

441—47.10(239B) Records and reports.

47.10(1) *Case records.* The provision of diversion assistance shall be documented by the department in the participant's income maintenance case record.

47.10(2) *Records retention.* County office staff shall maintain all records related to the program for five years. They shall allow federal or state officials access to all records upon request.

47.10(3) *Reports.*

a. County offices shall provide reports as requested by the division administrator in a manner, format and frequency specified by the administrator.

b. County offices shall be responsible for maintaining records sufficient for audit and tracking purposes.