

Self-Inspection Case Review Form

The purpose of this form is to guide program staff reviewing sampled cases during the required Self Inspection of 2004 Case Service Report (CSR) data. Not all questions in this form are applicable to all cases. Answer only those questions which are applicable. The questions in this form may be answered from information contained either in a case file or in a case management system record.

Case Number: _____ Office: _____
 Acceptance Date: _____ Closure Date: _____
 Reviewer Name: _____ Date Reviewed: _____

Financial Eligibility Documentation – Income and Assets	<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is there a specific amount of income recorded or a notation that the applicant’s household has no income?	
(2) Is the recorded amount of household income less than or equal to 187.5% of the poverty guidelines in effect at the time the case was accepted? (may be answered “yes” if client’s income is over 187.5%, but client is eligible based on medical expenses approved by the Director under 45 CFR 1611.5(b)(1)(b)).	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there: (a) a specific amount of assets recorded, or (b) a notation that the applicant’s household has no assets, or (c) a notation that the client is a recipient of benefits from a government program which tests for assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Citizenship/Alienage Documentation (Answer Question 4 or 5, but not both)	
(4) If the case involves brief advice and consultation by telephone only, and does not involve continuous representation as provided by 45 CFR Sections 1626.6(a) and 1626.7(a), is there a notation that the client is either a citizen or an eligible alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) If the case involves in-person contact with the client, or an exchange of correspondence in the course of continuous representation of the client, is there either: (a) a signed citizenship attestation, or (b) documentation of alien eligibility as required by 45 CFR Sections 1626.6(a) and 1626.7(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Status of Casehandler	
(6) Is the casehandler either: (a) an attorney authorized to practice law in the jurisdiction where the assistance was rendered or (b) a person acting in the capacity of a paralegal under the direct supervision of an attorney in accordance with local rules of practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Level of Assistance Provided

- (7) In addition to a case closure category, is there written evidence demonstrating that the client received actual legal advice or representation within the definitions of the 2001 CSR Handbook? Yes No

Timeliness of Case Closing (*Answer either Question 8 or 9, but not both*)

- (8) If the case involved only Counsel & Advice, Brief Service, or a Referral After Legal Assessment, (CSR Categories A, B, or C), was the case opened after September 30, 2003? Exception -- for a case opened September 30, 2003 or earlier, where there is documentation in the case file of a determination that the case should remain open into the following year (2004) as per §3.3(a)(ii) of the 2001 CSR Handbook, this question should be answered “yes”, even though the literal answer would be “no.” Yes No

- (9) If the case was closed in a category *other than* Counsel & Advice, Brief Service, or Referral After Legal Assessment (CSR Categories D, E, F, G, H, I, J or K), was advice or representation provided to the client during 2004, or was there a case closing review during 2004 which included preparation of a closing memorandum or a closing letter to the client? Yes No

Duplicate Cases

- (10) Does the case file or case management system record identify the client by name? Yes No

(Answer Question 11 only if more than one case for the same client)

- (11) During 2004, if the same client received assistance in one or more other cases (including PAI cases), are the other case(s) either: (a) assigned different legal problem codes or (b) distinguishable as involving different sets of facts? Yes No