

## Internal Audit Sheet for Current Families

Client name: \_\_\_\_\_

Date of audit: \_\_\_\_\_

Case Manager: \_\_\_\_\_

<b>General Information</b>	
Written Application Matches TAS information.	_____ Yes                      _____ No
Physical file exists for TAS file.	_____ Yes                      _____ No
Verify Adults on Grant	Adults names:
Verify Youth on Grant	Youths names:
Verify Family Type	HH Size on Application _____ HH Size in TAS _____  Type of Family on Application _____ Type of Family in TAS _____
Eligibility Statement in the file completed?	_____ Yes                      _____ No
Eligibility Documents in the file	_____ Yes                      _____ No
Any reported changes?(pinks)	_____ Yes                      _____ No
Changes made in TAS?	_____ Yes                      _____ No
<b>Income Information</b>	
Does the family receive income?	_____ Yes                      _____ No
Type of Income	Earned        _____ Yes                      _____ No Unearned     _____ Yes                      _____ No Per capita     _____ Yes                      _____ No
Sample Income calculation	# of months sampled _____ Notes:

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-Does the file have paystubs? -Was the income correctly calculated? -Was the correct income month used in generating the check? -Does income sampled match income in TAS match the? -Are per capita spend downs documented? --Are there case notes in TAS discussing income and grant calculation?	_____ Yes                      _____ No _____ Yes                      _____ No	_____ No _____ No _____ No _____ No _____ No _____ No
While auditing does it appear this case may have been paid incorrectly?	_____ Yes                      _____ No Explain:	_____ No
-Is there a prior over payment in TAS? -Has a payment plan been established? Give details.	_____ Yes                      _____ No Explain:	_____ No
<b>Assessments and FSP</b>		
Assessment of each Adults in File	Adult 1 _____ Adult 2 _____	
Adult 1: -Is the FSP/ISP in the file? -What is the date on the current plan? -Does the working file and TAS match? - What is the education goal? -What is the employment goal? -Are the goals and steps reasonable?	_____ Yes                      _____ No Date of most current plan: _____ Yes                      _____ No if no explain: _____ _____ _____ Yes                      _____ No	_____ No _____ No if no explain: _____ _____
Adult 2: -Is the FSP/ISP in the file? -What is the date on the current plan? -Does the working file and TAS match? - What is the education goal? -What is the employment goal? -Are the goals and steps reasonable?	_____ Yes                      _____ No Date of most current plan: _____ Yes                      _____ No if no explain: _____ _____ _____ Yes                      _____ No	_____ No _____ No if no explain: _____ _____

### Internal Audit Sheet for Current Families

<b>Work Participation</b>	
Is this family required to WP hours?	_____ Yes                      _____ No
-If family is exempt from WP? -What are the adults WP codes on the grant?	Explain: Adult 1 _____ Adult 2 _____
-Why is family or person exempt from WP?  -What is the length of exemption? -Are there verification or case notes to support exemption?	Explain:  Date of exemptions (start stop) _____ : _____ Yes                      _____ No
Work Participation Logs in File	_____ Yes                      _____ No
<b>Adult Education</b>	
- Does the adult(s) have at least a HS diploma or GED?	_____ Yes                      _____ No
- If not is adult participating in GED classes?	_____ Yes                      _____ No Location of GED Program: _____
- Documentation in File or TAS?	_____ Yes                      _____ No
- If adult is attending post secondary education is there documentation of attendance and school transcripts?	_____ Yes                      _____ No  Where attending? _____ Program: _____
<b>Youth Education</b>	
Are the children of school age?	Youths names who are school age:
For school aged youth – is there current School info in file and updated in TAS	
Attendance verification in file?	_____ Yes                      _____ No
Has attendance issues been identified?	_____ Yes                      _____ No If yes explain issue(s):
If yes, has attendance issues been resolved?	_____ Yes                      _____ No
If yes, were sanctions and notices applied correctly?	_____ Yes                      _____ No

