

## **Program Letter 01-5**

**To:** All LSC Program Directors

**From:** Randi Youells \_\_\_\_\_  
Vice President for Programs

**Date:** July 25, 2001

**Subject: Elimination of Exception to CSR Financial Eligibility  
Documentation Requirement Effective Calendar Year 2002**

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In 1999, LSC changed the CSR reporting system to include reporting of all LSC-eligible cases, regardless of whether any LSC funds support the case. Also, during 1999, it was decided that cases under Titles III and IV of the Older Americans Act, Title XX of the Social Security Act or the Violence Against Women Act could be reported, even though financial eligibility information was not collected, because these programs prohibit the use of any financial eligibility tests.

However, the inclusion of cases under these four Federal programs detracts from the clarity of the new criterion for reporting cases which is that all cases for eligible clients should be reported, irrespective of funding source. The logic of the new criterion is that we are reporting the cases closed for eligible clients, rather than just the cases closed for eligible clients in which at least some LSC funding was used. The reporting of cases in which the client's financial eligibility is not determined undermines this logic and confuses a very simple and compelling argument for the reporting of all LSC-eligible cases.

Therefore, effective January 1, 2002, cases in which client financial eligibility has not been determined may no longer be reported in the CSR's, even if they are cases under Titles III and IV of the Older Americans Act, Title XX of the Social Security Act or the Violence Against Women Act.

Accordingly, Section 4.3 of the LSC CSR Handbook, 1999 Edition Revised is amended by deleting Section 4.3(b) and renumbering Section 4.3(a) as Section 4.3, and by a conforming amendment to the second paragraph of Section 5.2, effective January 1, 2002. For the calendar year 2001, cases funded by the above-mentioned four Federal funding sources may continue to be reported, regardless of financial eligibility documentation, provided that these cases are otherwise LSC-eligible. Thus if such a case is closed in 2001, it may be reported in the Grant Activity Report due March 2002.

The 1999 CSR Handbook has been amended several times since its issuance. Accordingly, LSC is taking this opportunity to reissue it as the 2001 CSR Handbook for ease of use. Except for the amendment to Section 4.3 discussed above, there are no substantive changes from the currently effective CSR Handbook. There is a technical correction to Section 5.5 where a reference to CSR Category C, Referred After Legal Assessment is restored to the second sentence of the first paragraph. The effect of this correction is to include Category C with Categories A and B which do not require a client's signature on citizenship attestation for cases in which assistance is given over the telephone and not in person.