

Legal Services Corporation Self-Inspection Certification Form 2005 Case Service Reporting Data

Recipient Name: _____ Recipient Number: _____

CERTIFICATION

Recipient certifies that it has completed the *Self-Inspection Procedure* as required by Program Letter 06-1. Pursuant to the instructions in the Program Letter:

- A) A representative sample of _____ cases out of the total number of closed cases being reported to LSC has been reviewed (You must enter a number greater than 0 in this field).
- B) One or more exceptions were noted in _____ of the cases in the sample. The accompanying Self-Inspection Summary Form accurately reports, by category, actual numbers of exceptions noted during the Self-Inspection. (Note: the number entered must be smaller than the number in item A and may be 0).

Recipient further certifies that:

- 1) Some cases were excluded from the 2005 CSR data submitted to LSC as a result of a case review done *prior to* the Self-Inspection. Yes _____ No _____
- 2) Some cases were excluded from the 2005 CSR data submitted to LSC as a result of a case review done *after* the Self-Inspection. Yes _____ No _____ If yes, enter number of cases so excluded from report to LSC _____.
- 3) If cases were excluded as a result of a case review done *prior to* the Self-Inspection, they were excluded because (check all that apply):
- Income eligibility was not documented
 - Assets eligibility was not documented
 - Citizenship/alien eligibility was not documented
 - Evidence of actual legal assistance rendered to the client was not in the file
 - Case closure was not timely
 - Other (Specify)

If corrective action was taken *after* the Self-Inspection to exclude cases from the 2005 CSR data reported to LSC, the attached Self-Inspection Summary Form indicates in what categories such corrective action was taken.

Name of Executive Director