

**.04 Organizing Case Files - Case File Format - Side One, Left - Income (tab three)**

Place the following information in the case file under the Income tab:

- Award letters
- Terminated employment
- Other income information that does not need to be verified at renewal or with a change

NOTE Retain income information in the case file under the Income tab (tab three) for a period of 12 months. After 12 months, remove the income information and place in the [Active Historical File](#).