

Self-Inspection Summary Form

Recipient Name: _____ **Recipient Number:** _____

The numeric entries in the “Numbers of Cases” column of this form represent the numbers of cases in which exceptions were noted (by “No” answers) in individual Case Review forms completed in the Self Inspection process required by Program Letter 05-1. The “Yes” or “No” entries in the “Corrective Action” column indicate whether the recipient has (or has not) undertaken corrective action, not just in cases sampled in the Self Inspection but also in affected cases outside the sample, which resulted in adjustments to the 2004 CSR data submitted to LSC.

Question	Type of Case	Numbers of Cases	Corrective Action
(1)	Cases in which income information was not recorded		
(2)	Cases in which household income exceeded 187.5% of the poverty guidelines		
(3)	Cases in which assets information was not recorded		
(4)	Telephone cases in which citizenship/alien status was not noted		
(5)	Non-telephone cases which lacked a citizenship attestation or documentation of alien eligibility		
(6)	Cases in which the casehandler was not an attorney or a person acting in the capacity of a paralegal		
(7)	Cases in which there is no written evidence of advice or representation		
(8)	Counsel & Advice, Brief Service or Referred After Legal Assessment cases opened prior to 10/01/03 and not falling under the exception in §3.3(a)(ii) of the 2001 CSR Handbook.		
(9)	Extended service cases in which assistance was completed and case closure occurred prior to 2004		
(10)	Cases in which the client is not identified by name		
(11)	Cases reported more than once in 2004 with the same client, problem code and set of facts		