

CHAPTER VII

RECORDS AND REPORTING

1. Introduction. This chapter designates the requirements for records and reporting. During the period for which records and reports are required to be maintained, they must be available for Federal monitoring.

2. Documentation. Each case file must contain, at a minimum, a copy of all agency documents from the claimant's original claim file in addition to any documents pertaining to the BAM investigation that were utilized. These documents include but are not limited to:

- ! Claimant Questionnaire
- ! Copy of Key Week Certification
- ! Disqualifying Ineligibility Ruling
- ! Copy of Claimant Identification
- ! Authorization to Release Information, if required by SESA
- ! Signed statements on factfinding issues
- ! Work Search Verification - Employer
- ! Work Search Verification - Labor Organization
- ! Work Search Verification - Private Employment Agency
- ! Employment/Wages/Earnings Verification
- ! Disqualifying Income Verification
- ! Verification of Dependents, if applicable
- ! Monetary determinations/redeterminations
- ! Nonmonetary determinations/redeterminations
- ! Key Week Error Summary Worksheet
- ! Overpayment/underpayment actions
- ! Appeals decisions
- ! Summary of Investigation

3. Retention of Records. Case files (folders) are to be retained by the SESA for the same periods of time required by the SESA for other claims records.

4. Transmission of Data to the National Office. BAM records must be available for daily electronic transmittal of data from States to the National Office.