR offices will retain these records for: | SO | nil | DE |
| | -00 Policy and procedures | SO | 5y | FR |
| | -01 General | CY+2y | nil | DE |
| | -05 Detection and investigation statistical reports (covers monthly and adhoc reports from the CCSP investigation system) (arrange by report) | CY+9y | nil | DE |
| | 10y = The ten year retention period allows for tracking and analysis of client activity if an investigation is required. | | | |
| PIB | -09 Child care subsidy repayment agreements batch filed | CY+9y | nil | DE |
| | 10y = The ten year retention period allows for tracking and analysis of client activity if an investigation is required. | | | |
| PIB | -20 CCSP investigation case files (Child Care Subsidy Program) (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) | SO+1y | 14y | DE |

SO = when investigation is closed

(cont'd)

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10500 FRAUD DETECTION AND INVESTIGATION

A SA FD

-20 CCSP investigation case files (continued)

15y = The fifteen 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.

PIB -25 CCSP investigation data files SO+15y nil DE
(Child Care Subsidy Program)
(electronic database records)

OPR= PCE Branch

SO = when investigation is closed

15y = The fifteen 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.

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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 1999, 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 Branch of the Ministry of Children and Family Development (MCFD). The licensing of the daycares is through the Ministry of Health's regional Health Authorities. MCFD 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 232-20.

For the MIS CCS, see the information system overview (ISO) section.

For monthly reports, see ARCS secondary 444-20.

For transitory data files, see special schedule 102902.

The ministry OPR (Child Care Programs) unless otherwise noted below. See specific secondaries for OPR retention schedules.

| | A | SA | FD |
|--|----|-----|----|
| All non-OPR offices will retain these records for: | SO | nil | DE |
| -00 Policy and procedures (includes rates and rate tables) | SO | 5y | FR |
| OPR = Child Care Branch, MCFD | | | |

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30200 CHILD CARE SERVICES

| | | A | SA | FD |
|--------|---|----------|-----------|-----------|
| | -01 General | FY+2y | nil | DE |
| | -02 Child care caseload summary reports | FY+4y | nil | DE |
| | -03 Child care communication logs (covers phone and mail logs) (arrange by type of log) | 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) | SO+16m | 9y | DE |
| | 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 ten year retention period allows for tracking and analysis of client activity if an investigation is required. | | | |
| | 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) | SO+16m | 9y | DE |
| | 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 ten year retention period allows for tracking and analysis of client activity if an investigation is required. | | | |

(cont'd)

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30200 CHILD CARE SERVICES

A SA FD

-25 Child care client data files (continued)

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.

| | | | | | |
|-----|------------|---|-------|-----|----|
| 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) | SO+1y | nil | DE |
|-----|------------|---|-------|-----|----|

SO = when the client file is determined to be NCM

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CHILD CARE SUBSIDY (CCS)

SYSTEM OVERVIEW

Creating Agency

Ministry of Children and Family Development
Child Care Programs

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

Inputs

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)*.

Processes

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

Outputs

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.

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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.

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.

CHILD CARE SUBSIDY (CCS)

Classifications of Records that Relate to the System

| Schedule Code | Secondary No. | Secondary Title | Retention Schedule | | |
|------------------------------|--------------------------------|--|--------------------|-----|----|
| | | | A | SA | FD |
| Data in the System | | | | | |
| 169600 | 30200-25 | Child care client data files | SO+16m | 9y | DE |
| Inputs | | | | | |
| 169600 | 30200-00 | Policy and procedures | SO | 5y | FR |
| 169600 | 30200-20 | Child care client case files | SO+16m | 9y | DE |
| Outputs | | | | | |
| 169600 | 30200-20 | Child care client case files | SO+16m | 9y | DE |
| Other Related Records | | | | | |
| ARCS | 6820-05 | Back-up data | SO | nil | DE |
| ARCS Section 6 | see appropriate secondaries | INFORMATION TECHNOLOGY | | | |
| 102902 | | Special Schedule for Transitory Electronic Data Processing (EDP) Records | SO | nil | DE |

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
169600 = *Child Care Subsidy Ongoing Records Schedule*

END OF OVERVIEW

DRAFT RECORDS SCHEDULE

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CHILD CARE SUBSIDY PROGRAM (CCSP) INVESTIGATION SYSTEM

SYSTEM OVERVIEW

Creating Agency

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

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 investigation system 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

Inputs

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.

Processes

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

Outputs

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.

DRAFT RECORDS SCHEDULE

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CHILD CARE SUBSIDY PROGRAM (CCSP) INVESTIGATION SYSTEM

Classifications of Records that Relate to the System

| Schedule Code | Secondary No. | Secondary Title | Retention Schedule | | |
|------------------------------|--------------------------------|--|--------------------|-----|----|
| | | | A | SA | FD |
| Data in the System | | | | | |
| 169600 | 10500-25 | CCSP investigation data files | SO+15y | nil | DE |
| Inputs | | | | | |
| 169600 | 10500-20 | CCSP investigation case files | SO+1y | 14y | DE |
| Outputs | | | | | |
| 169600 | 10500-05 | Detection and investigation statistical reports | CY+9y | Nil | DE |
| 169600 | 10500-20 | CCSP investigation case files | SO+15y | nil | DE |
| Other Related Records | | | | | |
| ARCS | 6820-05 | Back-up data | SO | nil | DE |
| ARCS Section 6 | see appropriate secondaries | INFORMATION TECHNOLOGY | | | |
| 102902 | | Special Schedule for Transitory Electronic Data Processing (EDP) Records | SO | nil | DE |

Schedule Code Key: ARCS = *Administrative Records Classification System*, schedule 100000
169600 = *Child Care Subsidy Program Ongoing Records Schedule*

END OF OVERVIEW