

The following participant case files must receive an internal audit by SCTCA Tribal TANF staff:

- ❖ Eligibility
- ❖ Career
- ❖ Case Worker
- ❖ Educational Monitor
- ❖ Native Youth for Success (NYSP)

All files are audited using a Peer Review Form during the following times:

- ❖ Randomly by Site Manager
- ❖ Randomly during weekly case staffing meetings by peers
- ❖ During case transfers (to another SCTCA office) by Site Manager
- ❖ During case closure process
 - By Site Manager and
 - By TANF Records Clerk before filing in the closed file room

All Eligibility files are reviewed by the Eligibility Reviewers:

- ❖ Upon Opening
- ❖ During Re-Certification
- ❖ Anytime there is an updated application
- ❖ Upon case closure

Procedure

1. Each case will be reviewed by staff using the Peer Review form
2. Originating staff will make corrections/adjustment needed and return to the Reviewer for final review
3. Once accurate, the reviewer will sign off the Peer Review form and file the form in case file