

Self-Inspection Certification

Recipient Name: _____ Recipient Number: _____

CERTIFICATION

We certify that Recipient has completed the *Self Inspection Procedure* as required by Program Letter 05-1. Pursuant to the instructions in the Program Letter, a representative sample of _____ cases out of the total number of closed cases being reported to LSC has been reviewed, and one or more exceptions were noted in _____ of the cases in the sample. The attached Self Inspection Summary Form accurately reports, by category, the actual numbers of exceptions noted during the Self Inspection.

We further certify that:

- 1) Some cases were excluded from the 2004 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 2004 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 2004 CSR data reported to LSC, the attached Self Inspection Summary Form indicates in what categories such corrective action was taken.

Name of Executive Director

Name of Governing/Policy Board Chair

Signature

Signature

Date

Date